

Lowell Joint School District – Jordan Elementary School
10654 Jordan Road, Whittier, CA 90603

REGULAR MEETING OF THE BOARD OF TRUSTEES
March 6, 2023 – 6:30 p.m.

AGENDA

- I. Call to Order 6:30 p.m.
- A. Comments from the Public INFORMATION
1. Board Agenda Items: Any member of the audience may speak to any agenda item by submitting a “Presentation Card” (supply located on the table near double exit doors). Please hand the completed card to the secretary. When the item is considered by the Board, individuals submitting presentation cards will be called upon prior to Board action. Speakers must limit their comments to three (3) minutes. The Board shall limit the total time for public input on each item to 30 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard.
 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 IV.
- B. Closed Session 6:30 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)
- C. Regular Session Approximately
7:30 p.m.
- II. Preliminary Procedural – Board President
- A. Salute to the Flag
 - B. Reporting Out Action (if any) Taken in Closed Session

- C. Introductions and Welcome of Guests
- D. Comments from the Public INFORMATION
1. Board Agenda Items: Any member of the audience may speak to any agenda item by submitting a “Presentation Card” (supply located on the table near double exit doors). Please hand the completed card to the secretary. When the item is considered by the Board, individuals submitting presentation cards will be called upon prior to Board action. Speakers must limit their comments to three (3) minutes. The Board shall limit the total time for public input on each item to 30 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard.
 2. Topics Not on Agenda: Anyone in attendance may address any issue by following the same identification process as shown in II-D-1 above. Since the Board cannot take action on items which are not on the agenda, such items will be referred to the Superintendent for handling. Individuals interested in speaking to items which are not on the agenda will be called upon under Item IV.
- E. Acknowledgement of Correspondence to the Board INFORMATION
- F. Approval of Agenda ACTION
- G. Approval of Minutes from the February 6, 2023, Regular Board Meeting ACTION
- III. Reports INFORMATION
- A. Timely Information from Board and Superintendent – Board President
- Recognition of ACSA Every Student Succeeds Awards
- * * * RECESS * * * *
- B. School Reports
(School Reports will be the First Meeting of the Month)
- IV. Topics Not on the Agenda
- V. General – Jim Coombs
- A. Adoption of the 2024-2025 Student Attendance Calendar ACTION
- VI. Business Services – David Bennett

- A. Presentation of Second Interim Report 2022/2023 ACTION
- B. Agreement with Red Wave Comm, Inc. for Electrical And Low Voltage on the Maybrook Interim Housing Phase II (Rancho-Starbuck Interim Housing) Project, Bid #2223-01 ACTION
- C. Agreement with Spec Construction Co., Inc. for General Construction on the Maybrook Interim Housing Phase II (Rancho-Starbuck Interim Housing) Project, Bid #2223-01 ACTION
- D. Agreement with Miller Plumbing, Inc. For Plumbing & Site Utilities on the Maybrook Interim Housing Phase II (Rancho- Starbuck Interim Housing) Project, Bid #2223-01 ACTION
- E. Approval of Professional Services Agreement, Hauffe Company Inc., (HCI) Division of State Architect (DSA) Inspections, Maybrook Interim Housing Phase II (Rancho-Starbuck Interim Housing) ACTION
- F. Approval of Professional Services Agreement, Hauffe Company Inc., (HCI) Division of State Architect (DSA) Inspections, Rancho-Starbuck Intermediate School ACTION
- G. Resolution 2022/23 No. 884 Finding the Proposed Rancho-Starbuck Intermediate School Project Exempt from the California Environmental Quality Act (CEQA), Approving the Filing and Recording of a Notice of Exemption and Approving the Project ACTION/
(RESOLUTION)
- H. Resolution 2022/23 No. 885 Finding the Proposed Maybrook Interim Housing Phase II (Rancho-Starbuck Interim Housing) Project Exempt from the California Environmental Quality Act (CEQA), Approving the Filing and Recording of a Notice of Exemption and Approving the Project ACTION/
(RESOLUTION)

VII. Human Resources – Jim Coombs

- A. Release of Non-Reelect Temporary Certificated, Probationary, Administrative Employees
 - 1. Resolution 2022/23 No. 886, to Release and Non-Reelect Temporary Certificated Employees ACTION/
(RESOLUTION)

VIII. Education Services – Sheri McDonald

- A. Approval of the Comprehensive School Safety Plan for 2022/2023 school year. INFORMATION/
ACTION

- B. Approval of First Amendment to Agreement FCI-SD4-15 By and Between Children and Families Commission of Orange County and Lowell Joint School District ACTION

IX. Administrative Services – Carl Erickson

- A. Resolution 2022/23 No. 887 Declaring March 6-10, 2023 as “National School Breakfast Week” ACTION/
(RESOLUTION)

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 of Agreement with Behavior and Education Inc., a Nonpublic Nonsectarian Agency, to Provide additional direct Behavioral Intervention Services for select district students for the 2022/2023 School Year ACTION/
(RATIFICATION)
2. Approval of Consultant Agreement with Mr. Ryan Morales to Provide After-School Coaching Services for the 2022/23 School Year ACTION
3. Approval of Consultant Agreement with Mr. Bryan Tarelo to Provide After-School Coaching Services for the 2022/23 School Year ACTION
4. Acceptance of Donations ACTION/
(RATIFICATION)
5. Approval of Memorandum of Understanding Between Lowell Joint School District and California Baptist University, effective February 23, 2023 through June 30, 2026 ACTION/
(RATIFICATION)

B. Business Services – David Bennett

1. Purchase Order Report 2022/23 #8 ACTION/
(RATIFICATION)
2. Consolidated Check Register Listing Report 2022/23 #8 ACTION/
(RATIFICATION)

C. Human Resources – Jim Coombs

1. Employer-Employee Relations/Personnel Report 2022/23 #8 Which Includes Hiring, Resignations, Contract Adjustments, and Retirements for Certificated, Classified, and Confidential Employees ACTION (RATIFICATION)

2. Approval of the 2022-2023 Classified Management Salary Schedule, Effective March 6, 2022, with the Addition of the Nutrition Services Supervisor Position ACTION/ (RATIFICATION)

D. Education Services – Sheri McDonald

1. Approval of Consultant Agreement with RMH Dance & Productions to Provide Audio and Lighting Services for Lowell Joint Youth Theatre Seussical Shows during the 2022/2023 School Year ACTION

2. Approval of Agreement with Fullerton Joint Union High School District Provision of Library Services, Effective July 1, 2022 through June 30, 2025 ACTION/ (RATIFICATION)

3. Approval of Extended Field Trip to Catalina Island Marine Institute from March 13-15, 2023 ACTION

4. Approval of Extended Field Trip to Ocean Institute in Dana Point from March 8 – 11, 2023 ACTION

E. Administrative Services – Carl Erickson

1. Approval of Agreement with Magic Jump Rentals, Inc. to Provide Inflatables for Rancho Starbuck Intermediate School, for School Dances and Other Annual Events for the 2022-2023 school year ACTION/ (RATIFICATION)

2. Approval of Agreement with A & D Transportation for Athletic and Field Trip Transportation for the 2022-2023 School Year ACTION/ (RATIFICATION)

3. Approval of Hot Dogger Tours, Inc. dba Gold Coast Tours Bus Transportation Services for the 2022-2023 School Year ACTION/ (RATIFICATION)

4. Approval of Lux Bus Transportation Services for the 2022-2023 School Year ACTION/ (RATIFICATION)

5. Approval of Zum Bus Transportation Services for the 2022-2023 School Year 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, April 3, 2023.

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

MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
February 6, 2023

Call to Order	President Shaw called the meeting to order at 6:30 p.m. at Lowell Joint School District, 11019 Valley Home Avenue, Whittier, CA 90603.
Topics Not on the Agenda	None.
Closed Meeting	President Shaw declared the meeting recessed to closed session at 6:32 p.m.
Call to Order	President Shaw reconvened the meeting to order at 7:33 p.m. The flag salute was led by Anastasia Shackelford, Vice President Board of Trustees. Karen L. Shaw, Anastasia M. Shackelford, Anthony A. Zegarra, Christine J. Berg, Melissa A. Salinas Trustees Absent: None Jim Coombs, Superintendent of Schools; Sheri McDonald, Assistant Superintendent of Educational Services; David Bennett, Assistant Superintendent of Business Services; Carl Erickson, Assistant Superintendent of Administrative Services Staff Absent: None.
Reporting Out Action (if any) Taken in Closed Session	None.
Introduction / Welcome	President Shaw welcomed the many guests in attendance, staff members present, guests, Allison Fonti, LJEa president, Leslie Mangold, LJEa lead negotiator and CSEA President, Darleene Pullen.
Acknowledgement of Correspondence	None.
Approval of Agenda	It was moved, seconded, and carried by unanimous vote, (5-0) to approve the February 6, 2023, Board agenda.
Approval of Minutes	It was moved, seconded, and carried by unanimous vote, (5-0) to approve the amended minutes from the January 9, 2023, Regular Board Meeting.
Timely Information from the Board and Superintendent	Ms. Shaw introduced the 2023 John Greenleaf Whittier Chapter Daughters of the American Revolution Essay Contest Winners.

Grade 7	Kade Barrows	Rancho Starbuck
Grade 8	Kiane Hatori	Rancho Starbuck

They were each awarded a certificate of outstanding achievement by President Shaw and both students were announced to have moved on to the state level for their award winning essays. Kiane Hatori was asked to introduce her family and teachers. Kade Barrows was not in attendance.

Dr. Zegarra introduced a Rancho Starbuck student that auditioned and was selected for the Southern California Middle School Honors Band. Elias Orloff received a certificate of outstanding achievement from the Board of Trustees and played his auditioning music piece for the Board of Trustees.
Elias Orloff - Bassoon

Mr. Coombs announced the recognition from the State of the following employees for the Lowell Joint School District Learning Links Program.
Dr. Sheri McDonald, Assistant Superintendent of Educational Services
Mrs. Holly Brander, Early Learning TOSA, was not in attendance
Mrs. Maria Del Cid, Early Learning Links

Mr. Coombs introduced the 2022 CSBA Golden Bell Award STEAM Innovation Lab received by El Portal Elementary School. The awardees were: Amanda Malm, Dana Morrison, Kaitlyn Campbell, Kari Daniel, Rachel Guerrero, Rebecca Champion, Mary Brimmage and Rhonda Overby. Each awardee received a small golden bell for their achievement.

President Shaw declared recess at 7:56 p.m. President Shaw reconvened the meeting at 8:06 p.m.

School Reports

Each Board member shared highlights of their respective schools.

Topics Not on the Agenda

Mrs. Diana Bothwell spoke about the wonderful teachers that Lowell Joint School District has and she is tired of all the things that are being said on social media. Her children attended Meadow Green and Rancho Starbuck. One of her sons teaches for Lowell Joint and her grandchildren attend Lowell Joint.

Resolution 2022/23 No. 882, Recognizing February 6-10, 2023 as "School Counseling Week"

It was moved, seconded, and carried by unanimous roll call vote (5-0) to adopt Resolution 2022/23 No. 882, recognizing February 6-10, 2023, as "School Counseling Week", and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Agreement with Nigro & Nigro to perform Audit Services

It was moved, seconded, and carried by unanimous vote (5-0) to approve the agreement with Nigro & Nigro for Audit Services for the Fiscal Years ending June 30, 2023 and June 30, 2024 at a cost not to exceed \$31,500 and \$32,250 respectfully, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Professional Services Agreement with A-Tech Consulting for Hazardous Materials Monitoring, Sampling, and Testing, at Rancho Intermediate School.

It was moved, seconded, and carried by unanimous vote (5-0) to approve the Professional Services Agreement with A-Tech Consulting for Hazardous Materials Monitoring, Sampling, and Testing at Rancho Intermediate School, effective February 7, 2023 through February 6, 2024, (21.0-00000-0-00000-85000-6282-000011) Measure LL (21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.

Authorization of Professional Services Agreement, Koury Engineering & Testing, Materials Testing, Soil Compaction, Maybrook ES Interim Housing Phase 2 Project

It was moved, seconded, and carried by unanimous vote (5-0) to approve the Professional Services Agreement, Koury Engineering & Testing, Materials Testing, Soils Compaction, Maybrook Elementary School, effective February 7, 2023, through February 6, 2024, not to exceed \$18,635.00 (21.0-00000-0-00000-85000-6282-0000011) Measure LL (21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.

Resolution 2022/23 No 883 Renewal of CSPP Contract and Authorization of Signatures

It was moved, seconded, and carried by unanimous roll call vote (5– 0) to adopt Resolution 2022/23 No. #883 to approve the Renewal of the CSPP Contract and Authorization of Signatures, and that the Superintendent or designee be authorized to execute the necessary documents.

Consent Calendar

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

Approval of Consultant Agreement with Brianna Velarde to Provide Graphic Design Work for District Communication of Programs and Facilities for the 2022/23 School Year

Approved the consultant agreement with Brianna Velarde to provide graphic design work for District communication of programs and facilities for the 2022/23 school year, for an amount not to exceed \$2,500.00, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Independent Contract with Little Ears Therapy Center for speech services for the 2022-2023 School Year

Approved the independent consultant agreement with Little Ears Therapy Center for Speech and Language services for the 2022-2023 School Year, for an estimated cost not to exceed \$4,000.00, to be paid from out of home care funds, and that the Superintendent or designee be authorized to execute the agreement.

Approval of Independent Contract with Southern California Sensory Screening, Inc. for the 2022-2023 School Year

Approved the independent consultant agreement with Southern California Sensory Screening, Inc. for hearing screening services for the 2022-2023 School Year, 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 Independent Contract with Jump and Schout Therapy for speech

Approved the independent consultant agreement with Jump and Schout Therapy for Speech and Language services for the 2022-2023 School Year, for an estimated cost not to exceed \$4,000.00, to be paid from out of home care funds, and that the

services for the 2022-2023 School Year	Superintendent or designee be authorized to execute the agreement.
Approval of Independent Contract with Joseph Rubio, Behavioral Emotional & Academic Mentoring, LLC for an Independent Educational Evaluation (IEE) for the 2022-2023 School Year	Approved the independent consultant agreement with Joseph Rubio, Behavioral Emotional & Academic Mentoring, LLC for an Independent Educational Evaluation (IEE) for the 2022-2023 School Year, for an estimated cost not to exceed \$4,000.00, to be paid from resource 6500- Special Education Funds, and that the Superintendent or designee be authorized to execute the agreement.
Purchase Order Report 2022/23 #7	Approved the Purchase Order Report 2022/23 #7, issued December 1, 2022 through December 31, 2022, as attached, and that the Superintendent or designee be authorized to execute the necessary documents.
Consolidated Check Register Listing Report 2022/23 #7	Approved the Check Register Listing Report 2022/23 #7, issued December 1, 2022 through December 31, 2022, as attached, and that the Superintendent or designee be authorized to execute the necessary documents.
Employer-Employee Relations/Personnel Report Hiring, Resignations, Contract 2022/23 #7 Which Includes Adjustments and Retirements for Certificated, Classified, and Confidential Employees	Ratified Employer-Employee Relations/Personnel Report 2022/23 #7, as attached, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees.
Approval of Consultant Agreement with RMH PRODUCTIONS to provide Dance and Theatre Workshop Classes for Expanded Learning Opportunities Program for the 2022-23 School Year	Approved the consultant agreement RMH PRODUCTIONS to be Dance and Theatre Workshop Class Teacher(s) for the PowerSource Expanded Learning for Lowell Joint School District during the 2022-23 school year, at an amount not to exceed \$10,000, to be paid by the 6762-Arts, Music, and Instructional Materials Discretionary One Time Block Grant and Fund 12 ELOP funds, and that the Superintendent or designee be authorized to execute the necessary documents.
Approval of Agreement with Ronica Dixon to Provide Services during 2022-2023 School Year	Approved the agreement with Ronica Dixon to provide services during the 2022-2023 school year, not exceed \$3,000 and will be covered by the UPK Implementation Grant, and the Superintendent or designee be authorized to execute the necessary documents.
Approval of Agreement #15076 with Inside the Outdoors, Orange County Department of Education, to Provide a Traveling Scientist Assembly for the Second	Approved the Agreement #15076 with Inside the Outdoors, Orange County Department of Education to provide a Traveling Scientist Assembly for the second-grade students of El Portal Elementary School, and that the Superintendent or designee be authorized to execute the necessary documents.

Grade Students of El Portal
Elementary School

Approval of Agreement
Healthy Smiles for Kids of
Orange County, Inc.

Approved the Agreement with Healthy Smiles for Kids of Orange County, Inc., at no cost to the district, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Extension of
Agreement with the San
Gabriel Valley Cooperative
(RFP #201920-1) for the
2023/24 School Year

Approved the agreement with the San Gabriel Valley Cooperative for the 2023/24 school year, effective July 1, 2023 through June 30, 2024, and that the Superintendent or designee be authorized to execute the necessary documents.

Board Member/
Superintendent Comments

Mrs. Shackelford thanked the staff for the January 21st Board study session that was held at the district office. She said it was nice to get a recap of what each of the departments do. She is also excited for her son to participate in the Rancho Starbuck's upcoming math field day that will be held in April.

Ms. Shaw mentioned also reviewing the Brown Act during the January 21st Board study session.

Adjournment

President Shaw declared the meeting adjourned at 8:28 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

RESOLUTION 2022/2023 NO. 882

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
LOWELL JOINT SCHOOL DISTRICT
OF LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
RECOGNIZING FEBRUARY 6-10, 2023, 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 6-10, 2023, 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 6th day of February, 2023, by the following vote:

AYES: Karen L. Shaw, Anastasia M. Shackelford, Anthony A. Zegarra, Christine J. Berg,
Melissa A. Salinas

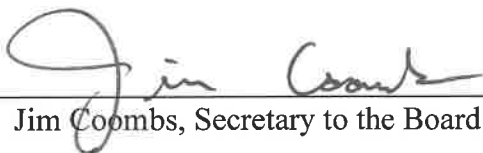
NOES: None

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 6th day of February, 2023, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the 6th day of February, 2023.



Jim Coombs, Secretary to the Board of Trustees



January 3, 2023

Lowell Joint School District
161 W. Williams Street
Banning, CA 92220

We are pleased to confirm our understanding of the services we are providing for Lowell Joint School District (“the District”) for the fiscal year ended June 30, 2023. Please read this letter carefully because it is important that you understand and accept the terms under which we have agreed to perform our services as well as management’s responsibilities under this agreement.

Audit Scope and Objectives

We will prepare and audit the financial statements of the governmental activities, each major fund, the aggregate remaining fund information, and the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the fiscal year ended June 30, 2022.

Accounting principles generally accepted in the United States of America (U.S. GAAP) call for certain required supplementary information (RSI) to accompany the basic financial statements. The Governmental Accounting Standards Board also considers this information a necessary part of financial reporting, as it provides perspective to the basic financial statements. Therefore, as part of this engagement, we will apply limited procedures to the District’s RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will primarily consist of inquiries of management regarding their methods of measurement and presentation. However, we will not express an opinion or provide any assurance on this RSI, as our limited procedures do not provide us with sufficient evidence to do so. Consequently, the financial statements we present to you will include the following required RSI that will not be audited and, as such, our report will disclaim an opinion on this RSI:

- Management’s Discussion and Analysis
- Schedules of Budgetary Comparison
- Schedule of Proportionate Share of the Net Pension Liability
- Schedule of Pension Contributions
- Schedule of Changes in the Net OPEB Liability and Related Ratios

We also understand that supplementary information other than RSI will accompany the District’s basic financial statements. In accordance with GAAS, we will apply auditing procedures and other additional procedures deemed necessary to the following supplementary information accompanying the basic financial statements in order to provide an opinion on this information in relation to the financial statements as a whole in a report combined with our auditor’s report on the financial statements:

Jeff Nigro, CPA, CFE | Elizabeth Nigro, CPA | Shannon Bishop, CPA | Peter Glenn, CPA, CFE | Paul J. Kaymark, CPA

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- Schedule of Average Daily Attendance
- Schedule of Instructional Time
- Schedule of Financial Trends and Analysis
- Schedule of Expenditures of Federal Awards
- Reconciliation of the Annual Financial and Budget Report with the Audited Financial Statements

The statements we present to you will include the following additional information, which will not be subject to the auditing procedures applied in our audit of the basic financial statements and for which our report will not provide an opinion or any assurance:

- History and Organization
- Schedule of Charter Schools

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. GAAP and to report on the fairness of the additional information referred to above when considered in relation to the financial statements taken as a whole. The objective also includes reporting on:

- Internal control over financial reporting and compliance with laws, regulations, and the provisions of awards, contracts or grants agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the provisions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The reports on internal control and compliance are solely for information and use of management and will each include a paragraph that the purpose of the report is solely to describe the following: (1) the scope of testing of the system of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of the system of internal control over financial reporting or on compliance; (2) the scope of testing the system of internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of the system of internal control over compliance; and (3) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the system of internal control over financial reporting and compliance. The Uniform Guidance report on internal control over compliance is solely to describe the scope of testing of the system of internal control over compliance and the results of that testing based on the Uniform Guidance requirements.

Our audit will be conducted in accordance with GAAS; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance.

Our professional standards as defined by GAAS require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements, and the related financial statement disclosures, are free from material misstatement whether due to fraud or error, and are fairly presented, in all material respects, in conformity with U.S. GAAP. Reasonable assurance is a high level of assurance but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

As such, our audit will involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements and will include tests of the accounting records of the District, a determination of major programs in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express an opinion whether the financial statements prepared as part of this engagement are fairly presented, in all material respects, in conformity with U.S. GAAP. The procedures we determine necessary will depend on our professional judgment as auditors and will be based, in part, on our assessment of the risks of material misstatement of the financial statements and disclosures, whether due to fraud or error.

An audit also includes evaluating the appropriateness of accounting policies used, and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. If we deem it appropriate, our procedures will also include tests of documentary evidence supporting the transactions recorded in the accounts, may include tests of the physical existence of inventories, and confirmation of receivables and other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters. These representations will include acknowledging our assistance with the preparation of your financial statements and related notes, the schedule of expenditures of federal awards, and notes accompanying these documents, and that you have reviewed and approved these documents, approved their release, and that you have accepted responsibility for them, compliance with laws, regulations, contracts, federal award programs, and grant agreements; and other responsibilities required by GAAS.

Because of the inherent limitations of an audit, together with the inherent limitations of a system of internal control, an unavoidable risk exists that some material misstatements may not be detected by our firm, even though our audit is properly planned and performed in accordance with GAAS and Government Auditing Standards. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of controls. An audit is not designed to provide an opinion on your system of internal control nor to identify deficiencies in internal control.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Since we plan and perform our audit in accordance with GAAS to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriations of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity; and because the determination of abuse is so subjective, Government Auditing Standards do not expect auditors to provide reasonable assurance regarding the detection of abuse. As required by the Single Audit Act Amendments of 1996 and the Uniform Guidance, our audit will include tests of transactions related to major federal award programs for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. Our procedures will be less in scope than what

would be required to render an opinion on a system of internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Accounting Standards. However, we will inform you of any material errors that come to our attention, and we will inform you or the appropriate level of management of any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will also include such matters in the reports required for a Single Audit.

Our audit will include obtaining an understanding of the government and its environment, including internal control sufficient to assess the risk of material misstatement of the financial statements and to design the nature, timing and extent of audit procedures. In making our risk assessments, we will consider internal control relevant to the preparation and fair presentation of the District's financial statements in order to design audit procedures that are appropriate in the circumstances. However, our audit procedures are not designed for the purpose of expressing an opinion on the effectiveness of your system of internal control. As required by the Uniform Guidance, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that in our professional opinion are relevant to preventing or detecting material noncompliance with the requirements applicable to each major federal award program. Our tests, however, will be less in scope than what would be required to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance. We will communicate to you in writing concerning any significant deficiencies or material weaknesses in the system of internal control relevant to your financial statements that we identify during the audit as required by the American Institute of Certified Public Accountants, the Government Auditing Standards, and the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of those procedures will not be to express an opinion in our report on compliance with these provisions pursuant to Government Auditing Standards.

In addition, the Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the District has complied with applicable laws and regulations and the provisions of contracts and agreements applicable to major programs. Our procedures, as such, will consist of the applicable procedures described in the OMB "Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to major programs in our report on compliance issued pursuant to the Uniform Guidance.

As this engagement is not designed to be a fraud audit, management understands and accepts the inherent limitations of the audit services described in this agreement.

Our responsibility as auditors is, of course, limited to the period covered by our audit and does not extend to any other periods.

Also, based on the audit evidence we obtain, we will conclude whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Jeff Nigro, CPA, CFE is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Nigro & Nigro's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Responsibilities of Management and Those Charged with Governance

By your signature below, you acknowledge that management understands and agrees to assume all of the responsibilities stipulated in this section. As part of our engagement, we may advise you about appropriate accounting principles and their application; however, the management of the District acknowledges and understands that the final responsibility for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America remains with you. This responsibility includes the financial statements, all accompanying information, and the representations that accompany them. Management's responsibilities also include identifying government award programs, understanding and complying with program requirements, and the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) as required by the Uniform Guidance. As such, the management of the District is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. Other management responsibilities include maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.

Management is also responsible for the preparation and fair presentation of the supplementary information in conformity with U.S. GAAP. You agree that you will confirm your understanding of your responsibilities with respect to the supplementary information in your representation letter. You further agree to include our report on the supplementary information in any document that contains and indicates that we have reported on such supplementary information. In addition, you also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

You also acknowledge and understand that the management of the District is responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. This responsibility includes having appropriate programs and controls in place to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the organization that involves management, employees who have significant roles in internal control, regulators, grantors and others where fraud could have a material impact on the financial statements. The management of the District is also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws and regulations and for taking timely and appropriate actions to remedy any fraud, noncompliance with laws and regulations, or violations of contracts and agreements. You agree that you will confirm your understanding of your responsibilities as defined in this letter to us in your representation letter.

In fulfilling management's responsibility for establishing and maintaining internal control and for compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants, estimates and judgments by management are required to assess the expected benefits and related costs of the controls. The objectives of internal control are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition; that transactions are executed in accordance with management's authorizations and recorded properly to permit the preparation of financial statements in accordance with U.S. GAAP; and that federal award programs are managed in compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants.

Management is also responsible for the preparation and fair presentation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree that you will confirm your understanding of your responsibilities with respect to the supplementary information in your representation letter. You further agree to include our report on the supplementary information in any document that contains and indicates that we have reported on such supplementary information.

Management's responsibilities also include designating qualified individuals with suitable skill, knowledge, and/or experience to be responsible and accountable for overseeing the preparation of your financial statements and any other nonattest services we perform as part of this engagement, as well as evaluating the adequacy and results of those services and accepting responsibility for them.

Also, as required by the Uniform Guidance, it is management's responsibility to follow up and take corrective action on reported audit findings and recommendations. This responsibility includes maintaining a summary of prior audit findings and recommendations and the corrective actions taken to address these issues; and for providing us with this information as part of our engagement. Management is also responsible to provide input on the current audit findings and recommendations, as well as management's planned corrective actions for these issues.

Management is responsible for making us aware of any contractor relationship in which the contractor has the responsibility for program compliance; providing us with access to all information management is aware of that is relevant to the preparation and fair presentation of the financial statements such as personnel, records, documentation and other matters; for the accuracy and completeness of the information that is provided to us; and for informing us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements. This responsibility also includes providing us with any additional information that we may request from management for the purpose of the audit; as well as allowing us unrestricted access to individuals within the organization from whom we may determine it necessary to obtain audit evidence, including access to your designated employees who will type all confirmations we request.

Written Report

We expect to issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Governing Board. We cannot provide assurance that an unmodified opinion will be expressed on the financial statements. Circumstances may arise in which it is necessary for us to modify our opinion, add emphasis-of-matter or other-matter paragraphs, decline to express an opinion, or withdraw from the engagement.

The inclusion, publication, or reproduction by the District of any of our reports in bond offerings, regulatory filings, or Data Collection Forms containing information in addition to financial statements may require us to perform additional procedures to satisfy our professional responsibilities. Accordingly, our reports should not be used for such purposes without our prior written permission. Also, to avoid delay or misunderstanding, it is important that we be given timely notice of the District's intention to include, publish or reproduce our report in any report, document, or written communication containing financial information on which we have not reported. Any agreement to perform work in connection with an offering, including an agreement to provide permission or consent, will be a separate engagement.

Other Matters

In accordance with the terms and conditions of this agreement, the District shall be responsible for the accuracy and completeness of all data, information and representations provided to us for purposes of this engagement. Because of the importance of oral and written management representations to the effective performance of our services, the District releases and indemnifies our firm and its personnel from any and all claims, liabilities, costs and expenses attributable to any misrepresentation by management and its representatives.

At the conclusion of our engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will also provide copies of our reports to the California Department of Education and the State Controller's Office; however, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

By your signature below, you acknowledge that the audit documentation in connection with this engagement is the property of Nigro & Nigro and constitutes confidential information. However, in accordance with applicable laws and regulations, we may be asked to make certain audit documents available to and/or provide copies of selected audit documentation to regulators, governmental agencies, or their representatives ("Regulators") for purposes of quality review of the audit, to resolve audit findings, in accordance with funding requirements, or to carry out oversight responsibilities. Regulators may intend, or decide, to distribute the copies of information obtained therein to others, including other governmental agencies. By your signature below, you further acknowledge and agree that we are authorized to allow the Regulators access to, and copies of, such audit documents. We will notify you of any such request.

The maximum annual fee for auditing services under the terms of this agreement shall be as follows:

Fiscal Year 2022-2023: \$ 31,500
Fiscal Year 2023-2024: \$ 32,250

with the exception that any auditing services provided for (1) significant changes in audit requirements as stated in GASB standards, Government Auditing Standards or the Audit Guide issued by the Education Audit Appeals may be in addition to the above maximum fee. Our invoices for these fees will be rendered as work progresses and are payable within 30 days. In accordance with our firm policies, your account becomes delinquent when it is 90 days or more overdue. In accordance with Education Code Section 14505 as amended, ten percent (10%) of the audit fee shall be withheld pending certification of the audit report by the Office of the State Controller and fifty percent (50%) of the audit fee shall be withheld for any subsequent year of a multi-year contract if the prior year's audit report was not certified as conforming to the reporting provisions of the Audit Guide. This audit contract is null and void if the firm is declared ineligible to audit K-12 school districts pursuant to subdivision (c) of Education Code Section 41020.5. The amount withheld is not payable unless payment is ordered by the California Board of Accountancy or the audit report for that subsequent year is certified by the Controller as conforming to reporting provisions of subdivision (a) of Section 14503. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be

encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before incurring additional costs.

Should any litigation or adverse action (such as audits by outside organizations and/or threatened litigation, etc.), by third parties arise against the District or its officers subsequent to this engagement, which results in the subpoena of documents from Nigro & Nigro and/or requires additional assistance from us to provide information, depositions or testimony, the District hereby agrees to compensate Nigro & Nigro (at our standard hourly rates then in effect) for additional time charges and other costs (copies, travel, etc.), and to indemnify us for any attorney's fees to represent Nigro & Nigro.

We may from time to time and depending on the circumstances and nature of the services we are providing, share your confidential information with third-party service providers, some of whom may be cloud-based, but we remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality terms with all service providers to maintain the confidentiality of your information and will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure appropriate confidentiality terms with a third-party service provider, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Although we will use our best efforts to make the sharing of your information with such third parties secure from unauthorized access, no completely secure system for electronic data transfer exists. As such, by your signature below, you understand that the firm makes no warranty, expressed or implied, on the security of electronic data transfers.

In connection with this engagement, we may communicate with you or others via email transmission. We take reasonable measures to secure your confidential information in our email transmissions. However, as email can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom it is directed and only to such parties, we cannot guarantee or warrant that email from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure or communication of email transmissions, or for the unauthorized use or failed delivery of email transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of sales or anticipated profits, or disclosure or communication of confidential or proprietary information.

Professional standards require us to be independent with respect to the District. Any discussions with our personnel regarding employment could pose a threat to our independence. Therefore, you agree to inform the engagement partner before having any such discussions so that we can implement appropriate safeguards to maintain our independence.

It is our policy to keep records related to this engagement for seven years. However, Nigro & Nigro does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. It is your responsibility to retain and protect your records (which includes any work product we provide to you as well as any records that we return) for possible future use, including potential examination by any government or regulatory agencies. Nigro & Nigro does not accept responsibility for hosting client information; therefore, you have the sole responsibility for

ensuring you retain and maintain in your possession all your financial and non-financial information, data and records.

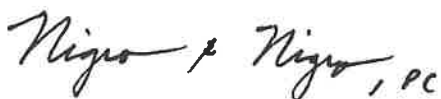
By your signature below, you acknowledge and agree that upon the expiration of the seven-year period Nigro & Nigro shall be free to destroy our records related to this engagement.

If any dispute arises among the parties hereto, the parties agree to first try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its applicable rules for resolving professional accounting and related services disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

The District and Nigro & Nigro both agree that any dispute over fees charged by the firm to the District will be submitted for resolution by arbitration in accordance with the applicable rules for resolving professional accounting and related services disputes of the American Arbitration Association, except that under all circumstances the arbitrator must follow the laws of California. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION. The prevailing party shall be entitled to an award of reasonable attorneys' fees and costs incurred in connection with the arbitration of the dispute in an amount to be determined by the arbitrator.

We appreciate the opportunity to be of service to Lowell Joint School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Handwritten signature in cursive script that reads "Nigro & Nigro, PC".

Nigro & Nigro, PC

RESPONSE:

This letter correctly sets forth the understanding of Lowell Joint School District.

APPROVED:

Lowell Joint School District

Date

PROPOSAL

Limited Asbestos & XRF-Lead Assessment

Ranch Starbuck Intermediate School

16430 Woodbrier Dr., Throughout
Whittier, CA 90604

Proposal Number: ATCH-23-0063

January 13, 2023



Prepared For:

Lowell Joint School District



A-Tech Consulting, Inc.

www.atechinc.net (800) 434-1025

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- Smoke & Soot

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- Environmental Sampling & Analysis
- Environmental Remediation
- RCRA Facility Investigation
- Waste Characterization & Management
- Groundwater Monitoring & Remediation

HYDROGEOLOGY

- Groundwater Quality Assessment (PFAS)
- Hydrogeologic & Hydrologic Modeling
- Groundwater Resources Management
- Hydrogeologic Evaluation & Basin Characterization
- Stormwater Management
- Water Supply Wells

HEALTH & SAFETY

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- Occupational Health & Safety
- Health & Safety Management
- Health & Safety Training


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January 13, 2023

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

Attn: Mr. David Bennett

Re: Rancho Starkbuck Intermediate School
16430 Woodbrier Dr, Throughout
Whittier, California 90604

SCOPE OF WORK:

- Building - A, B, C, D, E, F, G Roof, Ceilings, Walls, HVAC Components,
- Building A - Boys and Girls restrooms ceiling, walls, floors, and utilities
- Building C - Staff restrooms, ceiling, walls, floors, and Utilities
- Building C - Plenum
- Building E - Mezzanine (Boiler and Exhaust Units)
- Building F - Boiler unit
- Exterior - Stucco walls and Overhangs, Concrete, Asphalt
- Breezeways - Stucco and Roofing
- Relo 1-11 Ceilings
- XRF Interior / Exterior all areas listed above areas

Dear Mr. Bennett,

Thank you for allowing A-Tech Consulting, Inc. (*A-Tech*) the opportunity to provide you with a cost proposal. This proposal is in response to your request that *A-Tech* conducts the Limited Asbestos and Lead Assessment at the above referenced site.

The professional services provided by *A-Tech* will consist of the following:

LIMITED ASBESTOS ASSESSMENT

- This assessment will satisfy all the requirements of a pre-renovation assessment, in accordance with Cal-OSHA Rule Title 8 CCR 1529 and NESHAP/SCAQMD Rule 1403, as it pertains to this project only.
- Inspection and bulk sampling of suspect asbestos-containing materials (ACM) by a state certified asbestos consultant or certified site surveillance technician (CAC or CSST), utilizing AHERA sampling protocols. We will need access to all locations.
- Analysis of suspect ACM samples by a NVLAP accredited laboratory, utilizing Polarized Light Microscopy (PLM) with dispersion staining, in accordance with current regulatory requirements. Sample analysis is based on 5 Day laboratory analysis.
- Review of any proposed renovation plans, if available
- Report preparation including sample locations, friability evaluations and remedial recommendations.



LIMITED XRF-LEAD ASSESSMENT

- Inspection and X-Ray Florescence (XRF) of all painted surfaces, ceramic and porcelain components by a CDPH Certified Inspector/Assessor, utilizing Cal-OSHA's and HUD sampling protocols. We will need access to all locations.
- Analysis of suspect components, which are inconclusive via XRF analysis. Samples will be analyzed by an AIHA accredited laboratory, utilizing Flame Atomic Absorption (AAS) and/or Total Threshold Limit Concentration (TTLC), in accordance with current regulatory requirements.
- Review of proposed renovation plans, if available.
- Report preparation including sample locations, condition evaluations and abatement/stabilization recommendations.

PRICING

Based on the information gathered, we propose to provide the following professional consulting services:

LIMITED ASBESTOS & XRF-LEAD ASSESSMENT - 5 Day Laboratory Analysis

Item	Price		Qty	Line Total
Principal Hygienist	\$140.00/Hour	X	10	\$1,400.00
Environmental Project Manager	\$105.00/Hour	X	7	\$735.00
Certified Site Surveillance Technician (CSST) & CDPH Inspector Assessor or CDPH Sampling Technician	\$85.00/Hour	X	160	\$13,600.00
Asbestos Bulk Samples (PLM)	\$15.00/Sample	X	1850	\$27,750.00
XRF Sample Analysis	\$475.00/Day	X	7	\$3,325.00
Senior Administrator	\$65.00/Hour	X	4	\$260.00
Clerical/Reporting Writing	\$60.00/Hour	X	16	\$960.00
Total				\$48,030.00

SCHEDULE

A-Tech anticipates completing all fieldwork within ten (10) business days. Verbal results will be available within five (5) business days from completion of all fieldwork and deliverance of sample(s) to laboratory. The comprehensive report will be delivered within seven to ten (7-10) business days from receipt of laboratory results.



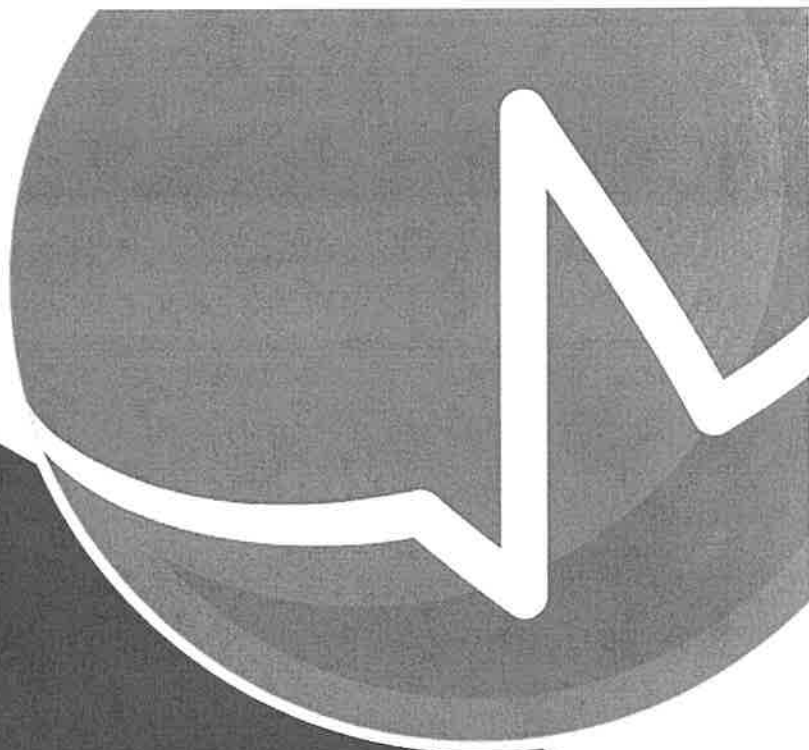
A-Tech Consulting, Inc.

I trust that this proposal will meet with your approval and look forward to working with you. Should you have any questions, please feel free to contact me at (714) 434-6360 office.

Sincerely,

A-Tech Consulting, Inc.

Joseph A. Williams, CAC, DPH
CAC #14-5269 DPH #LRC-00001390



A-Tech Consulting

Environmental | Safety | Engineering | Hydrogeology

atechinc.net | 800.434.1025



David Bennett
Lowell Joint School District
11019 Valley Home Ave.
Whittier, CA 90603

January 26, 2023

**Subject: Construction Inspection & Material Testing
Koury Proposal No. 23-1046
Maybrook ES Interim Housing Phase 2**

Dear Mr. Bennett;

Koury Engineering & Testing submits this proposal for the Maybrook ES Interim Housing Phase 2 project. Our proposal is based on the enclosed Estimated Budget Breakdown and Master Fee Schedule of Rates.

We are fully prepared and committed to respond to the needs of this project as well as the schedule for completion. Koury has two full-service geotechnical and materials testing laboratories located in Chino and Gardena. Koury is licensed by the Division of the State Architect (DSA), City of Los Angeles, Caltrans, MTA, ACE, AMRL, CCRL and AASHTO certified as an approved testing agency.

Koury will utilize multi-licensed inspectors, whenever possible, to reduce project inspection costs. We will not exceed the estimated budget amount without prior notification. Koury provides monthly budget updates via email and with your invoice at no extra charge. We submit for your consideration our estimated budget in the amount of \$18,635.00.

Our services will be performed at the request of your authorized field representative, who will be responsible for coordinating our services within the construction schedule. We request at least 24-hours advance notice prior to the time of our services, in order to meet the project needs. However, we will make every attempt to provide personnel, providing the personnel are available, for last minute requests for an expedited fee.

Koury will not be responsible for any delay imposed to the project by unforeseen situation or by responding to reviewing agencies and/or probable lag time within reviewing agencies.

Our services will be performed in accordance with accepted professional engineering principles and practices. We make no other warranties, either expressed or implied. We carry General and Professional Liability Insurance, Worker's Compensation Insurance, and Auto Insurance, as required by law.

To provide authorization to proceed, please sign the attached Terms and Conditions and forward a complete copy of this proposal with an original signature to our office before our first visit to the site. If you have any questions or concerns please feel free to contact me.

Regards,

Koury Engineering & Testing, Inc.

Holly Kirk
Director of Business Development
hollyk@kouryengineering.com
909.573.6718



Maybrook ES Interim Housing Phase 2

Item Code	Description	Qty	Unit	Rate	Amount
200 FIELD SOILS INSPECTIONS					
Soils_201	Inspector: Soils	140	Hourly	\$ 110.00	\$ 15,400.00
200 FIELD SOILS INSPECTIONS TOTAL:					\$ 15,400.00
400 LABORATORY SOILS TESTING					
ASTM D1557 Maximum Density Curve A-B_402	ASTM D1557 Max Density Optimum Moisture A-B Method	4	Sample	\$ 290.00	\$ 1,160.00
400 LABORATORY SOILS TESTING TOTAL:					\$ 1,160.00
750 PROJECT COORDINATION					
Admin/Clerical Fees_707	Clerical Data Entry	4	Hourly	\$ 75.00	\$ 300.00
Principal Geologist - Office_764	Principal Geologist - Office	4	Hourly	\$ 190.00	\$ 760.00
750 PROJECT COORDINATION TOTAL:					\$ 1,060.00
800 EQUIPMENT					
Nuclear Gauge_815	Nuclear Gauge	14	Per Day	\$ 35.00	\$ 490.00
800 EQUIPMENT TOTAL:					\$ 490.00
900 SPECIAL SERVICES					
915 Mileage	Mileage	700	Mile	\$ 0.75	\$ 525.00
900 SPECIAL SERVICES TOTAL:					\$ 525.00
TASK SUMMARY & TOTAL ESTIMATED FEES					
Geotechnical Monitoring Fees					\$ 15,925.00
Laboratory Materials Testing					\$ 1,650.00
Project Coordination & Reports					\$ 1,060.00
Allowance - Reimbursable Expenses					
TOTAL ESTIMATED FEES:					\$ 18,635.00



MASTER SCHEDULE OF FEES

Prevailing Wage

Item Code	Description	Unit	Rate
100 FIELD INSPECTIONS			
Concrete Reinforce_101	Inspector: Concrete	Hourly	\$ 110.00
Concrete Post Tension_102	Inspector: Concrete PT	Hourly	\$ 112.00
Masonry_103	Inspector: Masonry/Reinforcing Steel	Hourly	\$ 110.00
DSA Masonry Inspector_170	DSA Masonry Inspector	Hourly	\$ 115.00
Shotcrete_104	Inspector: Shotcrete	Hourly	\$ 110.00
Welding_105	Inspector: CWI/Structural Steel	Hourly	\$ 115.00
Fireproofing_106	Inspector: Fireproofing	Hourly	\$ 110.00
Wood Inspection_107	Inspector: Wood/Nail/Roofing	Hourly	\$ 115.00
Building Inspector_108	Inspector: Building/Construction	Hourly	\$ 115.00
Mechanical Inspector_109	Inspector: Mechanical Inspector	Hourly	\$ 125.00
Electrical Inspector_172	Electrical Inspector	Hourly	\$ 125.00
Plumbing Inspector_173	Plumbing Inspector	Hourly	\$ 125.00
Medical Gas Inspector_174	Medical Gas Inspector	Hourly	\$ 135.00
Quality Control_110	Inspector: Quality Control	Hourly	\$ 200.00
Quality Control Admin_175	Quality Control Administrator	Hourly	\$ 135.00
Quality Control Inspector_176	Quality Control Inspector	Hourly	\$ 115.00
Welding Qulify PQR/WPQR_111	Inspector: Welder Qualification	Hourly	\$ 150.00
Fiber Wrap Inspector_177	Fiber Wrap Inspector	Hourly	\$ 115.00
Firestop Inspector_112	Inspector: Firestop	Hourly	\$ 120.00
ACI Tech_113	Inspector: ACI Tech	Hourly	\$ 105.00
Seismic Resistance_114	Inspector: Seismic Resistance	Hourly	\$ 135.00
Exterior Insulation (EIFS)_115	Inspector: Exterior Insulation (EIFS)	Hourly	\$ 200.00
Project Inspector Lead_116	Project Inspector Lead	Hourly	\$ 120.00
DSA Project Inspector_178	DSA Project Inspector	Hourly	\$ 135.00
HCAi Project Inspector_179	HCAi Project Inspector	Hourly	\$ 135.00
Waterproofing_117	Waterproofing	Hourly	\$ 110.00
H.S. Bolting Inspector_180	High Strength Bolting Inspector	Hourly	\$ 110.00
AWS/CWI Welding Inspector_181	AWS/CWI Welding Inspector	Hourly	\$ 112.00
Str. Steel Inspector_182	Structural Steel Inspector	Hourly	\$ 110.00
Public Works Inspector_183	Public Works Inspector	Hourly	\$ 110.00
Public Works Technician_184	Public Works Technician	Hourly	\$ 105.00
Coating Inspector_185	Coating Inspector	Hourly	\$ 120.00
120 OFF SITE FABRICATION SHOP			
Concrete Batch Plant_121	Inspector: Concrete Batch Plant	Hourly	\$ 105.00
Steel Fab Shop_122	Inspector: Steel Fabrication Shop	Hourly	\$ 110.00
Glu-Lam Beam_123	Inspector: Glu-Lam/Trusses	Hourly	\$ 200.00
Block Tag & Sample_124	Block Fabrication: Tag/Sample	Hourly	\$ 110.00
Rebar Tag & Sample_125	Rebar/Steel Fabrication: Tag/Sample	Hourly	\$ 110.00
Out of State Fab Shop_126	Inspector: Out of State Fab Shop	Hourly	\$ 125.00
Concrete – Precast Shop_127	Concrete – Precast Shop	Hourly	\$ 110.00
Fab Shop Local UT, MT_128	Fab Shop Local UT, MT	Hourly	\$ 140.00
130 ON SITE FIELD TECHNICIAN			
Schmidt Hammer_137	Schmidt Hammer	Hourly	\$ 195.00
Torque Testing_131	Technician: Torque Testing	Hourly	\$ 195.00
Pull Test_132	Technician: Pull Test	Hourly	\$ 195.00
Concrete/Shotcrete_133	Technician: Coring	Hourly	\$ 195.00
Floor Flatness_134	Technician: Floor Flatness Testing	Hourly	\$ 150.00
Pachometer Testing_135	Technician: Pachometer Survey	Hourly	\$ 195.00
Vapor Moisture Testing_136	Technician: Vapor Moisture Testing	Hourly	\$ 195.00
Assistant Technician_140	Technician: Assistant	Hourly	\$ 85.00
Pre-Construction Meeting_150	Pre- Construction Meeting	Hourly	\$ 150.00
Field Supervisor_155	Project Manager	Hourly	\$ 150.00
156 Tech – Gamma Testing SUB	Tech – Gamma Testing	Hourly	Quote
160 INSPECTOR SHOW UP			



MASTER SCHEDULE OF FEES

Item Code	Description	Unit	Rate
Material Inspector_161	Show Up: Material Inspector	Hourly	\$ 110.00
BI/Specialty_162	Show Up: BI/Specialty	Hourly	\$ 115.00
NDT_163	Show Up: NDT	Hourly	\$ 140.00
Technician_164	Show Up: Technician	Hourly	\$ 195.00
Soils_165	Show Up: Soils Inspector	Hourly	\$ 110.00
Grading_166	Show Up: Grading Inspector	Hourly	\$ 115.00
LA City Grading_167	LA City Grading	Hourly	\$ 120.00
200 FIELD SOILS INSPECTIONS			
Soils_201	Inspector: Soils	Hourly	\$ 110.00
Soils Tech Rough Grading_206	Soils Technician Rough Grading	Hourly	\$ 110.00
Soils Eng. Technician_207	Soils Engineering Technician	Hourly	\$ 110.00
Grading Technician_208	Grading Technician	Hourly	\$ 110.00
Grading_202	Inspector: LA Grading Deputy	Hourly	\$ 120.00
Electrical Continuity Test_204	Electrical Continuity Test	Hourly	\$ 225.00
Outsourced Field_205	Outsourced Field Support	Hourly	Quote
300 NON DESTRUCTIVE TESTING			
NDT_301	Non Destructive Testing: UT,PT,MT	Hourly	\$ 140.00
NDT_301	Non Destructive Testing: UT,PT,MT (OT)	Hourly	\$ 210.00
NDT_301	Non Destructive Testing: UT,PT,MT (DT)	Hourly	\$ 280.00
Radiography_302	Technician: Radiography	Hourly	\$ 175.00
Radiography Crew_303	Crew: Radiography	Hourly	\$ 400.00
GPR_304	Technician: GPR	Hourly	\$ 225.00
Utility Locating_305	Technician: Utility Locating	Hourly	\$ 250.00
4.5x10 Radiography Film_309	Radiography Film 4.5x10	Sq/ln	\$ 0.15
4.5x17 Radiography Film_309	Radiography Film 4.5x17	Sq/ln	\$ 0.30
Radiography Film 14x17_309	Radiography Film 14x17	Sq/ln	\$ 0.45
Developer/Cleaner_310	Penetrant, Developer, Cleaner	Can	\$ 18.00
Mag Particle Powder_311	Magnetic Particle Powder	Can	\$ 18.00
Couplant_312	Couplant	Can	\$ 18.00
Aerosol PT/MT_313	Aerosol PT/MT	Can	\$ 18.00
Isotope Depletion_314	Isotope Depletion	Each	\$ 30.00
Hazardous Waste_315	Hazardous Waste Disposal Fee	Each	\$ 27.00
400 LABORATORY SOILS TESTING			
ASTM D4318 Plasticity Index_437	ASTM D4318 Plasticity Index of Soils	Sample	\$ 335.00
ASTM D1883 CA Bearing Ratio_438	ASTM D1883 California Bearing Ratio	Sample	\$ 605.00
ASTM D2435 Consolidation_416	ASTM D2435 Consolidation	Sample	\$ 275.00
ASTM D2435 Consolidation wi_439	ASTM D2435 Consolidation with Time Rate	Sample	\$ 335.00
ASTM D3080 Direct Shear_417	ASTM D3080 Direct Shear, Consol&Drained	Sample	\$ 375.00
ASTM D4829 Expansion_405	ASTM D4829 Expansion Index of Soils	Sample	\$ 240.00
ASTM D2166 Unconfined Comp_440	ASTM D2166 Unconfined Comp Strength	Sample	\$ 335.00
ASTM D5333 Hydro Collapse P_441	ASTM D5333 Hydro Collapse Potential	Sample	\$ 240.00
ASTM D2050 Tri-Axial Shear_442	ASTM D2050 Tri-Axial Shear Strength	Sample	\$ 470.00
ASTM D2937 In-Place Density_443	ASTM D2937 In-Place Density, Drive Cyl	Sample	\$ 65.00
ASTM D2216 Moisture & Density_409	ASTM D2216 Soil Moisture Content by Mass	Sample	\$ 45.00
ASTM D698 Maximum Density S_444	ASTM D698 Maximum Density Std Effort	Sample	\$ 290.00
ASTM D1557 Maximum Density Curve A-B_402	ASTM D1557 Max Density Optimum Moisture A-B Method	Sample	\$ 290.00
ASTM D1557 Maximum Density Curve C_402c	ASTM D1557 Max Density Optimum Moisture C Method	Sample	\$ 290.00
ASTM D2974 Moisture, Ash, O_445	ASTM D2974 Moisture, Ash, Organic Matter	Sample	\$ 110.00
ASTM D4972 pH of Soils_446	ASTM D4972 pH of Soils	Sample	\$ 115.00
ASTM D2844 R-Value_406	ASTM D2844 R-Value & Expansive Pressures	Sample	\$ 440.00
ASTM D2419 Sand Equivalent_403	ASTM D2419 Sand Equivalent	Sample	\$ 170.00



MASTER SCHEDULE OF FEES

Item Code	Description	Unit	Rate
ASTM D2434 Const Head Perme_447	ASTM D2434 Const Head Permeability Test	Sample	\$ 470.00
ASTM D422 Sieve Analysis - Particle_401	ASTM D422 Sieve Analysis of Soil	Sample	\$ 240.00
ASTM D1140 #200 Wash_404	ASTM D1140 Materials Finer than #200	Sample	\$ 140.00
ASTM D422 Sieve Analysis + Hydro_401h	ASTM D422 Hydrometer Anaylsis	Sample	\$ 335.00
ASTM D854 Specific Gravity_448	ASTM D854 Specific Gravity of Soils	Sample	\$ 265.00
ASTM D4546 Swell Potential_449	ASTM D4546 Swell Potential	Sample	\$ 240.00
ASTM D4943 Shrinkage Factor_452	ASTM D4943 Shrinkage Factor by Resin	Sample	\$ 260.00
ASTM D558 Soil-Cement Maxim_453	ASTM D558 Soil-Cement Maximum Density	Sample	\$ 375.00
ASTM D559 Soil Cement Sampl_455	ASTM D559 Soil Cement Sample Preparation	Sample	\$ 140.00
Soil Cement_408	ASTM D1633 Compression Test Soil Cement	Sample	\$ 110.00
AASHTO T100 Specific Gravit_454	AASHTO T100 Specific Gravity of Soils	Sample	\$ 275.00
Corrosivity- C Series_411	Corrosivity- C Series	Sample	Quote
Ash Content_414	Ash Content	Sample	Quote
Check Point_421	Check Point	Sample	Quote
Investigation Series_425	Investigation Series	Sample	Quote
Prado Bulk_426	Prado Bulk	Sample	Quote
Fall of Potential Test_428	Fall of Potential Test	Sample	Quote

460 LABORATORY TESTING ASPHALT

ASTM D2726 Asphalt Core Density_410	ASTM D2726 Core Density (SSD)	Sample	\$ 65.00
ASTM D1188 Core Density Par_461	ASTM D1188 Core Density Parafilm Coated	Sample	\$ 75.00
ASTM D6926 AC Marshal_407	ASTM D6926 Lab Max Density Marshall	Sample	\$ 335.00
ASTM D6927 Marshall Stability Test_412	ASTM D6927 Marshal Stability and Flow	Sample	\$ 440.00
ASTM D1561 LTMD Kneading Co_462	ASTM D1561 LTMD Kneading Compactor	Sample	\$ 335.00
ASTM D1560 Hveem Stability_463	ASTM D1560 Hveem Stability and Density	Sample	\$ 440.00
ASTM D1560 Hveem Stability_435	ASTM D1560 Hveem Stability	Sample	\$ 305.00
ASTM D6307 Ignition Oven Ca_464	ASTM D6307 Ignition Oven Calibration	Sample	\$ 405.00
ASTM D2041 Maximum Theoreti_465	ASTM D2041 Maximum Theoretical Density	Sample	\$ 265.00
Asphalt Content/Gradation_436	Asphalt Content/Gradation	Sample	\$ 255.00
ASTM D6307 Asphalt Content_466	ASTM D6307 Asphalt Content by Ignition	Sample	\$ 255.00
ASTM D2172 Asphalt Content_467	ASTM D2172 Asphalt Content by Solvents	Sample	\$ 375.00
ASTM D4125 Asphalt Content_468	ASTM D4125 Asphalt Content Nuclear Gauge	Sample	\$ 335.00
ASTM D5444 Gradation_418	ASTM D5444 Gradation of Extracted Agg	Sample	\$ 275.00
ASTM D244 Emulsion Residue_469	ASTM D244 Emulsion Residue Evaporation	Sample	\$ 240.00
ASTM D244 Emulsion Sieve An_471	ASTM D244 Emulsion Sieve Analysis	Sample	\$ 165.00
ASTM D3910 Wet Track Abrasi_472	ASTM D3910 Wet Track Abrasion	Sample	\$ 205.00
AASHTO T324 Hamburg Wheel T_473	AASHTO T324 Hamburg Wheel Tracking Test	Sample	\$ 1,100.00
AASHTO T283 Tensile Strengt_474	AASHTO T283 Tensile Strength Ratio	Sample	\$ 1,050.00
AASHTO T275 Core Denisty Pa_476	AASHTO T275 Core Denisty Paraffin Coated	Sample	\$ 75.00
AASHTO T312/T275 LTMD Gyrat_477	AASHTO T312/T275 LTMD Gyrotory Compactor	Sample	\$ 440.00
AASHTO T308 Asphalt Content_478	AASHTO T308 Asphalt Content by Ignition	Sample	\$ 255.00
AASHTO T209 Theoretical Max_479	AASHTO T209 Theoretical Maximum Density	Sample	\$ 265.00
AASHTO T308A AC Correction_480	AASHTO T308A AC Correction Factor	Sample	\$ 470.00
AASHTO T329 Moisture Conten_481	AASHTO T329 Moisture Content by Oven	Sample	\$ 110.00
AASHTO T324 Hamburg Wheel T_482	AASHTO T324 Hamburg Wheel Tracking RHMA	Sample	\$ 1,320.00
AASHTO T283 Tensile Strengt_483	AASHTO T283 Tensile Strength Ratio RHMA	Sample	\$ 1,260.00
AASHTO T312/T275 LTMD Gyrat_484	AASHTO T312/T275 LTMD Gyrotory Comp RHMA	Sample	\$ 528.00

500 LABORATORY TESTS - CALTRANS



MASTER SCHEDULE OF FEES

Item Code	Description	Unit	Rate
CT202 Sieve Analysis, Combi_509	CT202 Sieve Analysis, Combined Agg	Sample	\$ 245.00
CT202 Sieve Analysis, Fine_510	CT202 Sieve Analysis, Fine Agg	Sample	\$ 190.00
CT202 Sieve Analysis, Coars_511	CT202 Sieve Analysis, Coarse Agg	Sample	\$ 185.00
CT235 Flat and Elongated Pa_512	CT235 Flat and Elongated Particles	Sample	\$ 390.00
CT205 Percentage Crushed Pa_513	CT205 Percentage Crushed Particles	Sample	\$ 205.00
CT206 Specific Gravity, Coa_514	CT206 Specific Gravity, Coarse Aggregate	Sample	\$ 185.00
CT207 Specific Gravity, Fin_515	CT207 Specific Gravity, Fine Aggregate	Sample	\$ 225.00
CT208 Apparent Specific Gra_516	CT208 Apparent Specific Gravity of Fines	Sample	\$ 275.00
CT229 Durability Index_415	CT229 Durability Index	Sample	\$ 405.00
CT234 Angularity & Voids, F_517	CT234 Angularity & Voids, Fine Agg	Sample	\$ 265.00
CT211 Abrasion, Los Angeles_518	CT211 Abrasion, Los Angeles Rattler	Sample	\$ 335.00
CT227 Cleanness Value_431	CT227 Cleanness Value	Sample	\$ 390.00
CT213 Organic Impurities in_519	CT213 Organic Impurities in Sand	Sample	\$ 135.00
CT214 Soundness by Sodium S_520	CT214 Soundness by Sodium Sulfate	Sample	\$ 510.00
CT226 Moisture Content by O_521	CT226 Moisture Content by Oven Drying	Sample	\$ 45.00
CT217 Sand Equivalent_522	CT217 Sand Equivalent	Sample	\$ 170.00
CT308(A) Core Density Paraf_523	CT308(A) Core Density Paraffin Coated	Sample	\$ 75.00
CT308(C) Core Density SSD_524	CT308(C) Core Density SSD	Sample	\$ 65.00
CT303 Approximate Bitumen R_525	CT303 Approximate Bitumen Ratio	Sample	\$ 335.00
CT304/308(A) LTMD Kneading_526	CT304/308(A) LTMD Kneading Compactor	Sample	\$ 440.00
CT305 Swell of Bituminous M_527	CT305 Swell of Bituminous Mixtures	Sample	\$ 470.00
CT308(A)/366 Stability and_528	CT308(A)/366 Stability and Density	Sample	\$ 440.00
CT366 Stabilometer Value_529	CT366 Stabilometer Value	Sample	\$ 365.00
CT308(C)/366 Stability and_530	CT308(C)/366 Stability and Density	Sample	\$ 440.00
CT309 Maximum Theoretical D_531	CT309 Maximum Theoretical Density	Sample	\$ 275.00
CT370 Moisture Content by M_532	CT370 Moisture Content by Microwave	Sample	\$ 110.00
CT379 Asphalt Content Nucle_533	CT379 Asphalt Content Nuclear Gauge	Sample	\$ 275.00
CT382 Ignition Oven Correct_534	CT382 Ignition Oven Correction Factor	Sample	\$ 405.00
CT382 Asphalt Content by Ig_535	CT382 Asphalt Content by Ignition	Sample	\$ 255.00
CT371 Tensile Strength Rati_536	CT371 Tensile Strength Ratio	Sample	\$ 1,470.00
CT302 Film Stripping_537	CT302 Film Stripping	Sample	\$ 335.00
CT534 Water Retention, Liq_538	CT534 Water Retention, Liq Curing Cmpnd	Sample	\$ 570.00
CT550 Surface Abrasion of C_539	CT550 Surface Abrasion of Concrete	Sample	\$ 535.00
CT521 Compressive Strength_540	CT521 Compressive Strength LCB	Sample	\$ 40.00
CT204 Atterberg Limits - Liquid_422	CT204 Plasticity Index, Atterberg	Sample	\$ 305.00
CT209 Specific Gravity of S_541	CT209 Specific Gravity of Soil	Sample	\$ 275.00
CT216 Caltrans 216 Curve_430	CT216 CA Impact Max Density	Sample	\$ 265.00
CT216 CA Impact, Rock Corre_545	CT216 CA Impact, Rock Correction	Sample	\$ 65.00
CT301 Resistance R-Value St_542	CT301 Resistance R-Value Stabilometer	Sample	\$ 390.00
CT417 Soluble Sulfates_543	CT417 Soluble Sulfates	Sample	\$ 135.00
CT422 Chloride Content_544	CT422 Chloride Content	Sample	\$ 115.00
CT643 Lighting Resistivity Test_427	CT643 Resistivity and pH	Sample	\$ 135.00

550 LAB TESTS - AGGREGATES

ASTM C40 Organic Impurities_551	ASTM C40 Organic Impurities in Fine Agg	Sample	\$ 135.00
ASTM C131 Abrasion, Los Ang_552	ASTM C131 Abrasion, Los Angeles Rattler	Sample	\$ 335.00
ASTM C127 Specific Gravity_553	ASTM C127 Specific Gravity, Coarse Agg	Sample	\$ 205.00
ASTM C128 Specific Gravity_554	ASTM C128 Specific Gravity, Fine Agg	Sample	\$ 240.00



MASTER SCHEDULE OF FEES

Item Code	Description	Unit	Rate
ASTM C1252 Angularity & Voi_555	ASTM C1252 Angularity & Voids, Fine Agg	Sample	\$ 225.00
ASTM C566 Moisture Content_420	ASTM C566 Moisture Content by Drying	Sample	\$ 35.00
ASTM C117 Materials Finer t_556	ASTM C117 Materials Finer than No. 200	Sample	\$ 140.00
ASTM C117 Materials Finer t_556	ASTM D2419 Sand Equivalent	Sample	\$ 170.00
ASTM C289 Alkali-Silica Rea_558	ASTM C289 Alkali-Silica Reactivity	Sample	\$ 670.00
ASTM D4791 Flat & Elongated_559	ASTM D4791 Flat & Elongated Particles	Sample	\$ 375.00
ASTM D5821 Percent Fracture_560	ASTM D5821 Percent Fractured Particles	Sample	\$ 205.00
ASTM C123 Percent Lightweight_561	ASTM C123 Percent Lightweight Particles	Sample	\$ 275.00
ASTM C88 Soundness by Sodi_u_562	ASTM C88 Soundness by Sodium Sulfate	Sample	\$ 535.00
ASTM C136 Sieve Analysis, C_563	ASTM C136 Sieve Analysis, Combined Agg	Sample	\$ 240.00
ASTM C136 Sieve Analysis, F_564	ASTM C136 Sieve Analysis, Fine Agg	Sample	\$ 205.00
ASTM C136 Sieve Analysis, C_565	ASTM C136 Sieve Analysis, Coarse Agg	Sample	\$ 205.00
ASTM C142 Clay Lumps & Fria_566	ASTM C142 Clay Lumps & Friable Particles	Sample	\$ 260.00
ASTM C535, Abrasion Large A_567	ASTM C535, Abrasion Large Aggregate	Sample	\$ 335.00
AASHTO T304 Angularity & Vo_568	AASHTO T304 Angularity & Voids in Fines	Sample	\$ 225.00
AASHTO T84 Specific Gravity_569	AASHTO T84 Specific Gravity, Fine Agg	Sample	\$ 240.00
AASHTO T85 Specific Gravity_570	AASHTO T85 Specific Gravity, Coarse Agg	Sample	\$ 205.00
AASHTO T96 Abrasion, Los An_571	AASHTO T96 Abrasion, Los Angeles Rattler	Sample	\$ 335.00
AASHTO T27 Sieve Analysis_572	AASHTO T27 Sieve Analysis, Combined Agg	Sample	\$ 240.00
AASHTO T27 Sieve Analysis_573	AASHTO T27 Sieve Analysis, Fine Agg	Sample	\$ 205.00
AASHTO T27 Sieve Analysis_574	AASHTO T27 Sieve Analysis, Coarse Agg	Sample	\$ 185.00
AASHTO T335 Crushed Particl_575	AASHTO T335 Crushed Particles	Sample	\$ 205.00
AASHTO T176 Sand Equivalent_576	AASHTO T176 Sand Equivalent	Sample	\$ 170.00
Sample Pick Up_450	Sample Pick Up (2 hour minimum_	Hourly	\$ 55.00

600 MATERIAL LABORATORY TESTING

ASTM D3039 Tensile Properti_661	ASTM D3039 Tensile Properties of Polymer Materials	Sample	\$ 1,500.00
ASTM C39 Concrete Cylinder_602	ASTM C39 Concrete Cylinder Compression Tests	Sample	\$ 45.00
ASTM C78 Flexural Beams Test_636	ASTM C78 Flexural Beams Test	Sample	\$ 125.00
ASTM C1019 Grout Compression Test_603	ASTM C1019 Grout Compression Test	Sample	\$ 45.00
ASTM C109 High Strength Grout Test_600	ASTM C109 High Strength Grout Test	Sample	\$ 45.00
ASTM C780 Mortar Compression Tests_604	ASTM C780 Mortar Compression Tests	Sample	\$ 45.00
ASTM C1314 Masonry Prism-8"_610	ASTM C1314 Masonry Prism Compression Tests-8"	Sample	\$ 210.00
ASTM C1314 Masonry Prism 12"_610	ASTM C1314 Masonry Prism Compression Tests-12"	Sample	\$ 120.00
ASTM C140 CMU Compression_606	ASTM C140 Masonry Block Compressive Strength (CMU T	Sample	\$ 55.00
ASTM C140 CMU Absorption_606	ASTM C140 Masonry Block Absorption (CMU Block) Test	Sample	\$ 50.00
ASTM C140 CMU Shrinkage_606	ASTM C140 Masonry Block Shrinkage (CMU Block) Test	Sample	\$ 80.00
ASTM C140 CMU Measurement/Dimension_606	ASTM C140 Masonry Block Dimensions-Measure (CMU B	Sample	\$ 25.00
ASTM C42 Shotcrete Core Compression_607	ASTM C42 Shotcrete Core Compression Tests	Sample	\$ 65.00
ASTM C42 Concrete Core Compression_608	ASTM C42 Concrete Core Compression Test	Sample	\$ 65.00
ASTM C42 Concrete Core Shear Test_673	ASTM C42 Concrete Shear Test	Sample	\$ 95.00
ASTM C42 Masonry Core Shear Test_609	ASTM C42 Masonry Core Shear	Sample	\$ 95.00
ASTM C42 Masonry Core Compression_672	ASTM C42 Masonry Core Compression Test	Sample	\$ 95.00
ASTM C42 Gunitite Core Compre_662	ASTM C42 Gunitite Core Compression Test	Sample	\$ 95.00
ASTM C42 In Laboratory Core_663	ASTM C42 In Laboratory Core Cutting	Sample	\$ 55.00
ASTM C157 Beam Drying Shrinkage_637	ASTM C157 Grout Shrinkage (3 Bars – Four Readings)	Sample	\$ 250.00
ASTM A615/A706 Rebar Bend_676	ASTM A615/A706 Rebar Bend Tests	Sample	\$ 65.00
ASTM A615/A706 Rebar Tensile_677	ASTM A615/A706 Rebar Tensile Tests	Sample	\$ 65.00
ASTM A615/A760 RebarCoupler_681	ASTM A615/A760 Rebar Coupler Tensile Up to No. 11 Bai	Sample	\$ 125.00



MASTER SCHEDULE OF FEES

Item Code	Description	Unit	Rate
ASTM A615/A760 Rebar Coupler_682	ASTM A615/A760 Rebar Coupler Tensile No. 14 Bar	Sample	\$ 175.00
ASTM A615/A760 Rebar Coupler_683	ASTM A615/A760 Rebar Coupler Tensile No. 18 Bar	Sample	\$ 275.00
ASTM A370/F606 Coupon Tensile Test_632	ASTM A370/F606 Coupon Tensile Test	Sample	\$ 75.00
ASTM A370/F606 Coupon Bolt_664	ASTM A370/F606 Coupon Bolt Test	Sample	\$ 75.00
Unit Weight Density_614	Unit Weight Density	Sample	\$ 90.00
Air Entrainment Test_615	Air Entrainment/Content Test	Sample	\$ 50.00
ASTM A370/F606 Bolt Tensile Test_616	ASTM A370/F606 Bolt Tensile Test	Sample	\$ 65.00
ASTM A370/F606 Bolt Proof Test_617	ASTM A370/F606 Bolt Proof Test	Sample	\$ 55.00
ASTM A370/F606 Nut Proof Test_618	ASTM A370/F606 Nut Proof Test	Sample	\$ 55.00
ASTM A370/F606 Bolt / Nut / Washer Hardness_61	ASTM A370/F606 Bolt / Nut / Washer Hardness	Sample	\$ 55.00
E10 Brinell Hardness Test_621	E10 Brinell Hardness Test	Sample	\$ 55.00
E18 Rockwell Hardness Test_671	E18 Rockwell Hardness Test	Sample	\$ 55.00
ASTM A370/F606 Nelson Stud Tensile Test_622	ASTM A370/F606 Nelson Stud Tensile Test	Sample	\$ 125.00
ASTM A370/F606 Metal Deck Tensile Test_623	ASTM A370/F606 Metal Deck Tensile Test (formed sheet)	Sample	\$ 135.00
A90 Metal Deck Coating_674	A90 Metal Deck Coating	Sample	\$ 115.00
ASTM A370/F606 Weld Guide Bend Test_624	ASTM A370/F606 Weld Guide Bend Test	Sample	\$ 95.00
X-Ray Plate_625	Radiographic (X-Ray) Plate Test	Sample	\$ 225.00
ASTM A370/F606 Machining Specimens_669	ASTM A370/F606 Machining Specimens	Sample	\$ 75.00
ASTM A370/F606 Macroetch_626	ASTM A370/F606 Macroetch	Sample	\$ 85.00
ASTM A416 Post-Tension Strand Tensile & Elongation	ASTM A416 Post-Tension Strand Tensile & Elongation	Sample	\$ 170.00
ASTM E605 Fireproof Density Tests_611	ASTM E605 Fireproof Density Tests	Sample	\$ 55.00
ASTM D7205 Fiber Wrap_638	ASTM D7205 Fiber Wrap	Sample	\$ 1,250.00
ASTM D7205 Fiber Wrap – Bond Testing_639	ASTM D7205 Fiber Wrap – Bond Testing	Sample	\$ 50.00
Clay Tile Absorption_630	Clay Tile- Absorption Test (Top & Bottom Pans)	Sample	\$ 40.00
Clay Tile Flexural_630f	Clay Tile- Flexural Test(Top & Bottom Pans)	Sample	\$ 30.00
Weld Tensile Bar_665	Weld Tensile Bar	Sample	\$ 90.00
Welding Impaction Test_666	Welding Impaction Test	Sample	\$ 225.00
ASTM C469 Modulus of Elasticity_613	ASTM C469 Modulus of Elasticity	Hourly	\$ 350.00
Chloride Ion Test_629	Chloride Ion Test	Sample	\$ 90.00
Chemical Analysis_627	Chemical Analysis Test	Sample	\$ 300.00
Carbon Equivalence_628	Carbon Equivalence	Sample	\$ 300.00
Microwave Testing with Fiber_667	Microwave Testing with Fiberglass	Sample	\$ 300.00
Wire Mesh Tensile Test_668	Wire Mesh Tensile Test	Sample	\$ 35.00
Mix Design Review_702	Mix Design Review	Sample	\$ 150.00
Welding Procedures_701	Review Existing Welding Procedure Specification (WPS) F	Sample	\$ 150.00
Sample Unit Fee_650	Pick Up Sample Trip Charge (2 hour minimum)	Hourly	\$ 55.00

700 CLERICAL ENGINEERING REPORT

Welding Procedures_701	Review Existing Welding Procedure Specification (WPS) F	WPS	\$ 150.00
Mix Design Review_702	Mix Design Review	MIX	\$ 150.00
Welder Qualification Report_703	Welder Qualification Report	PQR	\$ 150.00
Final MI Report_704	Final Material Inspection Compliance Report	Report	\$ 500.00
DSA Material 291 (Interim)_733	DSA Material 291 (Interim)	Report	\$ 100.00
DSA Material 291_705	Final Laboratory Report DSA 291	Report	\$ 500.00
Trial Batch Mix_706	Concrete Trial Batch Mix	Hourly	\$ 95.00
Staff Geologist_711	Staff Geologist	Hourly	\$ 150.00
DSA Soils 293 (Interim)_734	DSA Soils 293 (Interim)	Report	\$ 100.00
DSA Soils 293_720	Final Laboratory Verified Report DSA 293	Report	\$ 500.00
Compaction_721	Compaction Report	Report	\$ 2,500.00
SI Report_722	Geotechnical (Soils) Investigation Report	Report	\$ 2,500.00



MASTER SCHEDULE OF FEES

Item Code	Description	Unit	Rate
Supplemental SI Report_723	Supplemental Geo Investigation Report	Report	\$ 1,500.00
Pad Certification_724	Pad Certification Report	Report	\$ 1,500.00
Final Grading Report_725	Final Grading Report (Comprehensive)	Report	\$ 2,500.00
Response to RFI_726	Response to RFI	Hourly	\$ 150.00
Percolation Report_727	City of Santa Monica Report Review	Hourly	\$ 180.00
Caltrans Letter_728	Caltrans Letter	Hourly	\$ 1,500.00
DSA Interim Report_730	Interim Verified Report DSA 291	Hourly	\$ 100.00
Floor Flatness Testing Rpt_731	Floor Flatness Testing Report	Report	\$ 200.00
General Reports_732	General Reports	Report	\$ 100.00
750 PROJECT COORDINATION			
Assistant Project Manager_751	Assistant Project Manager	Hourly	\$ 115.00
Admin/Clerical Fees_707	Clerical Data Entry	Hourly	\$ 75.00
Drafting_752	Drafting	Hourly	\$ 90.00
Principal Engineer - Consul_753	Principal Engineer - Consultation	Hourly	\$ 190.00
Principal Engineer - Court_754	Principal Engineer - Court Appearance	Hourly	\$ 450.00
Principal Engineer - Expert Witness_755	Principal Engineer - Expert Witness	Hourly	\$ 400.00
Principal Engineer - Field_756	Principal Engineer - Field	Hourly	\$ 190.00
Principal Engineer - Job Conference_757	Principal Engineer - Job Conference	Hourly	\$ 190.00
Principal Engineer - Office_758	Principal Engineer - Office	Hourly	\$ 190.00
Principal Geologist - Consultation_759	Principal Geologist - Consultation	Hourly	\$ 190.00
Principal Geologist - Court Appearance_760	Principal Geologist - Court Appearance	Hourly	\$ 450.00
Principal Geologist - Expert Witness_761	Principal Geologist - Expert Witness	Hourly	\$ 400.00
Principal Geologist - Field_762	Principal Geologist - Field	Hourly	\$ 190.00
Principal Geologist - Job Conference_763	Principal Geologist - Job Conference	Hourly	\$ 190.00
Principal Geologist - Office_764	Principal Geologist - Office	Hourly	\$ 190.00
Project Engineer - Consultation_765	Project Engineer - Consultation	Hourly	\$ 180.00
Project Engineer - Field_766	Project Engineer - Field	Hourly	\$ 180.00
Project Engineer - Job Conference_767	Project Engineer - Job Conference	Hourly	\$ 180.00
Project Engineer - Laboratory_768	Project Engineer - Laboratory	Hourly	\$ 180.00
Project Engineer - Office_769	Project Engineer - Office	Hourly	\$ 180.00
Project Geologist - Consultation_770	Project Geologist - Consultation	Hourly	\$ 180.00
Project Geologist - Field_771	Project Geologist - Field	Hourly	\$ 180.00
Project Geologist - Job Conference_772	Project Geologist - Job Conference	Hourly	\$ 180.00
Project Geologist - Office_773	Project Geologist - Office	Hourly	\$ 180.00
Project Manager - Field_774	Project Manager - Field	Hourly	\$ 150.00
Project Manager - Office_775	Project Manager - Office	Hourly	\$ 150.00
Project Mngr/Coordination_709	Project Mngr/Coordination	Hourly	\$ 150.00
Qualified SWPPP Developer QSD_776	Qualified SWPPP Developer QSD	Hourly	\$ 150.00
Registered (Sr) Engineer_708	Registered (Sr) Engineer	Hourly	\$ 180.00
Staff Engineer_710	Staff Engineer	Hourly	\$ 150.00
Staff Engineer - Field_777	Staff Engineer - Field	Hourly	\$ 150.00
Staff Engineer - Office_778	Staff Engineer - Office	Hourly	\$ 150.00
Staff Geologist - Field_779	Staff Geologist - Field	Hourly	\$ 150.00
Staff Geologist - Office_780	Staff Geologist - Office	Hourly	\$ 150.00
800 EQUIPMENT			
Truck Charge_801	Truck Charge	Per Day	\$ 55.00
Mobile Film Developing Rig_802	Mobile Film Developing Rig	Per Day	\$ 155.00
Torque Wrench Equipment_803	Torque Wrench Equipment	Per Day	\$ 65.00
Skidmore Bolt Tension Indicator_804	Skidmore Bolt Tension Indicator	Per Day	\$ 150.00
Slab-On-Grade Moisture Kit_805	Slab-On-Grade Moisture Kit	Each	\$ 35.00
Air Entrainment Equipment (Roll-A-Meter)_806	Air Entrainment Equipment (Roll-A-Meter)	Per Day	\$ 55.00
Schmidt Hammer_807	Schmidt Hammer	Per Day	\$ 40.00
Measuring Moisture Vapor Emission Rate (Kit)_809	Measuring Moisture Vapor Emission Rate (Kit)	Per Day	\$ 35.00
Equipment Other_810	Equipment Other	Per Day	Quote
Microwave Equipment_811	Microwave Equipment	Per Day	\$ 50.00



MASTER SCHEDULE OF FEES

Item Code	Description	Unit	Rate
Thickness Gauge_812	Thickness Gauge	Per Day	\$ 35.00
Torque Multiplier_813	Torque Multiplier	Per Day	\$ 65.00
Grout Mold Cubes Equipment_814	Grout Mold Cubes Equipment	Per Day	\$ 25.00
Nuclear Gauge_815	Nuclear Gauge	Per Day	\$ 35.00
Wood Vapor Meter_816	Wood Vapor Meter	Per Day	\$ 50.00
Beam Molds_817	Beam Molds	Per Day	\$ 50.00
Fireproofing Kit_818	Fireproofing Kit	Per Day	\$ 50.00
Unit Weight Bucket_819	Unit Weight Bucket	Per Day	\$ 40.00
900 SPECIAL SERVICES			
901 LAUSD 10% Discount	Exhibit G-Less 10% Discount	Hourly	\$ -
902 Expedite Fees	Expedite Fee	Hourly	\$ -
903 Cancellation Fee	Cancellation Fee	Hourly	\$ -
904 Duplication Fees	Duplication Fees	Hourly	\$ -
905 Certified Payroll	Certified Payroll	Hourly	\$ -
906 Interest	Monthly Interest at 1.5%	Hourly	\$ -
907 Bad Debt W/O	Bad Debt Write off	Hourly	\$ -
908 Bad Check Charge	Service charge for bounced checks	Hourly	\$ -
909 Customer Allowance	Customer Allowance	Hourly	\$ -
910 Client Over Pay	Client Over Pay	Hourly	\$ -
911 Per Diem	Per Diem Hotel	Hourly	\$ -
911 Per Diem Meal	Per Diem Meal	Hourly	\$ -
912 Drug Testing	Drug Testing (Required)	Hourly	\$ -
913 Safety Training	Safety Training Course (Required)	Hourly	\$ -
914 Travel Time	Travel Time Portal to Portal	Hourly	\$ -
915 Mileage	Mileage	Mile	\$ 0.75
916 Cost Plus 15%	Cost Plus 15% Mark-Up	Hourly	\$ -
917 Customer Discount	Customer Discount	Hourly	\$ -
918 Daily Consumable	Daily Expense	Hourly	\$ -
919 Credit Card Processing Fees	3% Credit Card Processing Fees	Hourly	\$ -
920 Special Fees	Special Fees	Hourly	\$ -
921 Outsourced Services	Outsourced Services	Hourly	\$ -
925 Retention	Retention	Hourly	\$ -
930 Out of Area/State	Out of Area/State	Hourly	\$ -
935 Nuclear Gauge	Nuclear Gauge	Hourly	\$ -
960 Field Travel Reimb	960 Field Travel Reimb Expenses	Hourly	\$ -
969 Time Tracking	969 Time Tracking	Hourly	\$ -
990 Field Outsourced Services	Field Outsourced Services	Hourly	\$ -
996 NDT OH Allocation		Hourly	\$ -
997 Official Docs-Not Billable	997 Official Docs-Not Billable	Hourly	\$ -
999 Lab Fees	Lab fees for MBPS	Hourly	\$ -

Charges For Service and Contract Terms Prevailing Wage Projects

The charges for services and General Terms and Conditions set forth below will govern the provision of services and will constitute the contract terms between the Owner or Owner's Representative (Client) and Koury Engineering and Testing, Inc (KET) unless the Client and KET have executed a written contract with respect to such services, in which case the terms and provisions of the written contract shall control.

1. Anticipated Costs

- 1.1. KET estimates a budget to assist the client with code required inspections and testing based upon information provided by the client. KET's ability to perform within the estimated budget depends heavily on the accuracy of the information provided, as well as the cooperation and assertiveness of client's management staff.
- 1.2. Project actual budget totals may vary. Estimated budget hours are based on 40 hours a week, 8 hours a day, Monday-Friday. Client shall monitor the percentage of work remaining to assure inspections and testing is not greater than the estimated budget and adjusts the contractor's labor and scheduling to maintain the work completion schedule.
- 1.3. A call scheduling inspection and testing beyond KET's estimated budget is deemed acceptance that Client will pay for additional services beyond KET's estimated budget.
- 1.4. Client recognizes and agrees that any "anticipated costs," "budget estimates," or the like that may be prepared by KET are NOT "guaranteed maximums," "lump sums;" or "not-to-exceed totals". Client will be invoiced for all work performed and only for work performed based on KET's working conditions and hours as an attachment to their contract.
- 1.5. Client recognizes, if shop steel fabrication service is required, KET's estimate of hours, unless otherwise noted, is for one steel fabrication facility only.
- 1.6. Additionally, any weekly overtime hours, Saturday or Sunday, double shift, and/or night shift differential for shop steel inspection are NOT included in KET's proposal.
- 1.7. An Administration fee of 4% will be applied on monthly invoice. A 3% credit card processing fee is applied when invoice is paid by credit card.

2. Minimum Charges

- 2.1. 2-hour minimum: Inspector shows up; no work requested or performed.
- 2.2. 4-hour minimum: 1 to 4 hours.
- 2.3. 8-hour minimum: Work over 4 hours
- 2.4. NOTE: Less than 24 hour call-out notice may necessitate premium charges.

3. Working Hours

- 3.1. Regular Time: First 8 hours, Monday-Friday
- 3.2. Time and One-Half Hours: Hours over 8 -12 Monday-Friday, and first 12 Hours on Saturday; Double Time: All hours worked after 12, Monday-Saturday, Sunday, and Holidays.
- 3.3. KET observes the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.
- 3.4. Overtime hours shall be billed in one hour increments. One half (.5) hour of overtime is billed as one (1) hour of overtime.
- 3.5. NOTE: Day shift hours are between 5:00am and 5:00pm.

4. Shift Differential

- 4.1. Second (Swing Shift)-Eight (8) hours will be charged for 7.5 hours worked. Time worked in excess of 7.5 hours will be billed at time and one-half rate.
- 4.2. Third (Graveyard Shift)-Eight (8) hours will be charged for 7 hours worked. Time worked in excess of 7 hours will be billed at time and one-half times the hourly rate.

5. Travel Time and Mileage

- 5.1. Travel time costs for soil monitoring and soil technicians will be invoiced at regular contracted billing rate; overtime applies.
- 5.2. Mileage costs for soil monitoring and soil technicians will be invoiced at \$0.75 per mile.
- 5.3. Portal-to-Portal travel time and mileage costs will apply for Engineers, Site Supervisors, Technicians (including Utility Locating and NDT) and Consultants at the contracted billing rate, mileage will be invoiced at \$0.75 per mile. Portal-to-Portal is recognized as KET's office to work site and return.
- 5.4. For projects in excess of 100 miles from a KET office, travel time, milage and subsistence allowance will be charged in addition to hours worked from KET's closest office.

6. Scheduling and Cancellations

- 6.1. A 24-hour notice is required when scheduling an inspection or technician. If same day scheduling or scheduling after 2:00pm the preceding day is requested, a premium expedite fee of \$75 per inspector or technician will apply.
- 6.2. If inspection service is not canceled with KET's dispatch department by 2:00pm for the next day for ICC, LA City or LA County jurisdictions, a premium cancellation fee will apply at the rate of \$75 per inspector or technician.

7. Expedite Fee

- 7.1. All expedited and rush requests for, mix design reviews, WPS reviews, RFI responses, lab work, test results, report reviews, etc. will be charged an expedite fee at 1.5 times the Master Fee Schedule of Rates. Standard turn-around time is 5 business days.

8. Escalation Clause

- 8.1. Koury reserves the right to re-negotiate the hourly wage portion of the project proposal if the project is deemed to be prevailing wage after the proposal is submitted signed. The prices quoted below for all services will change July 1st each year in accordance with the wage listed by the Director of Industrial Relations which is tied to Operating Engineers Local 12. The charges for services set forth in this Schedule of Fees will be adjusted by changes in our general administrative and overhead expenses each year thereafter. These adjusted charges shall become the agreed upon basis for charges by Koury to the Client.

9. Certified Payroll

- 9.1. Certified payroll requests will have a processing fee applied for each project, billed at \$150 per payroll month.

10. Laboratory Testing

- 10.1. Unless otherwise agreed, all samples or test specimens will be disposed of or destroyed upon completion of testing. If Client requires samples to be retrieved or stored, arrangements can be made at an additional cost. Quotation will be provided for such services.
- 10.2. Samples requiring more than one person to handle due to oversize or weight, will incur an extra handling charge. Quotation will be provided for such services.

11. Reimbursable Expenses

- 11.1. Outside Services performed by others and direct costs incurred on the Client's behalf, will be charged at cost plus 20%.
- 11.2. Project exclusive equipment or material will be invoiced at cost plus 20%.
- 11.3. Business licenses or inspection jurisdiction fees for project specific requirements will be invoiced at cost plus 20%.
- 11.4. If free parking is not available, parking charges will be charged to the Client at cost plus 20%.
- 11.5. Incidentals, including airfare, car rental, food, lodging, and parking, will be charged at cost plus 20% for out of area inspections unless provided by Client.

12. Terms of Payment

- 12.1. Client agrees invoices rendered for professional or technical services will be prepared bi-weekly and are due upon presentation.
- 12.2. All invoice errors or necessary corrections shall be submitted to KET within Fifteen (15) days of receipt of invoice; thereafter customer acknowledges invoice is correct and valid for payment due to KET.
- 12.3. Invoices will be deemed delinquent if not paid within thirty (30) days from date of invoice, and will be subject to a late payment charge of 1.5% of the invoice total for each month unpaid.
- 12.4. In the event, an attorney is needed for collection, Client is responsible for reimbursing attorney's fees and or court costs.
- 12.5. KET reserves the right to terminate services to a client without notice if client's account is past due more than thirty (30) days. Upon such termination of services, the entire amount accrued for all services performed shall immediately become due and payable to KET. Client waives any and all claims against KET, its subsidiaries, affiliates, servants, and agents in connection with termination of work/services pursuant to this agreement.

13. Insurance

- 13.1. KET carries all insurance required by law. Additional costs for waiver of subrogation, extra insurance certificates, coinsurance endorsements or additional insurance will be invoiced to the client at \$150 each.

14. Final Reports

- 14.1. When final report is required, KET must first review all inspection and material testing reports; KET will address and clear up any unresolved issues on these reports, typically with the Architect or Engineer of Record.
- 14.2. Depending on the project complexity and length of KET services performed, this process can require a minimum of ten (10) business days for completion. If there are exceptions, the final report review can require an extended length of time to complete.
- 14.3. Report fee is as negotiated per contract. An additional charge will incur for every report processed per permit number associated with the project. Engineer will be billed at \$190 per hour.
- 14.4. Client is required to send KET written request for all final project reports via fax, email, or US mail.
- 14.5. Final reports are as stated, but not limited to: Final Material Compliance Report and Final Grading / Compaction Report.
- 14.6. KET will release final report to client once account, including cost of final report, is paid in full.
- 14.7. Review of mix designs, WPS's, RFI's, interim reports, welder qualifications, etc. is subject to a standard turn-around time of 5 business days from date of request. Anything sooner than that will necessitate an expedite fee.

15. Service Authorization

- 15.1. Verbal request will be considered authorization to perform billable work. Client shall designate member(s) of staff who have authority to request services and notify KET in writing to their authorized representative. Otherwise all service requests are billable

16. Proposal Valid Duration

- 16.1. Proposed Master Fee Schedule of Rates, Terms & Conditions and General Conditions stated within are valid for 30 days from proposal date.

General Conditions

1. Indemnification

In the event of any claim against KET by any party other than Client, Client agrees to hold KET, including its shareholders, officers, directors, employees, agents and representatives, free and harmless of any from, and to indemnify and defend KET against, any and all liability, claims, causes of action, demands, judgments, losses, damages, expenses, or cost (including, but not limited to, all costs and fees of litigation) of every kind, nature and description, including but not limited to, any and all demands arising by reason of injury or death to person or damage to property, real or personal, including loss of use thereof, economic loss or loss damages otherwise arising directly or indirectly out of the obligations herein undertaken, or out of operations conducted by client, however caused or alleged to have been caused, even if due to acts, errors, omissions or negligence, active, affirmative or passive of KET, except for such losses or damages arising out of or caused by the sole negligence or willful misconduct of KET.

2. Limitation of Liability

Client and KET agree to limit the liability, including but not limited to, for consequential damages, of KET, including its shareholders, officers, directors, employees, agents and representatives for any acts, errors, omissions, breaches of contract, or negligence, active, affirmative, passive, concurrent or sole, on the part of KET, arising directly or indirectly from the performance of the professional services under this agreement, to Client to \$10,000 or an amount equal to KET's fee, whichever is greater.

Client agrees and understands that, in order to provide the professional services requested at the agreed upon fees, this agreement does not provide full liability of KET losses or damages which may arise directly or indirectly under this agreement. Client further understands that should Client require KET to accept exposure to greater liability under this agreement, Client has the opportunity to negotiate in advance a higher limitation of liability, or to eliminate entirely such limit of liability, but that the higher fees commensurate with this higher risk of liability to KET shall be subject to agreement. Client agrees that this provision limiting KET's liability cannot be modified, altered, or varied except by written instrument signed by Client and KET.

Client understands and agrees that KET is not an insurer; that this agreement does not provide Client with insurance coverage by KET or anyone acting on its behalf; that all fees hereunder are based solely on the value of the professional services to be provided by KET; that insurance, if any, shall be obtained by Client at Client's sole expense

3. Warranty of Authority to Sign

The person signing this contract warrants that he/she has the authority to sign on behalf of the client for whose benefit Consultant's services are rendered. If such person does not have such authority, he/she is personally liable for all breaches of this contract and that, in any action against him/her of such warranty, a reasonable attorney's fee shall be included in judgment rendered.

4. Dominant Terms

The terms and conditions of this Agreement shall take precedents over any terms and conditions which may appear in Client's purchase order, approval or acceptance. Any terms and conditions of Client's purchase order, approval or acceptance which are not identical to the terms and conditions of this Agreement are null and void, are not part of the agreement between KET and Client and are not binding upon KET. The terms and conditions of this agreement may not be varied or changed, nor any of its provisions waived, except by written agreement, signed by an authorized representative of KET. If Client's terms are different, a statement of worth will be provided with updated terms and conditions.



KOURY
 PASSION INTEGRITY QUALITY

Maybrook ES Interim Housing Phase 2

The Master Fee Schedule of Rates, Terms & Conditions and General Conditions set forth will be governed by State of California laws, provision of services and will constitute as contract agreement between Client and Koury Engineering & Testing, Inc. (KET) unless the Client and KET have executed a written contract with respect to such services, in which case the written contract shall control.

 Client's Signature

 Koury Representative Signature

 Title

 Title

 Date

 Date



KOURY
 PASSION INTEGRITY QUALITY

Corporate Office:
 14280 Euclid Ave
 Chino, CA 91710

Branch Office:
 17800 S. Main St. Ste. 302
 Gardena, CA 90248



LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2022/23 NO. 883

RESOLUTION OF THE BOARD OF TRUSTEES OF THE
LOWELL JOINT SCHOOL DISTRICT
OF LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
CERTIFYING THE APPROVAL OF THE GOVERNING BOARD TO RENEW THE
CURRENT 2022-23 CSPP CONTRACT AND AUTHORIZATIONS OF SIGNATURES

BE IT RESOLVED that the Governing Board of the Lowell Joint School District authorizes the renewal of the current 2022-23 CSPP. Contract and that the following named person(s) be authorized to sign and/or **electronically** approve contract documents related to the California State Preschool Program (CSPP) as indicated in contract number CSPP-2679, and that the person/s who is/are authorized to sign the transaction for the Governing Board.

NAME	TITLE	SIGNATURE
Jim Coombs	Superintendent of Schools	
Sheri McDonald	Assistant Superintendent of Educational Services	

State of California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular board meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

PASSED, APPROVED AND ADOPTED this 6th day of February, 2023, by the following vote:

AYES: Karen L. Shaw, Anastasia M. Shackelford, Anthony A. Zegarra, Christine J. Berg,
Melissa A. Salinas


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 6th day of February, 2023, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 6th day of February, 2023.



Jim Coombs, Secretary to the Board of Trustees

LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 02/06/2023

FROM 12/01/2022 TO 12/31/2022

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>OBJECT DESCRIPTION</u>
S99A0006	PAPER EDUCATION AMERICA INC.	10,441.20	10,441.20	0107090117 5800	Prof/ConsultingServ&Oper Exp
S99A0007	KINKEL, JENNIFER	1,000.00	1,000.00	0140350030 5800	Prof/ConsultingServ&Oper Exp
S99A0008	DIVISION OF THE STATE ARCHITEC	21,496.16	21,496.16	2100000010 6217	DSA Fees
S99B0021	QUEL SCHOOL SIGNS	107,078.00	20,682.00	4000000012 6200	Bldg & Improvement of Bldg
			32,857.00	4000000014 6200	Bldg & Improvement of Bldg
			32,857.00	4000000016 6200	Bldg & Improvement of Bldg
			20,682.00	4000000017 6200	Bldg & Improvement of Bldg
S99B0022	ELITE MODULAR LEASING & SALES	342,215.00	342,215.00	2100000003 5620	Lease/Portables
S99B0023	ELITE MODULAR LEASING & SALES	149,384.50	149,384.50	2100000003 5620	Lease/Portables
S99B0024	ELITE MODULAR LEASING & SALES	82,600.00	82,600.00	2100000004 5620	Lease/Portables
S99B0025	DIVISION OF THE STATE ARCHITEC	322.50	322.50	2100000010 6217	DSA Fees
S99B0026	RMA GROUP	149,715.39	149,715.39	4000000013 6282	Consultant/Contractor
S99B0028	DIVISION OF THE STATE ARCHITEC	2,985.65	2,985.65	2100000010 6217	DSA Fees
S99F0055	ALPHA & OMEGA LOCK & KEY LLC	395.00	395.00	0100000098 4300	Materials and Supplies
S99F0056	F.M. THOMAS AIR CONDITIONING	4,466.65	4,466.65	0100000094 5630	Repairs or Maintenance
S99F0057	CALIFORNIA ARBORIST COMPLETE T	750.00	750.00	0100000090 5630	Repairs or Maintenance
S99F0058	CALIFORNIA ARBORIST COMPLETE T	9,575.00	9,575.00	0100000100 5630	Repairs or Maintenance
S99F0059	F.M. THOMAS AIR CONDITIONING	1,684.53	1,684.53	0100000096 5630	Repairs or Maintenance
S99F0060	BRENTPOINT LLC	3,997.00	3,997.00	0100000096 4400	Non Capitalized Equipment
S99F0061	HOWARD INDUSTRIES INC	34,221.60	34,221.60	4000000015 6200	Bldg & Improvement of Bldg
S99F0062	HAULWAY STORAGE CONTAINERS	390.00	390.00	0100000125 5800	Prof/ConsultingServ&Oper Exp
S99M0155	AMERICAN EXPRESS	700.00	700.00	0167620001 4300	Materials and Supplies
S99M0156	AMERICAN EXPRESS	193.27	193.27	0100000058 4300	Materials and Supplies

LOWELL JOINT SD

PURCHASE ORDER DETAIL REPORT

BOARD OF TRUSTEES MEETING 02/06/2023

FROM 12/01/2022 TO 12/31/2022

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	OBJECT DESCRIPTION
S99M0157	AMERICAN EXPRESS	165.34	165.34	0165000029 4300	Materials and Supplies
S99M0158	AMERICAN EXPRESS	163.17	163.17	0167620001 4300	Materials and Supplies
S99M0159	AMERICAN EXPRESS	308.69	308.69	0108400008 4300	Materials and Supplies
S99M0160	AMERICAN EXPRESS	23.14	23.14	0165000010 4300	Materials and Supplies
S99M0161	AMERICAN EXPRESS	56.82	56.82	0165000010 4300	Materials and Supplies
S99M0162	AMERICAN EXPRESS	164.83	164.83	0108880039 4300	Materials and Supplies
S99M0163	AMERICAN EXPRESS	79.38	79.38	0100000009 4300	Materials and Supplies
S99M0164	AMERICAN EXPRESS	29,552.45	10,763.49	2500000002 4300	Materials and Supplies
			18,788.96	2500000002 4400	Non Capitalized Equipment
S99M0165	APPLE INC.	2,151.88	1,012.94	0100810003 4300	Materials and Supplies
			1,138.94	0156400007 4300	Materials and Supplies
S99M0166	AMERICAN EXPRESS	40.78	40.78	0100000058 4300	Materials and Supplies
S99M0167	AMERICAN EXPRESS	60.90	60.90	0100000317 5200	Travel and Conferences
S99M0168	AMERICAN EXPRESS	981.28	981.28	0109110014 4300	Materials and Supplies
S99M0169	AMERICAN EXPRESS	810.86	810.86	0109110014 4300	Materials and Supplies
S99M0170	AMERICAN EXPRESS	264.27	264.27	0109110014 4300	Materials and Supplies
S99M0171	AMERICAN EXPRESS	320.00	320.00	0156400013 5200	Travel and Conferences
S99M0172	AMERICAN EXPRESS	149.72	149.72	0100000058 4300	Materials and Supplies
S99M0173	AMERICAN EXPRESS	170.88	170.88	0109110014 4300	Materials and Supplies
S99M0174	AMERICAN EXPRESS	38.58	38.58	0165000010 4300	Materials and Supplies
S99M0175	AMERICAN EXPRESS	50.77	50.77	0165000006 4300	Materials and Supplies
S99M0176	AMERICAN EXPRESS	1,075.58	1,075.58	0108880039 4300	Materials and Supplies
S99M0177	AMERICAN EXPRESS	600.00	600.00	0100000317 5200	Travel and Conferences

LOWELL JOINT SD

PURCHASE ORDER DETAIL REPORT

BOARD OF TRUSTEES MEETING:02/06/2023

FROM 12/01/2022 TO12/31/2022

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	OBJECT DESCRIPTION
S99M0178	AMERICAN EXPRESS	387.70	387.70	0108880020 4300	Materials and Supplies
S99M0179	AMERICAN EXPRESS	253.41	253.41	0100000058 4300	Materials and Supplies
S99N0019	ACTION SALES	965.79	965.79	1353100041 4400	Non Capitalized Equipment
S99N0020	ACTION SALES	27,338.97	3,946.80	1353100040 4400	Non Capitalized Equipment
			23,392.17	1353100040 6400	Equipment
S99N0021	ACTION SALES	24,151.72	24,151.72	1353100045 6400	Equipment
S99R0230	ACTION TROPHY	73.32	73.32	0101005400 4300	Materials and Supplies
S99R0232	SCHOOL SERVICES OF CALIFORNIA	1,475.00	1,475.00	0100000317 5200	Travel and Conferences
S99R0233	FOCUSED SCHOOLS	8,100.00	8,100.00	0162660002 5850	Const/Ind Contractors(NonEmp)
S99R0234	BUENA PARK PLAQUE & TROPHY	61.96	61.96	0100000317 4300	Materials and Supplies
S99R0235	ACTIVE EDUCATION	134,568.00	134,568.00	0100000424 5800	Prof/ConsultingServ&Oper Exp
S99R0236	LINKEDIN CORPORATION	2,208.00	2,208.00	0173110003 5200	Travel and Conferences
S99R0237	WOLVERINE FENCE AND COMPANY	796.29	796.29	0100000098 4300	Materials and Supplies
S99R0241	RMH DANCE & PRODUCTIONS	495.00	495.00	0100580002 4300	Materials and Supplies
S99R0242	LAKESHORE LEARNING MATERIALS	1,653.69	1,653.69	0156400010 4400	Non Capitalized Equipment
S99R0243	WPS	8,982.60	8,982.60	0156400022 4300	Materials and Supplies
S99R0244	ONE STOP CELLULAR	96.34	96.34	0165000012 4300	Materials and Supplies
S99R0245	TURF STAR INC.	1,340.23	1,340.23	0100000108 5630	Repairs or Maintenance
S99R0246	ULINE	236.30	236.30	0167620001 4300	Materials and Supplies
S99R0247	SEESAW LEARNING INC.	6,270.40	1,046.44	0132120028 5810	Licenses/Technology
			1,046.44	0132120029 5810	Licenses/Technology
			1,046.44	0132120030 5810	Licenses/Technology
			1,042.31	0132120031 5810	Licenses/Technology
			1,042.32	0132120032 5810	Licenses/Technology

LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 02/06/2023

FROM 12/01/2022 TO 12/31/2022

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>OBJECT DESCRIPTION</u>
S99R0247	*** CONTINUED ***				
S99R0249	AMERICAN THERMOFORM	2,373.64	1,046.45	0132120033 5810	Licenses/Technology
S99R0250	ALLSTATE SIGN & PLAQUE	452.34	2,373.64	0165010004 4300	Materials and Supplies
S99R0251	BYRDSEED LLC	4,000.00	452.34	0165000008 4300	Materials and Supplies
S99R0252	DOCUMENT TRACKING SERVICES	3,618.14	4,000.00	0174350002 5810	Licenses/Technology
S99R0253	SCSBOA-SOUTHERN CALIFORNIA SCH	600.00	3,618.14	0100000009 4300	Materials and Supplies
S99R0254	SCSBOA-SOUTHERN CALIFORNIA SCH	200.00	600.00	0105110041 4300	Materials and Supplies
S99R0255	A & D TRANSPORTATION L.P.	375.00	200.00	0105110036 4300	Materials and Supplies
S99R0256	THINKING MAPS	8,800.00	375.00	0109910005 5800	Prof/ConsultingServ&Oper Exp
S99R0257	CRISIS PREVENTION INSTITUTE	200.00	8,800.00	0140350030 5800	Prof/ConsultingServ&Oper Exp
S99R0258	SOUTHWEST SCHOOL SUPPLY	4,674.60	200.00	0156400033 5300	Dues and Memberships
S99R0259	WINSOR LEARNING INC	1,833.49	4,674.60	0174350004 4400	Non Capitalized Equipment
S99R0260	VERIZON WIRELESS-LA	431.99	1,833.49	0165000006 4300	Materials and Supplies
S99R0261	RIOS EUBANKS LLP	12,000.00	431.99	0100000009 4300	Materials and Supplies
S99R0262	FLAGHOUSE	67.25	12,000.00	0165010001 4300	Legal, Audit, & Election Costs
S99R0263	BLEVINS, CRISTINA	6,000.00	67.25	0165010001 4300	Materials and Supplies
S99R0264	DATA IMPRESSIONS	4,192.12	6,000.00	0174350003 5800	Prof/ConsultingServ&Oper Exp
S99R0265	DATA IMPRESSIONS	4,192.14	659.82	010086 4300	Materials and Supplies
S99R0266	CA DEPARTMENT OF JUSTICE	369.00	3,532.30	010086 4400	Non Capitalized Equipment
S99R0268	COASTAL ENTERPRISES	3,335.01	659.84	0105110007 4300	Materials and Supplies
			1,207.24	0105110007 4400	Non Capitalized Equipment
			2,325.06	0105110044 4400	Non Capitalized Equipment
			369.00	0100000071 5800	Prof/ConsultingServ&Oper Exp
			3,335.01	0109110014 4300	Materials and Supplies

LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 02/06/2023 FROM 12/01/2022 TO 12/31/2022

PO NUMBER	VENDOR	PO		ACCOUNT AMOUNT	ACCOUNT NUMBER	OBJECT DESCRIPTION
		TOTAL	AMOUNT			
S99R0269	INTERQUEST DETECTION	215.00	215.00	0105110044	4300	Materials and Supplies
S99R0270	LA HABRA ROTARY CLUB	295.00	295.00	0100000317	5300	Dues and Memberships
S99T0053	CDW GOVERNMENT INC.	496.13	496.13	0108880020	4300	Materials and Supplies
S99T0054	CDW GOVERNMENT INC.	618.37	618.37	0100890004	4300	Materials and Supplies
S99T0055	DATA IMPRESSIONS	4,945.09	4,945.09	0140350016	4300	Materials and Supplies
S99T0056	DELL MARKETING L.P.	3,358.44	5.00	0108880034	4300	Materials and Supplies
			834.61	0108880034	4400	Non Capitalized Equipment
			5.00	0108880038	4300	Materials and Supplies
			834.61	0108880038	4400	Non Capitalized Equipment
			5.00	0108880039	4300	Materials and Supplies
			834.61	0108880039	4400	Non Capitalized Equipment
			5.00	0165000012	4300	Materials and Supplies
			834.61	0165000012	4400	Non Capitalized Equipment
S99T0057	GOVCONNECTION INC.	662.54	662.54	0100890005	4300	Materials and Supplies
S99T0058	GOVCONNECTION INC.	8,604.98	5,247.37	0108880034	4400	Non Capitalized Equipment
			78.00	0108880039	4300	Materials and Supplies
			3,279.61	0108880039	4400	Non Capitalized Equipment
S99T0059	VIG SOLUTIONS	1,460.69	1,460.69	0108880020	4300	Materials and Supplies
S99Z0037	BEE GONE BEE REMOVAL SERVICE	4,000.00	500.00	0100000100	5570	Pest Control
			500.00	0100000101	5570	Pest Control
			500.00	0100000102	5570	Pest Control
			500.00	0100000103	5570	Pest Control
			500.00	0100000104	5570	Pest Control
			500.00	0100000105	5570	Pest Control
			500.00	0100000106	5570	Pest Control
			500.00	0100000108	5570	Pest Control

LOWELL JOINT SD

PURCHASE ORDER DETAIL REPORT

BOARD OF TRUSTEES MEETING 02/06/2023

FROM 12/01/2022 TO12/31/2022

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>OBJECT DESCRIPTION</u>
S99Z0038	SOUTHEAST CONSTRUCTION PRODUCT	8,000.00	1,000.00	0100000089 4300	Materials and Supplies
			1,000.00	0100000090 4300	Materials and Supplies
			2,000.00	0100000091 4300	Materials and Supplies
			1,000.00	0100000093 4300	Materials and Supplies
			1,000.00	0100000094 4300	Materials and Supplies
			1,000.00	0100000096 4300	Materials and Supplies
			1,000.00	0100000098 4300	Materials and Supplies
S99Z0039	EAST WHITTIER GLASS & MIRROR	6,000.00	1,000.00	0100000089 5630	Repairs or Maintenance
			1,000.00	0100000090 5630	Repairs or Maintenance
			1,000.00	0100000091 5630	Repairs or Maintenance
			1,000.00	0100000093 5630	Repairs or Maintenance
			1,000.00	0100000094 5630	Repairs or Maintenance
			1,000.00	0100000096 5630	Repairs or Maintenance
S99Z0040	DANIELS TIRE SERVICE INC.	3,000.00	1,500.00	0100000098 5631	Repairs/Vehicles
			1,500.00	0100000108 5631	Repairs/Vehicles
S99Z0041	TARGET SPECIALTY PRODUCTS	6,000.00	6,000.00	0100000108 4300	Materials and Supplies
			313,638.72		Fund 01 Total:
			52,456.48		Fund 13 Total:
			599,003.81		Fund 21 Total:
			29,552.45		Fund 25 Total:
			291,014.99		Fund 40 Total:
			1,285,666.45		Total Amount of Purchase Orders:

LOWELL JOINT SD
Consolidated Check Register
 From 12/1/2022 to 12/31/2022

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99	00002515	U9900001	CITY OF LA HABRA WATER DEPARTM	1001110122	OH	12/01/2022		IS	4,627.61
99	00002516	U9900002	FRONTIER	1110120922	OH	12/01/2022		IS	95.73
99	00002517	U9900004	SOUTHERN CALIFORNIA EDISON	1021112022	OH	12/01/2022		IS	31,422.49
99	00002518	U9900005	SOUTHERN CALIFORNIA GAS CO	1020112122	OH	12/01/2022		IS	1,143.28
99	00002519	U9900009	VERIZON WIRELESS-LA	9920734975	OH	12/01/2022		IS	627.90
99	00002520	U9900010	WARE DISPOSAL	1114038	OH	12/01/2022		IS	4,321.84
99	00002521	V9903214	806 TECHNOLOGIES INC.	18282	OH	12/05/2022		IS	2,500.00
99	00002522	V9900003	ACCO BRANDS USA LLC	4725478229	OH	12/05/2022		IS	3,187.00
99	00002523	V9900009	AERIES SOFTWARE	CONF-22844	OH	12/05/2022		IS	1,149.00
99	00002524	F9900011	BEST LAWNMOWER INC.	107484	OH	12/05/2022		IS	48.49
99	00002525	R9900001	BRENT ALLSMAN	MEDICAL DEC	OH	12/05/2022		IS	557.02
99	00002526	V9903348	BROTHERS AUTOMOTIVE INC	1009	OH	12/05/2022		IS	694.82
99	00002527	F9900014	BUG FLIP	64470	OH	12/05/2022		IS	1,350.00
99	00002528	V9900029	BULKBOOK STORE	125740	OH	12/05/2022		IS	274.23
99	00002529	R9903247	CAROLYN KANE	MEDICAL DEC	OH	12/05/2022		IS	1,290.56
99	00002530	V9900052	DASH MEDICAL GLOVES	INV1276008	OH	12/05/2022		IS	902.49
99	00002531	V9900056	DELTA DENTAL OF CALIFORNIA	BE005239217	OH	12/05/2022		IS	2,148.70
99	00002532	R9900014	EDDY VEGA	MEDICAL DEC	OH	12/05/2022		IS	557.02
99	00002533	R9900006	EMILY WAKEFIELD	MEDICAL DEC	OH	12/05/2022		IS	570.78
99	00002534	V9900077	FULLERTON SCHOOL DISTRICT	22SI0484	OH	12/05/2022		IS	1,418.87
99	00002535	R9900007	GAYLE ROGERS	MEDICAL DEC	OH	12/05/2022		IS	232.94
99	00002536	V9903282	GOVCONNECTION INC.	73481386	OH	12/05/2022		IS	1,311.94
99	00002537	F9900038	IGS SERVICE COMPANY	36476	OH	12/05/2022		IS	1,440.00
99	00002538	R9903248	JULIE ROTH	MEDICAL DEC	OH	12/05/2022		IS	570.78
99	00002539	R9900015	KATHRYN ALLSMAN	MEDICAL DEC	OH	12/05/2022		IS	570.78
99	00002540	R9900013	MARGARET DUMADAG	MEDICAL DEC	OH	12/05/2022		IS	557.02
99	00002541	R9900009	NANCY WHITE	MEDICAL DEC	OH	12/05/2022		IS	1,290.56
99	00002542	R9900010	PENNY MAYERCHECK	MEDICAL DEC	OH	12/05/2022		IS	1,290.56
99	00002543	F9900053	PEST OPTION INC.	412954	OH	12/05/2022		IS	307.22
99	00002544	E9900165	REBECCA CHAMPION	ISTE 2022	OH	12/05/2022		IS	459.25
99	00002545	E9900172	RHONDA OVERBY	ISTE 2022	OH	12/05/2022		IS	489.58
99	00002546	R9900011	RONALD RANDOLPH	MEDICAL DEC	OH	12/05/2022		IS	614.88
99	00002547	R9900012	SHELLEY MARKER	MEDICAL DEC	OH	12/05/2022		IS	570.78
99	00002548	U9900006	SUBURBAN WATER SYSTEMS	180061627828	OH	12/05/2022		IS	2,071.62

LOWELL JOINT SD
Consolidated Check Register
 from 12/1/2022 to 12/31/2022

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99 00002549	R9900002	BRUCE PATULLO	MEDICAL DEC	OH	12/05/2022		MW	IS	557.02
99 00002550	V9900020	ATKINSON ANDELSON LOYA RUUD &	665383-OCT 2022	OH	12/06/2022		MW	IS	14,222.02
99 00002551	V9900154	READYREFRESH BY NESTLE	02K0032621385	OH	12/06/2022		MW	IS	81.42
99 00002552	V9903427	REHABMART	65139	OH	12/06/2022		MW	IS	3,352.73
99 00002553	S9990004	RIFTON EQUIPMENT	U221A-1	OH	12/06/2022		MW	IS	2,560.84
99 00002554	V9900159	RIVERSIDE INSIGHTS	INV138473	OH	12/06/2022		MW	IS	1,382.57
99 00002555	V9900169	SCHOOL DATEBOOKS	S22-0224856	OH	12/06/2022		MW	IS	942.84
99 00002556	V9900175	SENTRY SIGNS & PRINTING	4037/3543	OH	12/06/2022		MW	IS	700.61
99 00002557	V9903488	SHIFFLER EQUIPMENT	2225204400	OH	12/06/2022		MW	IS	1,725.72
99 00002558	V9903284	SPIRIT MONKEY	50484	OH	12/06/2022		MW	IS	981.75
99 00002559	V9900183	STUDIES WEEKLY	458307	OH	12/06/2022		MW	IS	224.63
99 00002560	V9903257	TAO ROSSINI APC	3479,3480	OH	12/06/2022		MW	IS	4,611.87
99 00002561	V9903286	TEXTHELP	61024	OH	12/06/2022		MW	IS	150.00
99 00002562	V9903235	U.S. BANK	6639535	OH	12/06/2022		MW	IS	250.00
99 00002563	V9900203	VEX ROBOTICS	607143	OH	12/06/2022		MW	IS	2,313.68
99 00002564	V9900209	WILLIAM V.MACGILL & CO.	IN0812220	OH	12/06/2022		MW	IS	487.28
99 00002565	V9903522	YMCA OF GREATER WHITTIER	11/3/22-JOR,MG	OH	12/06/2022		MW	IS	1,567.70
99 00002566	V9903521	YMCA OF ORANGE COUNTY	SEPT2022	OH	12/06/2022		MW	IS	5,419.86
99 00002567	V9900008	ADMINISTRATIVE SERV. CO-OP	15218	OH	12/07/2022		MW	IS	13,180.00
99 00002568	F9900038	ICS SERVICE COMPANY	35881	OH	12/07/2022		MW	IS	350.99
99 00002569	V9900088	IMPERIAL BAND INSTRUMENTS	M74575	OH	12/07/2022		MW	IS	462.41
99 00002570	V9903303	IPRINT TECHNOLOGIES	949180	OH	12/07/2022		MW	IS	174.21
99 00002571	V9900094	J.W.PEPPER & SON INC.	364655625	OH	12/07/2022		MW	IS	158.76
99 00002572	V9903448	KAPLAN EARLY LEARNING CO	6430775	OH	12/07/2022		MW	IS	31.88
99 00002573	V9900103	LAKESHORE LEARNING MATERIALS	787383112322	OH	12/07/2022		MW	IS	1,471.61
99 00002574	V9903434	LITERACY RESOURCES LLC	223815	OH	12/07/2022		MW	IS	597.04
99 00002575	F9900052	PDQ EQUIPMENT RENTAL	757887	OH	12/07/2022		MW	IS	63.25
99 00002576	U9900004	SOUTHERN CALIFORNIA EDISON	1025112222	OH	12/07/2022		MW	IS	2,178.71
99 00002577	U9900006	SUBURBAN WATER SYSTEMS	180061630263	OH	12/07/2022		MW	IS	7,624.14
99 00002578	V9903537	WOLVERINE FENCE AND COMPANY	S9900789	OH	12/07/2022		MW	IS	796.29
99 00002579	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	DEC22VLLFBU	OH	12/08/2022		MW	IS	1,273.67
99 00002580	U9900004	SOUTHERN CALIFORNIA EDISON	1101113022	OH	12/08/2022		MW	IS	63.78
99 00002581	U9900005	SOUTHERN CALIFORNIA GAS CO	1027112922	OH	12/08/2022		MW	IS	673.23
99 00002582	U9900006	SUBURBAN WATER SYSTEMS	181003402821	OH	12/08/2022		MW	IS	7,096.91

LOWELL JOINT SD
Consolidated Check Register
 from 12/1/2022 to 12/31/2022

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99 00002583	U9900008	T-MOBILE	1021112022	OH	12/08/2022		MTW	IS	148.40
99 00002584	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	DEC22DDR	OH	12/09/2022		MTW	IS	28,894.88
99 00002585	V9903348	BROTHERS AUTOMOTIVE INC	1010	OH	12/09/2022		MTW	IS	85.00
99 00002586	F9900035	HOME DEPOT CREDIT SERVICES	2149318887	OH	12/09/2022		MTW	IS	7.62
99 00002587	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	DEC22DDR	OH	12/09/2022		MTW	IS	65.22
99 00002588	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	DEC22YSR	OH	12/12/2022		MTW	IS	6,151.15
99 00002589	F9900010	BEE GONE BEE REMOVAL SERVICE	5670	OH	12/12/2022		MTW	IS	275.00
99 00002590	V9903545	BULL, ABIGAIL PAYTON	22/23	OH	12/12/2022		MTW	IS	700.00
99 00002591	V9903531	DAVIS, SUMMER	NOV 2022	OH	12/12/2022		MTW	IS	1,512.00
99 00002592	V9903426	DR. OLVERA PSYCHOLOGY, A PROFE	2222	OH	12/12/2022		MTW	IS	3,000.00
99 00002593	E9900127	LINDA TAKACS	NOV 2022	OH	12/12/2022		MTW	IS	3,500.00
99 00002594	V9900149	QUADIENT LEASING USA INC.	N9681504	OH	12/12/2022		MTW	IS	510.91
99 00002595	V9903546	RUIZ, ALYSSA	22/23	OH	12/12/2022		MTW	IS	700.00
99 00002596	V9903544	SAMANO, LARISSA	22/23	OH	12/12/2022		MTW	IS	700.00
99 00002597	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	DEC22YSR	OH	12/12/2022		MTW	IS	13.55
99 00002598	F9900042	KOURY ENGINEERING & TESTING	953837	OH	12/12/2022		MTW	IS	13,450.00
99 00002599	VOID.CONTI	VOID - Continued Stub	CONTINUE	OH	12/14/2022		VM	VD	0.00
99 00002600	V9900013	AMERICAN EXPRESS	ZOOM-NOV 2022	OH	12/14/2022		MTW	IS	13,690.28
99 00002601	F9900033	GLASBY MAINTENANCE SUPPLY	329521A	OH	12/14/2022		MTW	IS	14,969.16
99 00002602	F9900040	JAMES HARDWARE COMPANY	2210-030238	OH	12/14/2022		MTW	IS	399.81
99 00002603	F9900052	PDQ EQUIPMENT RENTAL	764790	OH	12/14/2022		MTW	IS	1,394.38
99 00002604	F9900054	PLUMBING WHOLESALE OUTLET	S100617047.001	OH	12/14/2022		MTW	IS	56.84
99 00002605	V9903258	SCHOOL FIX	484256	OH	12/14/2022		MTW	IS	217.95
99 00002606	V9900013	AMERICAN EXPRESS	1145059920307221	OH	12/14/2022		MTW	IS	229.84
99 00002607	V9903522	YMCA OF GREATER WHITTIER	OCT22IOR/MG	OH	12/14/2022		MTW	IS	7,341.88
99 00002608	N9900003	BERNIER REFRIGERATION GENERATI	27670	OH	12/15/2022		MTW	IS	604.60
99 00002609	V9903533	COUNTY OF LOS ANGELES -ENVIRON	OW0248235PY	OH	12/15/2022		MTW	IS	788.00
99 00002610	N9900004	DRIFTWOOD DAIRY	NOV2022	OH	12/15/2022		MTW	IS	11,389.12
99 00002611	N9900006	FORM PLASTICS COMPANY	IV-121315&121407	OH	12/15/2022		MTW	IS	638.37
99 00002612	N9900007	GOLD STAR FOODS	NOV2022	OH	12/15/2022		MTW	IS	24,942.81
99 00002613	F9900045	LADY BUGS ENVIRONMENTAL TERMIT	26143	OH	12/15/2022		MTW	IS	55.00
99 00002614	N9900009	P & R PAPER SUPPLY COMPANY	NOV2022	OH	12/15/2022		MTW	IS	3,639.30
99 00002615	N9900013	SOUTHERN CALIFORNIA PIZZA	NOV2022	OH	12/15/2022		MTW	IS	10,838.80
99 00002616	V9903420	Granite Telecommunications LLC	583285200	OH	12/16/2022		MTW	IS	1,688.96

LOWELL JOINT SD
Consolidated Check Register
 from 12/1/2022 to 12/31/2022

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99 00002617	V9903550	LOS ANGELES COUNTY TREASURER	64766_M.BROWN	OH	12/16/2022		MTW	IS	874.20
99 00002618	V9900174	SEESAW LEARNING INC.	2021-48483	OH	12/16/2022		MTW	IS	6,270.40
99 00002619	U9900004	SOUTHERN CALIFORNIA EDISON	1104120622	OH	12/16/2022		MTW	IS	5,949.03
99 00002620	V9903299	SCHOOL SPECIALTY LLC	REFS9225985	OH	12/16/2022		MTW	IS	18,039.57
99 00002621	V9903521	YMCA OF ORANGE COUNTY	OCT22ELOPPGRM	OH	12/16/2022		MTW	IS	17,070.34
99 00002622	F9900014	BUG FLIP	NOV2022	OH	12/16/2022		MTW	IS	180.00
99 00002623	V9903549	MARCELLA SANCHEZ	POSS12670	OH	12/16/2022		MTW	IS	100.00
99 00002624	V9903445	MUCKENTHALER CULTURAL CENTER F	1698	OH	12/19/2022		MTW	IS	9,240.00
99 00002625	V9900002	A & D TRANSPORTATION L.P.	012672	OH	12/20/2022		MTW	IS	375.00
99 00002626	V9903256	ALPHA & OMEGA LOCK & KEY LLC	36588	OH	12/20/2022		MTW	IS	395.00
99 00002627	V9900028	BUENA PARK PLAQUE & TROPHY	22464	OH	12/20/2022		MTW	IS	61.96
99 00002628	F9900014	BUG FLIP	64570	OH	12/20/2022		MTW	IS	165.00
99 00002629	V9903310	BYRDSEED LLC	2031	OH	12/20/2022		MTW	IS	4,000.00
99 00002630	V9903534	CALIFORNIA ARBORIST COMPLETE T	31888	OH	12/20/2022		MTW	IS	750.00
99 00002631	V9903547	CRISIS PREVENTION INSTITUTE	IUS0239472	OH	12/20/2022		MTW	IS	200.00
99 00002632	E9903244	CRISTIAN BOGDAN	MILEAGENOV202	OH	12/20/2022		MTW	IS	31.55
99 00002633	E9900051	DAVID BENNETT	11222022	OH	12/20/2022		MTW	IS	64.79
99 00002634	V9900060	DOCUMENT TRACKING SERVICES	T906030008	OH	12/20/2022		MTW	IS	3,618.14
99 00002635	V9903538	FOCUSED SCHOOLS	1750	OH	12/20/2022		MTW	IS	8,100.00
99 00002636	V9903282	GOVCONNECTON INC.	73511300	OH	12/20/2022		MTW	IS	1,311.94
99 00002637	E9900221	JENNIFER JACKSON	CALFAGUENOV200H	OH	12/20/2022		MTW	IS	725.46
99 00002638	E9900087	JOHN ZAPPULLA	MILEAGENOV202	OH	12/20/2022		MTW	IS	65.14
99 00002639	E9900222	MARY JANE VILLALOVOS	12012022	OH	12/20/2022		MTW	IS	53.00
99 00002640	U9900003	MCI A VERIZON COMPANY	409089972	OH	12/20/2022		MTW	IS	15.57
99 00002641	E9900171	RENEE VERBECK	10212022	OH	12/20/2022		MTW	IS	43.00
99 00002642	U9900004	SOUTHERN CALIFORNIA EDISON	1109121122	OH	12/20/2022		MTW	IS	2,401.81
99 00002643	U9900005	SOUTHERN CALIFORNIA GAS CO	1108120922	OH	12/20/2022		MTW	IS	971.22
99 00002644	V9900059	DIVISION OF THE STATE ARCHITEC	0314367	OH	12/20/2022		MTW	IS	322.50
99 00002645	B9990009	ELITE MODULAR LEASING & SALES	9015762442	OH	12/20/2022		MTW	IS	82,600.00
99 00002646	B9990011	GHAITAODE BANNON ARCHITECTS	5136	OH	12/20/2022		MTW	IS	67,491.20
99 00002647	B9990013	HAUFFE COMPANY	456	OH	12/20/2022		MTW	IS	17,024.00
99 00002648	B9903229	HAULAWAY STORAGE CONTAINERS	2097460	OH	12/20/2022		MTW	IS	291.20
99 00002649	B9990012	HANCOCK PARK & DELONG INC	6242	OH	12/20/2022		MTW	IS	3,000.00
99 00002650	V9903352	ACTIVE EDUCATION	2257 NOV 2022	OH	12/21/2022		MTW	IS	33,642.00

LOWELL JOINT SD
Consolidated Check Register
 from 12/1/2022 to 12/31/2022

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99 00002651	E9900004	ALAN MAO	CITE CON	OH	12/21/2022		MTW	IS	61.50
99 00002652	V9900020	ATKINSON ANDELSON LOYA RUTUD &	668087 NOV2022	OH	12/21/2022		MTW	IS	5,971.25
99 00002653	V9900048	CSM CONSULTING INC.	15332	OH	12/21/2022		MTW	IS	2,125.00
99 00002654	V9900362	DELL MARKETING L.P.	10638458842	OH	12/21/2022		MTW	IS	3,358.44
99 00002655	F9900031	F.M. THOMAS AIR CONDITIONING	44685	OH	12/21/2022		MTW	IS	1,684.35
99 00002656	V9900092	INTERQUEST DETECTION	145-1122	OH	12/21/2022		MTW	IS	215.00
99 00002657	E9900084	JIM COOMBS	LUNCH-DEC2022	OH	12/21/2022		MTW	IS	115.98
99 00002658	E9900087	JOHN ZAPPULLA	CITTE	OH	12/21/2022		MTW	IS	26.12
99 00002659	V9900104	LEADER SERVICES	CDS 6055	OH	12/21/2022		MTW	IS	1,255.22
99 00002660	V9900104	LEADER SERVICES	CDS 6095	OH	12/21/2022		MTW	IS	1,471.89
99 00002661	V9900340	ONE STOP CELLULAR	2095	OH	12/21/2022		MTW	IS	96.34
99 00002662	F9900057	SOUTHEAST CONSTRUCTION PRODUCT	2211-184663	OH	12/21/2022		MTW	IS	138.14
99 00002663	E9900214	WHITNEY TAKACS	CA	OH	12/21/2022		MTW	IS	352.72
99 00002664	V99003421	ARAIZA, ISABEL	DEC 2022	OH	12/22/2022		MTW	IS	416.66
99 00002665	E9900028	BREANNE PAGANO	SUSSICAL111622	OH	12/22/2022		MTW	IS	508.48
99 00002666	V99003531	DAVIS, SUMMER	DEC2022 CNTRCT	OH	12/22/2022		MTW	IS	1,512.00
99 00002667	E9900221	JENNIFER JACKSON	11302022	OH	12/22/2022		MTW	IS	218.76
99 00002668	E9900084	JIM COOMBS	CSBADDEC2022	OH	12/22/2022		MTW	IS	781.79
99 00002669	V99003279	LOPEZ, ALEJANDRO	DEC2022	OH	12/22/2022		MTW	IS	416.66
99 00002670	V99003496	NAZARI, GILBERT	DEC 2022 CNTRCT	OH	12/22/2022		MTW	IS	1,000.00
99 00002671	E9900165	REBECCA CHAMPION	CSBADDEC2022	OH	12/22/2022		MTW	IS	44.89
99 00002672	E9900172	RHONDA OVERBY	CSBADDEC2022	OH	12/22/2022		MTW	IS	208.56
99 00002673	V9900200	UNUM LIFE INSURANCE COMPANY	BL0160188-010123	OH	12/22/2022		MTW	IS	519.59
99 00002674	F9900011	BEST LAWNMOWER INC.	107514	OH	12/27/2022		MTW	IS	212.21
99 00002675	F9900019	CITY OF LA HABRA	LH23-434AR	OH	12/27/2022		MTW	IS	4,161.58
99 00002676	F9900040	JAMES HARDWARE COMPANY	2211-032933	OH	12/27/2022		MTW	IS	209.09
99 00002677	F9900059	THE HOME DEPOT PRO INSTITUTION	720238427	OH	12/27/2022		MTW	IS	2,304.37
99 00002678	V99003521	YMCA OF ORANGE COUNTY	NOV22BLOPEXPS	OH	12/27/2022		MTW	IS	15,261.22
99 00002679	F9900019	CITY OF LA HABRA	LH23-434AR	OH	12/27/2022		MTW	IS	306.21
99 00002680	V99003352	ACTIVE EDUCATION	2256	OH	12/28/2022		MTW	IS	3,660.62
99 00002681	R9900001	BRENT ALLSMAN	MEDICAL JAN	OH	12/28/2022		MTW	IS	603.64
99 00002682	V99003543	BRENTPOINT LLC	APS-3393	OH	12/28/2022		MTW	IS	3,997.00
99 00002683	V99003553	CA DEPARTMENT OF JUSTICE	609224	OH	12/28/2022		MTW	IS	369.00
99 00002684	R99003247	CAROLYN KANE	MEDICAL JAN	OH	12/28/2022		MTW	IS	1,358.28

LOWELL JOINT SD
Consolidated Check Register
 from 12/1/2022 to 12/31/2022

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99 00002685	V9900036	CDW GOVERNMENT INC.	FL13700	OH	12/28/2022		MW	IS	1,078.41
99 00002686	R9900014	EDDY VEGA	MEDICAL JAN	OH	12/28/2022		MW	IS	603.64
99 00002687	R9900006	EMILY WAKEFIELD	MEDICAL JAN	OH	12/28/2022		MW	IS	603.64
99 00002688	V9900077	FULLERTON SCHOOL DISTRICT	22SI0591	OH	12/28/2022		MW	IS	1,260.00
99 00002689	R9900007	GAYLE ROGERS	MEDICAL JAN	OH	12/28/2022		MW	IS	269.02
99 00002690	E9900084	JIM COOMBS	9212022	OH	12/28/2022		MW	IS	60.35
99 00002691	R9903248	JULIE ROTH	MEDICAL JAN	OH	12/28/2022		MW	IS	603.64
99 00002692	R9900015	KATHRYN ALLSMAN	MEDICAL JAN	OH	12/28/2022		MW	IS	603.64
99 00002693	E9900127	LINDA TAKACS	DEC 2022	OH	12/28/2022		MW	IS	3,500.00
99 00002694	R9900013	MARGARET DUMADAG	MEDICAL JAN	OH	12/28/2022		MW	IS	603.64
99 00002695	R9900009	NANCY WHITE	MEDICAL JAN	OH	12/28/2022		MW	IS	1,358.28
99 00002696	R9900010	PENNY MAYERCHECK	MEDICAL JAN	OH	12/28/2022		MW	IS	1,358.28
99 00002697	R9900011	RONALD RANDOLPH	MEDICAL JAN	OH	12/28/2022		MW	IS	689.04
99 00002698	R9900012	SHELLEY MARKER	MEDICAL JAN	OH	12/28/2022		MW	IS	603.64
99 00002699	R9900002	BRUCE PATULLO	MEDICAL JAN	OH	12/28/2022		MW	IS	603.64

Issued: 655,164.67
 99 Bank Total: 655,164.67

Grand Total: 655,164.67

LOWELL JOINT SCHOOL DISTRICT
EMPLOYER-EMPLOYEE RELATIONS PERSONNEL REPORT 2022/2023 #7

February 6, 2023

I. CERTIFICATED EMPLOYEE

A. CERTIFICATED SALARIES

NAME	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	SITE	COMMENTS
Ellie Warner	01/01/2023	06/02/2023	JO	Class 3 / Step 2. Update of EER 2023-2022 #2. Units earned to move on salary schedule.
Goss, Brittany	01/01/2023	06/06/2023	RS	Class 5 / Step 4. Update of EER 2021-2022 #11. Units earned to move on salary schedule.
Trisha Gonzalez	01/01/2023	06/14/2023	DO	Class 4 / Step 8. Update of EER 2021-2022 #11. Units earned to move on salary schedule.

B. MANAGEMENT

NAME	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	SITE	COMMENTS
Van Hoogmoed, Krista	01/0/1/2023	06/16/2023	OL	Extra compensation \$6000, 15 yrs longevity, management

C. CHANGE OF STATUS

NAME	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	SITE	COMMENTS
Saieva, Alyson	02/01/2023	02/28/2023	OL	(AB375) FMLA
Jacobs, Diana	02/13/2023	03/15/2023	JO	(AB375) FMLA Maternity Leave
Cacioppo, Bianca	01/31/2023	04/07/2023	EP	(AB375) FMLA Maternity Leave

D. EXTRA DUTY PAY/STIPENDS

NAME	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	SITE	COMMENTS
Ilinsky, Chrissy	01/09/2023	04/30/2023	EP	To be paid to be the Campus Teacher for the Disney Musical in Schools for Lowell Joint School District for the 2022-2023 School Year, not to exceed \$1800.00 (\$900 January, \$900 February), to be paid by the ELOP funds.
Carty, Lyn	01/09/2023	04/30/2023	EP	To be paid to be the Campus Teacher for the Disney Musical in Schools for Lowell Joint School District for the 2022-2023 School Year, not to exceed

Abell, Amy	01/09/2023	04/30/2023	EP	\$1800.00 (\$900 January, \$900 February), to be paid by the ELOP funds. To be paid to be the Campus Teacher for the Disney Musical in Schools for Lowell Joint School District for the 2022-2023 School Year, not to exceed \$1800.00 (\$900 January, \$900 February), to be paid by the ELOP funds.
Marrone, Frankie	01/09/2023	04/30/2023	RS	To be paid to be the Campus Teacher for the Disney Musical in Schools for Lowell Joint School District for the 2022-2023 School Year, not to exceed \$900.00 (\$900 January), to be paid by the ELOP funds.
Pagano, Breanne	10/01/2022	02/28/2023	RS	To be paid to be the Choreographer for the Lowell Joint Youth Theater for Lowell Joint School District for the 2022-2023 School Year, not to exceed \$3750.00, \$1875 a show, to be paid by the ESSERIII-3213 funds

* It is further recommended that these individuals be approved for substitute teaching at the rate of \$200.00 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, Intervention and Power Source

**It is further recommended that the individuals listed in Certificated Salaries for 2022-2023 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 2022-2023 serve as home school teachers, if needed, for the 2022-2023 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 2022-2023 school year.

E. Employment of substitutes effective 08/15/2022 for the 2022-2023 school year @ \$200 per day and \$100.00 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 Power Source, and \$250.00 long term sub rate.

Austyn Dowell
Michael Magdaleno
David Ocanas
Thomas Garcia
Seo, Kevin
Patel, Kunal
Johansen, Amanda

F. SUBSTITUTE CHANGE OF PAY

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
Wallace, Gregory	02/01/2023	02/28/2023	DO	To be paid special long term rate of \$250.00 for Third Grade Teacher Olita
Ayers, Becca	01/31/2023	04/07/2023	DO	To be paid rate of \$200.00 for Special Education Teacher El Portal
Wood, Lauren	02/13/2023	03/15/2023	DO	To be paid special long term rate of \$250.00 for First Grade Teacher Jordan

II. CLASSIFIED EMPLOYEES February 6, 2023

A. MONTHLY – GENERAL FUND

B. HOURLY – GENERAL FUND

<u>NAME/ EMPLOYEE ID#</u>	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	<u>RANGE/ STEP</u>	<u>SITE</u>	<u>COMMENTS</u>
Belk, Juliette	01/09/23	02/01/23		OL	LOA: Instructional Aide unpaid leave of absence
Cardenas, Robert	01/17/23		R28/S04	M&O	Promotion: From Groundskeeper to General Maintenance
Castro, Jenny	01/06/23		R16/S04	EP	Step Increase: Instructional Aide ABA
Flores, Michael	02/03/23			RS	Resignation: Night Custodian
Gardner, Julie	01/19/23				New Hire: Substitute Instructional Aide
Maldonado, Florentina	01/17/23			DO	Hours increased: From 3 days to 5 days a week
Mao, Alan	01/22/23		CLMgnt/ S02	DO	Step increase: Director of Technology to Classified Management
Melendez, George	02/03/23				Resignation: Substitute Instructional Aide
Ornelas, Jennifer	01/30/23				New Hire: Instructional Aide
Padilla, Yvette	01/18/23				New Hire: Substitute Instructional Aide RSP
Westerhold, Paul	01/24/23				New Hire: Substitute Instructional Aide
Wheeler, Roseanna	01/27/23				New Hire: Substitute Clerk Typist

Lowell Joint School District

STUDENT ATTENDANCE CALENDAR FOR 2024/2025

First Day of Student Attendance 7th Grade Students (Minimum Day)..... Tuesday, August 13, 2024
 First Day of School.....Wednesday, August 14, 2024
 Staff Development Day a.m. (*students do not attend*).....Friday, November 1, 2024
 Staff Development Day (*students do not attend*) Friday, April 18, 2025
 Last Day for 7th Grade Students.....Thursday, May 29, 2025
 Last Day for Students (Last Day Schedule) (8th Grade Promotion).....Friday, May 30, 2025

HOLIDAYS

Labor Day..... Monday, September 2, 2024
 Veterans' DayMonday, November 11, 2024
 Thanksgiving Holiday..... Monday, November 25 through Friday, November 29, 2024
 Winter Recess Monday, December 23, 2024 through Friday, January 3, 2025
 Martin Luther King Day..... Monday, January 20, 2025
 Lincoln Day.....Monday, February 10, 2025
 Washington Day..... Monday, February 17, 2025
 Spring Recess..... Monday, March 17 through Friday, March 21, 2025
 Memorial Day Monday May 26, 2025

DAYS SCHOOL WILL BE IN SESSION

Calendar Months	Student Days Attended	
August	13	
September	20	
October	23	
November	14	
December	15	
January	19	
February	18	
March	16	
April	21	
May	21	
June	<u>0</u>	
Total Instructional Days		180

LOWELL JOINT SCHOOL DISTRICT
March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Presentation of Second Interim Report 2022/23

INFORMATION/
ACTION

Education Code Sections 35035(g), 42130, and 42131 require Board approval of the District's Second Interim Report 2022/23 and certification by the Board as to whether or not the District certifies they are able to maintain positive cash and fund balances for the current and subsequent two fiscal years. The Board can certify they are certain (positive certification), uncertain (qualified certification), or negative (negative certification) they can meet their current and subsequent two years positive cash and fund balances. The Board approved interim report is due to the Orange County Department of Education by March 17, 2023.

It is recommended the Board of Trustees adopt the 2022/23 Second Interim and approve a "Positive Certification" for the reporting period of the District's ability to meet its financial obligations for the current and two subsequent years based upon the current 2022/23 State budget and proposed 2023/24 State budget assumptions defined by the Orange County Department of Education, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

VI-A1-1

LOWELL JOINT SCHOOL DISTRICT
March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Agreement with Red Wave Comm, Inc. for Electrical
And Low Voltage on the Maybrook Interim Housing Phase II
(Rancho-Starbuck Interim Housing) Project, Bid #2223-01

ACTION

Advertisements for the electrical and low voltage portions of the Maybrook Interim Housing Phase II (Rancho-Starbuck Interim Housing) were placed in the Whittier Daily News and in the trade journal. Two bids were received on February 22, 2023. This Board agenda item recommends approval of an agreement with Red Wave Comm, Inc.

Contractor	Base Bid	Allowance	Total Bid
RDM Electric Co., Inc.	\$688,800	\$200,000	\$888,800
Red Wave Comm, Inc	\$730,000	\$200,000	\$930,000

In order for a contractor to be eligible for award, they must be both responsive and responsible. Since RDM Electric Co., Inc. does not possess the appropriate Contractor Licenses, they are deemed not responsible. As such, Red Wave Comm Inc., submitted the lowest responsive and responsible base bid. Reference checks verified that the selected bidder is both responsive and responsible.

Funding for the Maybrook Interim Housing Phase II (Rancho-Starbuck Interim Housing) project will come from Measure LL, Fund 21 - General Obligation Bond, 2018 Election.
2121-0000-0-6230-0000-8500-115

It is recommended that an agreement with Red Wave Comm, Inc., for the electrical and low voltage portions of the Maybrook Interim Housing Phase II (Rancho-Intermediate Interim Housing) project (2223-01) be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

DB/ds

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Agreement with Spec Construction Co., Inc. for General Construction on the Maybrook Interim Housing Phase II (Rancho-Starbuck Interim Housing) Project, Bid #2223-01 ACTION

Advertisements for the general construction portions of the Maybrook Interim Housing Phase II (Rancho-Starbuck Interim Housing) were placed in the Whittier Daily News and in the trade journal. Three bids were received on February 22, 2023. This Board agenda item recommends approval of an agreement with Spec Construction Co., Inc.

Contractor	Base Bid	Allowance	Total Bid
Core Contracting, Inc.	\$1,098,267	\$200,000	\$1,298,267
GDL Best Contractors, Inc.	\$1,450,400	\$200,000	\$1,650,400
Spec Construction Co.	\$674,700	\$200,000	\$874,700

Spec Construction Co., submitted the lowest responsive and responsible base bid. Reference checks verified that the selected bidder is both responsive and responsible.

Funding for the Maybrook Interim Housing Phase II (Rancho-Starbuck Interim Housing) project will come from Measure LL, Fund 21 - General Obligation Bond, 2018 Election.
2121-0000-0-6230-0000-8500-115

It is recommended that an agreement with Spec Construction Co., Inc., for the general construction portions of the Maybrook Interim Housing Phase II (Rancho-Intermediate Interim Housing) project (2223-01) be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

DB/ds

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Agreement with Miller Plumbing, Inc. For Plumbing & Site Utilities on the Maybrook Interim Housing Phase II (Rancho-Starbuck Interim Housing) Project, Bid #2223-01 ACTION

Advertisements for the plumbing and site utilities portions of the Maybrook Interim Housing Phase II (Rancho-Starbuck Interim Housing) were placed in the Whittier Daily News and in the trade journal. Two bids were received on February 22, 2023. This Board agenda item recommends approval of an agreement with Miller Plumbing, Inc.

Contractor	Base Bid	Allowance	Total Bid
GDL Best Contractors, Inc.	327,500.00	200,000.00	\$527,500
Miller Plumbing, Inc.	275,000.00	200,000.00	475,000

Miller Plumbing Inc. submitted the lowest responsive and responsible base bid. Reference checks verified that the selected bidder is both responsive and responsible.

Funding for the Maybrook Interim Housing Phase II (Rancho-Starbuck Interim Housing) project will come from Measure LL, Fund 21 - General Obligation Bond, 2018 Election.
2121-0000-0-6230-0000-8500-115

It is recommended that an agreement with Miller Plumbing, Inc. for the Plumbing and Site Utilities portions of the Maybrook Interim Housing Phase II (Rancho-Intermediate Interim Housing) project (2223-01) be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

DB/ds

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Professional Services Agreement, Hauffe ACTION
Company Inc., (HCI) Division of State Architect
(DSA) Inspections, Maybrook Interim Housing Phase II (Rancho-
Starbuck Interim Housing)

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.

Pursuant to Education Code 17280-17317 and more specifically article 17311 (a), “The Department of General Services shall make such inspection of the school buildings and of the work of construction or alteration as in its judgment is necessary or proper for the enforcement of this article and the protection of the safety of the pupils, the teachers, and the public. The school district, city, city and county, or the political subdivision within the jurisdiction of which any school building is constructed or altered shall provide for and require competent, adequate, and continuous inspection during construction or alteration by an inspector satisfactory to the architect or structural engineer and the Department of General Services.” The Division of State Architect (DSA) is under the jurisdiction of the Department of General Services. As construction projects receive DSA approval of plans and new construction contracts are let, there is a need to provide inspection services as mandated by Education Code 17280-17317 and more specifically, article 17311(a).

Hauffe Company Inc., (HCI) provided the District with a proposal dated February 9, 2023 for DSA inspection services for the Maybrook Interim Housing Phase II (Rancho-Starbuck Interim Housing)

Superintendent’s Comment:

APPROVAL RECOMMENDED.

Financial Implications:

Financial Impact: \$62,720.00
Funding Source: Measure LL General Obligation Bond – Fund 21.0

Recommendation:

It is recommended that the Board of Trustees approve a Professional Services Agreement, Hauffe Company Inc.,(HCI), DSA Inspection Services, Maybrook Interim Housing Phase II (Rancho-Starbuck Interim Housing), effective March 6, 2023, through March 6, 2024, not to exceed \$62,720.00 (21.0-00000-0-00000-85000-6281-0011000) Measure LL (21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.

DB/ds

Superintendent's Comment:

APPROVAL RECOMMENDED.

Kurt Hauffe
714 925 7878
kurt@hauffecompany.com
2713 Lowell Lane
Santa Ana, California 92706
CSLB Number:
612305,A,B,C10,C16,C20,C36,C54
DSA Class 1 #5488

February 9, 2023

Mr. David Bennett
Assistant Superintendent of Administrative Services
Lowell Joint Uninifed School District
11019 Valley Home Avenue
Whittier, California 90603

Proposal for Maybrook Interim Housing Phase II (Rancho-Starbuck Interim Housing)

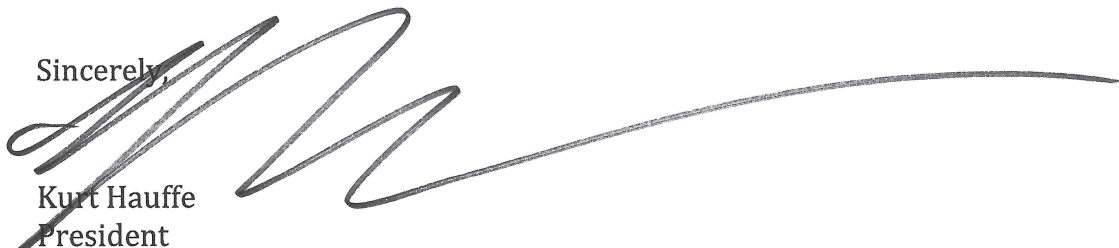
Dear Mr. Bennett,

I am pleased to provide Lowell Joint School District with a proposal for DSA Inspection Services for Maybrook Interim Housing Phase II (Rancho- Starbuck Intermediate School Modernization) Located at 11700 Maybrook Avenue. Whittier, CA 90604.

Inspection Services provided by Hauffe Company Inc. 14 weeks, 40 hours per week for a total of 560 hours at \$112 per hour for a total cost of \$62,720.

The Hauffe Company Inc. Looks forward to continuing our working relationship with the Lowell Joint School District.

Sincerely,



Kurt Hauffe
President
Hauffe Company Inc.

LOWELL JOINT SCHOOL DISTRICT
March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Professional Services Agreement, Hauffe Company Inc., (HCI) Division of State Architect (DSA) Inspections, Rancho-Starbuck Intermediate School ACTION

Background:

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

Pursuant to Education Code 17280-17317 and more specifically article 17311 (a), “The Department of General Services shall make such inspection of the school buildings and of the work of construction or alteration as in its judgment is necessary or proper for the enforcement of this article and the protection of the safety of the pupils, the teachers, and the public. The school district, city, city and county, or the political subdivision within the jurisdiction of which any school building is constructed or altered shall provide for and require competent, adequate, and continuous inspection during construction or alteration by an inspector satisfactory to the architect or structural engineer and the Department of General Services.” The Division of State Architect (DSA) is under the jurisdiction of the Department of General Services. As construction projects receive DSA approval of plans and new construction contracts are let, there is a need to provide inspection services as mandated by Education Code 17280-17317 and more specifically, article 17311(a).

Hauffe Company Inc., (HCI) provided the District with a proposal dated February 9, 2023 for DSA inspection services for the Rancho-Starbuck Intermediate School Modernization.

Financial Implications:

Superintendent’s Comment:

APPROVAL RECOMMENDED.

Financial Impact: \$250,880.00
Funding Source: Measure LL General Obligation Bond – Fund 21.0

Recommendation:

It is recommended that the Board of Trustees approve a Professional Services Agreement, Hauffe Company Inc., (HCI), DSA Inspection Services, Rancho-Starbuck Intermediate School Modernization, effective March 6, 2023, through December 31, 2024, not to exceed \$250,880.00 (21.0-00000-0-00000-85000-6281-0011000) Measure LL (21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.

DB/ds

Superintendent's Comment:

APPROVAL RECOMMENDED.

Kurt Hauffe
714 925 7878
kurt@hauffecompany.com
2713 Lowell Lane
Santa Ana, California 92706
CSLB Number:
612305,A,B,C10,C16,C20,C36,C54
DSA Class 1 #5488

February 9, 2023

Mr. David Bennett
Assistant Superintendent of Administrative Services
Lowell Joint Uninifed School District
11019 Valley Home Avenue
Whittier, California 90603

Proposal for Rancho-Starbuck Intermediate School Modernization

Dear Mr. Bennett,

I am pleased to provide Lowell Joint School District with a proposal for DSA Inspection Services for Rancho- Starbuck Intermediate School Modernization Located at 16430 Woodbrier Avenue. Whittier, CA 90604.

Inspection Services provided by Hauffe Company Inc. 56 weeks, 40 hours per week for a total of 2240 hours at \$112 per hour for a total cost of \$250,880.00

The Hauffe Company Inc. Looks forward to continuing our working relationship with the Lowell Joint School District.

Sincerely,



Kurt Hauffe
President
Hauffe Company Inc.

LOWELL JOINT SCHOOL DISTRICT

March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Resolution 2022/23 No. 884 Finding the Proposed Rancho-Starbuck Intermediate School Project Exempt from the California Environmental Quality Act (CEQA), Approving the Filing and Recording of a Notice of Exemption and Approving the Project ACTION/ (RESOLUTION)

Background:

As part of the Measure LL General Obligation Bond Program, the District proposed improvements At Rancho-Starbuck Intermediate School. The proposed project consists of the following campus improvements:

- Re-Roofing of all Existing Hard Buildings
- Upgrade of Existing HVAC System
- Upgrade of Necessary Associated Electrical Service
- Upgrade of Fire Alarm
- Upgrade of Existing Sewer Lines

Projects undertaken by public agencies are subject to the California Environmental Quality Act (CEQA) as outlined in Public Resources Code (PRC) Section 21000 et seq. and the State CEQA Guidelines (California Code Regulations, Title 14, Section 15000 et seq.).

Current Considerations:

The proposed improvements at Rancho-Starbuck Intermediate School Modernization are considered a “Project” under CEQA. Staff evaluated the project and determined that the proposed improvements are categorically exempt from further environmental review and the provisions of CEQA under CEQA Guidelines Section 15301.

Staff determined that the project is not subject to any exceptions to the categorical exemption (CEQA Guidelines Section 15300.2) and may file a Notice of Exemption (NOE), which exempts the Project from further environmental review and the provisions of CEQA.

Upon approval, the NOE will be filed with the County Clerk and the State Office of Planning and Research (OPR). The filing of the NOE with the County Clerk starts a 35-day statute of limitations period on legal challenges to the agency’s decision that the project is exempt from CEQA.

Financial Implications:

There is no direct fiscal impact as a result of adopting Resolution 2022/23 No. 884

Superintendent’s Comment:

ADOPTION BY MAJORITY ROLL CALL VOTE.

Recommendation:

It is recommended that the Board of Trustees adopt Resolution 2022/23 No. 884 finding the proposed Rancho-Starbuck Intermediate School Modernization exempt from CEQA, approving the filing and recording of a NOE, approving the Project, and authorizing the Superintendent or designee to execute the necessary documents.

Superintendent's Comment:

ADOPTION BY MAJORITY ROLL CALL VOTE.

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2022/23 NO. 884

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
LOWELL JOINT SCHOOL DISTRICT OF
LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
RESOLUTION ADOPTING A NOTICE OF EXEMPTION FOR
THE MAYBROOK INTERIM HOUSING PHASE II (RANCHO-STARBUCK INTERIM
HOUSING) SCHOOL PROJECT**

WHEREAS, the Lowell Joint School District (“District”) operates Rancho-Starbuck Intermediate School, 16430 Woodbrier Dr., Whittier, California; and

WHEREAS, the District proposes a project at Rancho-Starbuck Intermediate School (“Project”); and

WHEREAS, the proposed project consists primarily of re-roofing existing hard buildings, upgrade existing HVAC systems, upgrade necessary associated electrical service, upgrades to fire alarm system and upgrades of existing sewer lines;

WHEREAS, prior to commencement of the Project, the District must comply with the California Environmental Quality Act (“CEQA”); and

WHEREAS, categorical exemptions to CEQA are set forth in Article 19 of Title 14 of the California Code of Regulations (“CEQA Guidelines”); and

WHEREAS, the Project is exempt under CEQA Guidelines Section 15301; and

WHEREAS, CEQA Guidelines Section 15301, Existing Facilities, sets forth an exemption from CEQA for the operation, repair, permitting, leasing, or minor alterations of existing public structures, mechanical equipment or topographical features, involving little or no expansion of use; and

WHEREAS, the Project meets the criteria set by CEQA Guidelines Section 15301; and

WHEREAS, the District has determined that the project is not subject to the exceptions to categorical exemptions set forth in CEQA Guidelines Section 15300.2; and

WHEREAS, the Site is not in a sensitive environment of hazardous or critical concern; and

WHEREAS, the Project’s environmental effects of known successive projects of the same type, and the environmental effects caused by other District projects including Maybrook, El Portal, Olita, and Macy Elementary Schools, over time, are not environmentally significant and cumulatively considerable; and

WHEREAS, the District is unaware of any unusual circumstances that would result in a reasonable possibility that the project will have significant effect on the environment; and

WHEREAS, the Project will not damage scenic resources within a highway officially designated as a State scenic highway; and

WHEREAS, the Site does not appear on a list compiled pursuant to Government Code Section 65962.5 due to historic contamination; and

WHEREAS, the Project will not cause a substantial adverse change in the significance of a historical resource.

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

1. That the above recitals are all true and correct.
2. That the District has considered whether the Project may have a significant effect on the environment.
3. That the District has concluded that the Project will not have a significant effect on the environment.
4. The District adopts the Notice of Exemption (NOE) and incorporates the NOE by reference as fully set forth herein.
5. That the Project is subject to CEQA Guidelines Section 15301 and is not subject to any exemptions found in CEQA Guidelines Section 15300.2 and is therefore exempt from CEQA.
6. That the District approves the project.
7. That the District Superintendent, or Designee, is instructed to file and/or record a Notice of Exemption from the California Environmental Quality Act, consistent with this Resolution with any and all appropriate public agencies or entities, subject only to minor, non-substantive revisions, if necessary.
8. That this Resolution shall take effect immediately upon its adoption.

APPROVED AND ADOPTED this 6th day of March, 2023, 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 6th day of March, 2023, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the 6th day of March, 2023.

Jim Coombs, Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT
March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Resolution 2022/23 No. 885 Finding the Proposed Maybrook Interim Housing Phase II (Rancho-Starbuck Interim Housing) Project Exempt from the California Environmental Quality Act (CEQA), Approving the Filing and Recording of a Notice of Exemption and Approving the Project

ACTION/
(RESOLUTION)

Background:

As part of the Measure LL General Obligation Bond Program, the District proposed improvements at Maybrook Elementary School for Rancho Starbuck Intermediate School to use as Interim Housing during the Rancho Starbuck construction project. The proposed project consists of the following campus improvements:

- Re-Roofing of all Existing Hard Buildings
- Upgrade of Existing HVAC System
- Upgrade of Necessary Associated Electrical Service
- Upgrade of Fire Alarm
- Upgrade of Existing Sewer Lines

Projects undertaken by public agencies are subject to the California Environmental Quality Act (CEQA) as outlined in Public Resources Code (PRC) Section 21000 et seq. and the State CEQA Guidelines (California Code Regulations, Title 14, Section 15000 et seq.).

Current Considerations:

The proposed improvements at Maybrook Interim Housing Phase II (Rancho-Starbuck Interim Housing) are considered a “Project” under CEQA. Staff evaluated the project and determined that the proposed improvements are categorically exempt from further environmental review and the provisions of CEQA under CEQA Guidelines Section 15301.

Staff determined that the project is not subject to any exceptions to the categorical exemption (CEQA Guidelines Section 15300.2) and may file a Notice of Exemption (NOE), which exempts the Project from further environmental review and the provisions of CEQA.

Upon approval, the NOE will be filed with the County Clerk and the State Office of Planning and Research (OPR). The filing of the NOE with the County Clerk starts a 35-day statute of limitations period on legal challenges to the agency’s decision that the project is exempt from CEQA.

Superintendent’s Comment:

ADOPTION BY MAJORITY ROLL CALL VOTE.

Financial Implications:

There is no direct fiscal impact as a result of adopting Resolution 2022/23 No. 885.

Recommendation:

It is recommended that the Board of Trustees adopt Resolution 2022/23 No. 885 finding the proposed Maybrook Interim Housing (Rancho-Starbuck Interim Housing) project exempt from CEQA, approving the filing and recording of a NOE, approving the Project, and authorizing the Superintendent or designee to execute the necessary documents.

Superintendent's Comment:

ADOPTION BY MAJORITY ROLL CALL VOTE.

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2022/23 NO. 885

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
LOWELL JOINT SCHOOL DISTRICT OF
LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
RESOLUTION ADOPTING A NOTICE OF EXEMPTION FOR
THE MAYBROOK INTERIM HOUSING PHASE II (RANCHO-STARBUCK INTERIM
HOUSING) SCHOOL PROJECT**

WHEREAS, the Lowell Joint School District (“District”) operates Maybrook Elementary School at 11700 Maybrook Ave., Whittier, California; and

WHEREAS, the District proposes a project at Maybrook Interim Housing Phase II (Rancho-Starbuck Interim Housing) (“Project”); and

WHEREAS, the proposed project consists primarily of installation of additional portable classrooms, upgrade of necessary electrical service, and fire alarm system to the new portable classrooms.

WHEREAS, prior to commencement of the Project, the District must comply with the California Environmental Quality Act (“CEQA”); and

WHEREAS, categorical exemptions to CEQA are set forth in Article 19 of Title 14 of the California Code of Regulations (“CEQA Guidelines”); and

WHEREAS, the Project is exempt under CEQA Guidelines Section 15301; and

WHEREAS, CEQA Guidelines Section 15301, Existing Facilities, sets forth an exemption from CEQA for the operation, repair, permitting, leasing, or minor alterations of existing public structures, mechanical equipment or topographical features, involving little or no expansion of use; and

WHEREAS, the Project meets the criteria set by CEQA Guidelines Section 15301; and

WHEREAS, the District has determined that the project is not subject to the exceptions to categorical exemptions set forth in CEQA Guidelines Section 15300.2; and

WHEREAS, the Site is not in a sensitive environment of hazardous or critical concern; and

WHEREAS, the Project’s environmental effects of known successive projects of the same type, and the environmental effects caused by other District projects including Maybrook, El Portal, Olita, and Macy Elementary Schools, over time, are not environmentally significant and cumulatively considerable; and

WHEREAS, the District is unaware of any unusual circumstances that would result in a reasonable possibility that the project will have significant effect on the environment; and

WHEREAS, the Project will not damage scenic resources within a highway officially designated as a State scenic highway; and

WHEREAS, the Site does not appear on a list compiled pursuant to Government Code Section 65962.5 due to historic contamination; and

WHEREAS, the Project will not cause a substantial adverse change in the significance of a historical resource.

NOW, THEREFORE, the Board of Education of the Lowell Joint School District

hereby resolves as follows:

1. That the above recitals are all true and correct.
2. That the District has considered whether the Project may have a significant effect on the environment.
3. That the District has concluded that the Project will not have a significant effect on the environment.
4. The District adopts the Notice of Exemption (NOE) and incorporates the NOE by reference as fully set forth herein.
5. That the Project is subject to CEQA Guidelines Section 15301 and is not subject to any exemptions found in CEQA Guidelines Section 15300.2 and is therefore exempt from CEQA.
6. That the District approves the project.
7. That the District Superintendent, or Designee, is instructed to file and/or record a Notice of Exemption from the California Environmental Quality Act, consistent with this Resolution with any and all appropriate public agencies or entities, subject only to minor, non-substantive revisions, if necessary.
8. That this Resolution shall take effect immediately upon its adoption.

APPROVED AND ADOPTED this 6th day of March, 2023, 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 6th day of March, 2023, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the 6th day of March, 2023.

LOWELL JOINT SCHOOL DISTRICT
March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Resolution 2022/23 No. 886, to Release and Non-Reelect
Temporary Certificated Employees ACTION/
(RESOLUTION)

The District has recommended that due to the potential loss of revenue funding and possible return of leave of absences, the release of temporary certificated employees from their temporary assignments is required.

It is recommended that Resolution 2022/23 No. 886, to Release and Non-Reelect Temporary Certificated Employees, 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 2022-23 NO. 886

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
LOWELL JOINT SCHOOL DISTRICT OF
LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
TO RELEASE AND NONREELECT
TEMPORARY CERTIFICATED EMPLOYEES
(Education Code Section 44954)**

A. General Recitals

1. **WHEREAS**, the Board of Trustees employs temporary certificated employees pursuant to Sections 44909, 44918, and 44920 of the Education Code; and
2. **WHEREAS**, Education Code section 44916 requires a temporary certificated employee to receive notice, prior to the first day of paid service, of the temporary nature of the employment and the anticipated length of service; and
3. **WHEREAS**, each employee classified as a temporary certificated employee pursuant to Sections of 44909, 44918, and 44920 of the Education Code received notice, prior to their first day of paid service, of the temporary nature of the employment and anticipated length of their service; and
4. **WHEREAS**, Education Code section 44954 provides that the Board of Trustees shall notify temporary employees in a position requiring certification qualification of the District's decision to release the employees from such a position prior to the next succeeding school year; and
5. **WHEREAS**, through this resolution, it is the intent of the Board of Trustees to release each temporary certificated employee employed for the 2022/23 school year effective no later than the last school day of the school year.

**B. Employment of Temporary Employees as Leave Replacements
Pursuant to Education Code Section 44920**

1. **WHEREAS**, Education Code section 44920 permits the Board of Trustees to “employ as a teacher ... any person holding appropriate certification documents, and may classify such person as a temporary employee” “based upon the need for additional certificated employees during a particular semester or year because a certificated employee has been granted leave for a semester or year, or is experiencing long-term illness”; and

2. **WHEREAS**, the Board of Trustees employed the following certificated employees under temporary contracts pursuant to Education Code section 44920 during the 2022/23 school year:
- | | | | |
|------------|------------|------------|------------|
| 9900000490 | 9900000811 | 9900000006 | 9900000726 |
| 9900000593 | 9900000425 | 9900000595 | 9900000769 |
| 9900000660 | 9900000535 | 9900000220 | 9900000720 |
| 9900000623 | 9900000480 | 9900000479 | 9900000683 |
| 9900000431 | 9900000721 | 9900000455 | 9900000638 |
3. **WHEREAS**, the above-listed employees may be released pursuant to Education Code section 44918 and 44954 regardless of any expiration of a contract or a specially funded project; and
4. **WHEREAS**, the Board of Trustees of the Lowell Joint School District has determined to release the above-listed employees at the conclusion of the current 2022/23 school year and not to re-elect the following employee for the 2023/24 school year:

C. Employment of Temporary Employees in Categorically Funded Programs Pursuant to Education Code Section 44909

1. **WHEREAS**, Education Code section 44909 permits the Board of Trustees to “employ persons possessing an appropriate credential as certificated employees in programs and projects to perform services conducted under contract with public or private agencies, or categorically funded projects which are not required by federal or state statutes;” and
5. **WHEREAS**, Education Code section 44909 provides, “Such persons may be employed for periods which are less than a full school year and may be terminated at the expiration of the contract or specially funded project without regard to other requirements of this code respecting the termination of probationary or permanent employees other than Section 44918”; and
6. **WHEREAS**, the Board of Trustees employed no certificated employee under a temporary contract in a categorically funded position pursuant to Education Code section 44909 during the 2022/23 school year.
7. **WHEREAS**, Education Code section 44909 requires the “terms and conditions under which such persons are employed shall be mutually agreed upon by the employee and the Board of Trustees and such agreement shall be reduced in writing;” and
8. **WHEREAS**, the above-listed individual was employed pursuant to a mutually agreed-upon contract between the employee and the Board of Trustees and for the term of the contract or project; and
9. **WHEREAS**, the employee was hired to perform services conducted under contract with public or private agencies or categorically funded projects which are not required by federal or state statutes; and
10. **WHEREAS**, the employee’s contract specifically identified the particular contract or project under which their services were to be performed; and

11. **WHEREAS**, the term for each specifically fund project or contract has expired, or will expire by the termination date of the employee's contract; and
12. **WHEREAS**, all categorical funds used to justify the above-listed employee classification as temporary under Education Code section 44909 will be expended and therefore will expire at the end of the 2022/23 school year; and
13. **WHEREAS**, no categorical funding used to justify certain the above-listed employee classification as temporary under Education Code section 44909 has a duration beyond the 2022/23 school year; and
14. **WHEREAS**, accordingly, the above-listed employee designated as temporary by the District under Education Code section 44909 may be released at the end of the 2022/23 school year without the procedural requirements applicable to probationary and permanent employees; and

WHEREAS, the Board of Trustees has determined to release the above-listed employee, whether their lawful status is considered to be temporary or probationary, at the end of the current 2022/23 school year, and not to re-elect for the 2023/24 school year, consistent with the terms of Education Code sections 44909, and 44954.

NOW, THEREFORE, BE IT RESOLVED that the above recitals are true and correct; and

BE IT FURTHER RESOLVED that the Board of Trustees of the Lowell Joint School District hereby directs that notice be provided to each of the above employees of his or her release effective upon the close of the 2022/23 school year or the expiration of any applicable temporary contract (whichever occurs first), that his or her employment with the Lowell Joint School District is thereby ended accordingly, that the employee is not re-elected to employment for the next succeeding school year, and that the notification be provided on or before March 15, 2023.

APPROVED AND ADOPTED this 6th day of March, 2023, 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 6th day of March, 2023, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 6th day of March, 2023.

Jim Coombs
Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT
March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of the Comprehensive School Safety Plan for 2022/2023 school year. INFORMATION/
ACTION

California Education Code 35294.6 and 32282 requires each school maintain a comprehensive school safety plan including specific elements such as emergency numbers, ingress and egress, practice drills, evacuation procedures, campus maps, etc.

All plans are to be reviewed and approved by the School Site Council each year before March 1st to ensure policies and procedures are current. The Board of Trustees then approves the signature pages to verify the plans are complete. Copies of the plan are available at each school site.

It is recommended that the 2022-23 signature pages of the Comprehensive School Safety Plan for each school site be approved and that the Superintendent or designee be authorized to execute the necessary documents.




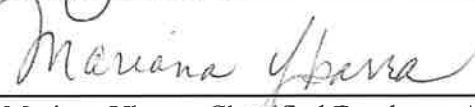
Superintendent's Comment:

APPROVAL RECOMMENDED.

NOTE: Tactical information is excluded from the public inspection document. A "Public Inspection Log" will be used to record the name, address, phone number and method used for verifying the identity of all individuals requesting to inspect this plan. This document is not available for inspection on the internet

**El Portal Elementary School
Comprehensive School Safety Plan Signature Page
2022-2023**

The undersigned members of the El Portal Elementary School Site Council certify that the requirements of California Education Code 32280-32282 have been met in the development of the following Comprehensive School Safety Plan.

	2/21/23
Amanda Malm, Principal	Date
	2/22/23
Kari Daniel, Teacher's Association Representative	Date
	2/21/23
Lori McGill, School Site Council Chairperson	Date
	2/22/23
Mariana Ybarra, Classified Employee Association Representative	Date
<i>Student - Optional</i>	
Fire Departments:	
La Habra Heights Fire Department 1245 Hacienda Rd, La Habra Heights, CA 90631	911
LA County Fire Department Station 191 101 W La Habra Blvd, La Habra, CA 90631	
LA County Fire Department Station 15 11460 Santa Gertrudes Ave, Whittier, CA 90604	
Police Departments:	
La Habra Police Department 150 N Euclid St, La Habra, CA 90631	(562) 383-4300
Whittier Police Department 13200 Penn St, Whittier, CA 90602	(562) 567-9200
LA County Sheriff/East Whittier 12440 Imperial Hwy #650, Norwalk, CA 90650	(562) 863-8711
LA County Sheriff/La Habra Heights 150 North Hudson Ave. City of Industry, CA 91744	(562) 694-5923

**Jordan Elementary School
Comprehensive School Safety Plan Signature Page
2022-2023**

The undersigned members of the Jordan Elementary School Site Council certify that the requirements of California Education Code 32280-32282 have been met in the development of the following Comprehensive School Safety Plan.

Marikatherine Elmquist, Principal <i>Marikatherine Elmquist</i>	Date <i>03/01/2023</i>
Corissa Lower, Teacher's Association Representative <i>Corissa Lower</i>	Date <i>3/1/23</i>
Rebecca Bringas, School Site Council Chairperson	Date
Adriana Ponce, Classified Employee Association Representative <i>Adriana Ponce</i>	Date <i>3/1/2023</i>
<p><i>Student - Optional</i></p> <p>Fire Departments: La Habra Heights Fire Department 1245 Hacienda Rd, La Habra Heights, CA 90631</p> <p>LA County Fire Department Station 191 101 W La Habra Blvd, La Habra, CA 90631</p> <p>LA County Fire Department Station 15 11460 Santa Gertrudes Ave, Whittier, CA 90604</p> <p>Police Departments: La Habra Police Department 150 N Euclid St, La Habra, CA 90631</p> <p>Whittier Police Department 13200 Penn St, Whittier, CA 90602</p> <p>LA County Sheriff/East Whittier 12440 Imperial Hwy #650, Norwalk, CA 90650</p> <p>LA County Sheriff/La Habra Heights 150 North Hudson Ave. City of Industry, CA 91744</p>	<p>911</p> <p>(562) 383-4300</p> <p>(562) 567-9200</p> <p>(562) 863-8711</p>

Preface

The Comprehensive School Safety Plan is designed to be utilized as a school resource for prevention/mitigation, preparedness, response and recovery planning and training as well as functioning as a template for meeting the requirements for the annual Safety Plan Process under SB 187 and the National Incident Management System. It is designed to be a hard copy Safety Plan.

The template is to be used as a living document to be updated as necessary to meet site, district and community needs, forms or requirements.


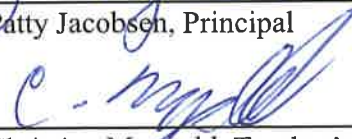

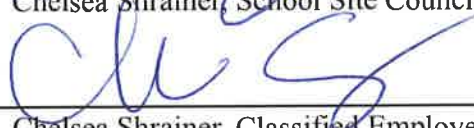
It is *NOT* intended to be a “grab and go” guide in an actual emergency.

This document is available for public inspection during regular business hours at Macy School, 2301 W. Russell Rd, La Habra, CA, 90631

NOTE: Tactical information is excluded from the public inspection document. A “Public Inspection Log” will be used to record the name, address, phone number and method used for verifying the identity of all individuals requesting to inspect this plan. This document is not available for inspection on the internet

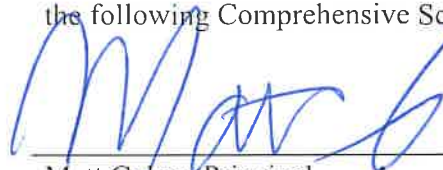

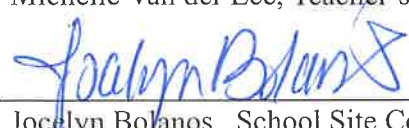

**MacyElementary
Comprehensive School Safety Plan Signature Page
2022-2023**

The undersigned members of the Macy School Site Council certify that the requirements of California Education Code 32280-32282 have been met in the development of the following Comprehensive School Safety Plan.

	12.5.22
Patty Jacobsen, Principal	Date
	12-5-22
Christian Mangold, Teacher's Association Representative	Date
	12.5.22
Chelsea Shriner, School Site Council Chairperson	Date
	12.5.22
Chelsea Shriner, Classified Employee Association Representative	Date

**Meadow Green Elementary School
Comprehensive School Safety Plan Signature Page
2022-2023**

The undersigned members of the Meadow Green School Site Council certify that the requirements of California Education Code 32280-32282 have been met in the development of the following Comprehensive School Safety Plan.

 Matt Cukro, Principal	9/27/2022 Date
 Michelle Van der Lee, Teacher's Association Representative	9/27/22 Date
 Jocelyn Bolanos, School Site Council Chairperson	9/27/22 Date
 Darleene Pullin, Classified Employee Association Representative	9/27/2022 Date

Fire Departments:

911

La Habra Heights Fire Department
1245 Hacienda Rd, La Habra Heights, CA 90631

LA County Fire Department Station 191
101 W La Habra Blvd, La Habra, CA 90631

LA County Fire Department Station 15
11460 Santa Gertrudes Ave, Whittier, CA 90604

Police Departments:

La Habra Police Department
150 N Euclid St, La Habra, CA 90631 (562) 383-4300

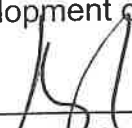
Whittier Police Department
13200 Penn St, Whittier, CA 90602 (562) 567-9200

LA County Sheriff/East Whittier
12440 Imperial Hwy #650, Norwalk, CA 90650 (562) 863-8711

LA County Sheriff/La Habra Heights
150 North Hudson Ave.
City of Industry, CA 91744 (562) 694-5923

**Olita Elementary School
Comprehensive School Safety Plan Signature Page
2022-2023**

The undersigned members of the Olita Elementary School Site Council certify that the requirements of the California Education Code 32280-32282 have been met in the development of the following Comprehensive School Safety Plan.



Krista VanHoogmoed , Principal 2/22/23
Date



La Reina Ayers, Teacher's Association Representative 2-22-23
Date



Susan Scott, School Site Council Chairperson 2-22-23
Date



Susan Scott, Classified Employee Association Representative 2-22-23
Date

Fire Departments:

La Habra Heights Fire Department
1245 Hacienda Rd, La Habra Heights, CA 90631

LA County Fire Department Station 191
101 W La Habra Blvd, La Habra, CA 90631

LA County Fire Department Station 15
11460 Santa Gertrudes Ave, Whittier, CA 90604

Police Departments:

La Habra Police Department
150 N Euclid St, La Habra, CA 90631

Whittier Police Department
13200 Penn St, Whittier, CA 90602

LA County Sheriff/East Whittier
12440 Imperial Hwy #650, Norwalk, CA 90650

LA County Sheriff/La Habra Heights
150 North Hudson Ave.
City of Industry, CA 91744

911

(562) 383-4300

(562) 567-9200

(562) 863-8711

(562) 694-5923

Preface

The Comprehensive School Safety Plan is designed to be utilized as a school resource for prevention/mitigation, preparedness, response and recovery planning and training as well as functioning as a template for meeting the requirements for the annual Safety Plan Process under SB 187 and the National Incident Management System. It is designed to be a hard copy Safety Plan.

The template is to be used as a living document to be updated as necessary to meet site, district and community needs, forms or requirements.

It is *NOT* intended to be a “grab and go” guide in an actual emergency.

This document is available for public inspection during regular business hours at 16430 Woodbrier Dr. Whittier, CA 90604-4099.

NOTE: Tactical information is excluded from the public inspection document. A “Public Inspection Log” will be used to record the name, address, phone number and method used for verifying the identity of all individuals requesting to inspect this plan. This document is not available for inspection on the internet

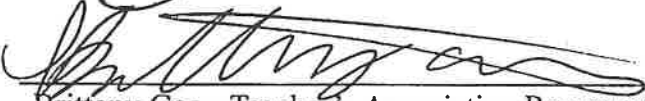
**Rancho-Starbuck Intermediate School
Comprehensive School Safety Plan Signature Page
2022-2023**

The undersigned members of the Rancho-Starbuck School Site Council certify that the requirements of California Education Code 32280-32282 have been met in the development of the following Comprehensive School Safety Plan.




Dr. Jennifer Jackson, Principal 9/22/22

Date




Brittany Goss, Teacher's Association Representative 9/22/22

Date



School Site Council Vice Chairperson, Sarah Jensen 9/22/22

Date



Becky Winik, Classified Employee Association Representative 9/22/22

Date

LOWELL JOINT SCHOOL DISTRICT
March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of First Amendment to Agreement FCI-SD4-15 By and Between Children and Families Commission of Orange County and Lowell Joint School District

ACTION

Submitted for approval is a First Amendment to Agreement FCI-SD4-15 between Children and Families Commission of Orange County and Lowell Joint School District which has been made to award an additional \$86,400 for increased or additional Services to our District. \$84,400 is for Kindergarten Readiness Initiative (KRI) services and \$2,000 for Early Development Index (EDI) Services for the period July 1, 2022 through June 30, 2024.

It is recommended that the amended agreement with Children and Families Commission of Orange County and Lowell Joint School District be approved and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

VIII-B1-1

LOWELL JOINT SCHOOL DISTRICT
March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Resolution 2022/23 No. 887 Declaring March
6-10, 2023 as “National School Breakfast Week”

ACTION/
(RESOLUTION)

National School Breakfast Week takes place during the first full week in March to raise awareness about one the school breakfast program. Experts say breakfast is the most important meal of the day — and the federal government agrees. Ever since its inception in 1966, the School Breakfast Program has served billions of free and nutritious meals to students from all economic backgrounds.

During this week, we celebrate our students and cafeterias, with special menus, events, student activities and more.

It is recommended that Resolution 2022/23 No.887 supporting March 6-10, 2023 “National School Breakfast Week” be approved, and that the Superintendent or designee be authorized to execute the resolution.

Attachment

Superintendent’s Comment:

ADOPTION BY MAJORITY ROLL CALL VOTE.

**LOWELL JOINT SCHOOL DISTRICT
RESOLUTION 2022-23 NO. 887**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
LOWELL JOINT SCHOOL DISTRICT OF
LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
DECLARING NATIONAL SCHOOL BREAKFAST WEEK MARCH 6-10, 2023**

WHEREAS, the School Breakfast Program has served our nation admirably for over 70 years; and

WHEREAS, the School Breakfast Program is dedicated to the health and wellbeing of our nation's children; and

WHEREAS, the School Breakfast Program joins and has been joined through the years by many other excellent child nutrition programs; and

WHEREAS, there is evidence of continued need for nutrition education and awareness of the value of school nutrition programs; and

WHEREAS, Nutrition Services is dedicated to supporting education by serving healthy meals to the students of Lowell Joint School District; and

NOW THEREFORE, BE IT RESOLVED, that the Lowell Joint School District's Board of Education declares the week of March 6-10, 2023, as "NATIONAL SCHOOL BREAKFAST WEEK" and devote this week to the recognition of the dedicated and hardworking people who make the School Breakfast Program a reality in their community schools, and encourage all residents of the community to become aware of the solid foundation for learning provided by a nutritious School Breakfast.

APPROVED AND ADOPTED this 6th day of March, 2023, 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 6th day of March, 2023, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 6th day of March, 2023.

Jim Coombs, Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT
March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Agreement with Behavior and Education Inc., a Nonpublic Nonsectarian Agency, to Provide additional direct Behavioral Intervention Services for select district students for the 2022/2023 School Year. ACTION/
(RATIFICATION)

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

Arrangements have been made with Behavior and Education Inc., a nonpublic nonsectarian agency, to provide direct Behavioral Intervention Services for the 2022/2023 school year for select District students.

It is recommended that the Agreement with Behavior and Education Inc., a nonpublic nonsectarian agency, to provide additional direct Behavioral Intervention Services for a select District Students for the 2022/2023 school year be approved, at the rate of \$60.00 and \$80.00 per hour, not to exceed **\$100,000.00** and that the Superintendent or designee be authorized to execute the agreement.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Consultant Agreement with Mr. Ryan Morales to Provide After-School Coaching Services for the 2022/23 School Year ACTION

Arrangements have been made with Mr. Ryan Morales to provide after-school coaching services for the 2022/23 school year. Mr. Morales will be paid a total of \$700.00 at the end of each sport season. The District will utilize the Rancho Starbuck Athletic account to support the consultant agreement.

It is recommended that the consultant agreement with Mr. Ryan Morales to provide after-school coaching services for the 2022/23 school year be approved at the amount of \$700.00, not to exceed \$1400.00, to be paid from the monies secured by the Rancho Starbuck Athletic account, and that the Superintendent or designee be authorized to execute the agreement.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Consultant Agreement with Mr. Bryan Tarelo to Provide After-School Coaching Services for the 2022/23 School Year ACTION

Arrangements have been made with Mr. Bryan Tarelo to provide after-school coaching services for the 2022/23 school year. Mr. Tarelo will be paid a total of \$700.00 at the end of each sport season. The District will utilize the Rancho Starbuck Athletic account to support the consultant agreement.

It is recommended that the consultant agreement with Mr. Bryan Tarelo to provide after-school coaching services for the 2022/23 school year be approved at the amount of \$700.00, not to exceed \$1400.00, to be paid from the monies secured by the Rancho Starbuck Athletic account, and that the Superintendent or designee be authorized to execute the agreement.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Acceptance of Donations

ACTION/
(RATIFICATION)

The following individual provided a donation to the District:

Schools First	\$1,500.00
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It is recommended that the donation mentioned above, which have been donated to the District Board Donation Account, be accepted and letter of appreciation be written to the donor.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Memorandum of Understanding Between
Lowell Joint School District and California Baptist
University, effective February 23, 2023 through June
30, 2026

ACTION/
(RATIFICATION)

The purpose of this agreement is define how CBU will offer its courses at a reduced tuition rate to District employees and how District will provide opportunities to CBU to promote and recruit their employees, at no cost to the district, be effective January 1, 2023 through June 30, 2026, unless terminated sooner.

Either party may terminate this Agreement on 30 days written notice to the other party; with or without cause at any time.

It is recommended that the Memorandum of Understanding between California Baptist University, and Lowell Joint School District for the period of January 1, 2023 through June 30, 2026, at no cost to the district, be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Purchase Order Report 2022/23 #8

ACTION/
(Ratification)

In accordance with the law, Purchase Order Report 2022/23 #8 is recommended for approval. The report lists all purchase orders issued January 1, 2023 through January 31, 2023.

DB:ds

Attachment

Superintendent's Comment:

APPROVAL RECOMMENDED.

X-B1-1

LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 03/06/2023

FROM 01/01/2023 TO 01/31/2023

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>OBJECT DESCRIPTION</u>
S99B0031	HAUFFE COMPANY	4,704.00	2,128.00	4000000014 6281	Inspector of Record
			2,016.00	4000000016 6281	Inspector of Record
			560.00	4000000017 6281	Inspector of Record
S99F0063	F.M. THOMAS AIR CONDITIONING	665.00	665.00	0100000096 5630	Repairs or Maintenance
S99F0065	KNOX COMPANY	540.23	540.23	0100000090 4300	Materials and Supplies
S99F0066	GREEN S SECURITY CENTERS INC.	1,258.40	1,258.40	0100000098 4300	Materials and Supplies
S99F0067	BUG FLIP	240.00	240.00	0100000137 5570	Pest Control
S99F0068	F.M. THOMAS AIR CONDITIONING	665.00	665.00	0100000096 5630	Repairs or Maintenance
S99F0069	F.M. THOMAS AIR CONDITIONING	525.63	525.63	0100000096 5630	Repairs or Maintenance
S99F0070	ICS SERVICE COMPANY	196.20	196.20	0100000093 5630	Repairs or Maintenance
S99F0071	PEST OPTION INC.	224.35	224.35	0100000117 5570	Pest Control
S99F0072	TURF STAR INC.	52.52	52.52	0100000108 4300	Materials and Supplies
S99I0004	TAO ROSSINI APC	90.00	90.00	0100000122 5800	Prof/ConsultingServ&Oper Exp
S99M0182	AMERICAN EXPRESS	75.00	75.00	0100000317 5300	Dues and Memberships
S99M0184	AMERICAN EXPRESS	126.33	126.33	0100000317 4300	Materials and Supplies
S99M0189	AMERICAN EXPRESS	135.00	135.00	0100000317 5200	Travel and Conferences
S99M0190	AMERICAN EXPRESS	599.00	599.00	0100000317 5200	Travel and Conferences
S99M0194	AMERICAN EXPRESS	3,192.29	3,192.29	0100000317 4300	Materials and Supplies
S99M0196	AMERICAN EXPRESS	119.05	119.05	0100000317 4300	Materials and Supplies
S99M0197	AMERICAN EXPRESS	412.06	412.06	0100000317 4300	Materials and Supplies
S99M0199	AMERICAN EXPRESS	1,060.00	530.00	0100000071 5200	Travel and Conferences
			530.00	0100000317 5200	Travel and Conferences
S99M0204	AMERICAN EXPRESS	330.75	330.75	0100000317 4300	Materials and Supplies

LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 03/06/2023

FROM 01/01/2023 TO 01/31/2023

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>OBJECT DESCRIPTION</u>
S99R0273	NSDAR JOHN GREENLEAF	100.00	50.00	0100000071 5200	Travel and Conferences
			25.00	0100000317 5200	Travel and Conferences
			25.00	0105110043 5200	Travel and Conferences
S99R0274	CASBO	875.00	875.00	0100000071 5200	Travel and Conferences
S99R0275	GRUETT TREE COMPANY	58,695.00	16,065.00	0100000101 5630	Repairs or Maintenance
			16,550.00	0100000102 5630	Repairs or Maintenance
			11,940.00	0100000104 5630	Repairs or Maintenance
			14,140.00	0100000105 5630	Repairs or Maintenance
S99R0277	TURF STAR INC.	178.16	178.16	0100000108 4300	Materials and Supplies
S99R0278	BUENA PARK PLAQUE & TROPHY	24.78	24.78	0100000317 4300	Materials and Supplies
S99R0290	SCHOOL SERVICES OF CALIFORNIA	315.00	315.00	0100000317 5200	Travel and Conferences
S99R0293	CA DEPARTMENT OF JUSTICE	192.00	192.00	0100000071 5800	Prof/ConsultingServ&Oper Exp
S99R0294	FLORENCE FILTER CORPORATION	3,099.12	3,099.12	0100000098 5630	Repairs or Maintenance
S99R0295	NAPA AUTO PARTS	500.00	500.00	0100000098 4300	Materials and Supplies
S99R0296	IMAGE APPAREL FOR BUSINESS	513.91	513.91	0100000098 5895	Uniforms
S99R0297	ORBIT EVENT RENTALS	187.00	187.00	0100000098 5610	Rentals & Leases
S99R0298	CA DEPARTMENT OF JUSTICE	448.00	448.00	0100000071 5800	Prof/ConsultingServ&Oper Exp
S99R0301	COYOTE FFA ALUMNI & SUPPORTERS	425.00	425.00	0100000317 4300	Materials and Supplies
S99R0302	ENCORP	3,200.00	3,200.00	1400000009 5800	Prof/ConsultingServ&Oper Exp
S99R0304	DEPARTMENT OF PUBLIC HEALTH	999.00	444.00	0100000090 5630	Repairs or Maintenance
			333.00	0100000094 5630	Repairs or Maintenance
			111.00	0100000095 5630	Repairs or Maintenance
			111.00	0100000098 5630	Repairs or Maintenance
S99R0306	WHITTIER CHRISTIAN HIGH SCHOOL	12,735.00	12,735.00	0100000316 5811	Transportation/Spec Ed
S99R0307	ALLIANCE OF SCHOOLS FOR COOPER	94,223.00	94,223.00	0100000405 3605	

LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 03/06/2023

FROM 01/01/2023 TO 01/31/2023

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>OBJECT DESCRIPTION</u>
S99R0309	RMA GROUP	6,705.30	3,167.25	400000014 6282	Consultant/Contractor
			3,538.05	400000016 6282	Consultant/Contractor
S99Z0042	UNITED RENTALS (NORTH AMERICA)	5,000.00	5,000.00	010000098 4300	Materials and Supplies
S99Z0043	PEST OPTION INC.	4,800.00	800.00	0100000113 5570	Pest Control
			800.00	0100000115 5570	Pest Control
			800.00	0100000117 5570	Pest Control
			800.00	0100000137 5570	Pest Control
			800.00	0100000138 5570	Pest Control
			800.00	0100000139 5570	Pest Control
S99Z0044	BUG FLIP	5,400.00	600.00	0100000113 5570	Pest Control
			600.00	0100000115 5570	Pest Control
			600.00	0100000117 5570	Pest Control
			600.00	0100000121 5570	Pest Control
			600.00	0100000137 5570	Pest Control
			600.00	0100000138 5570	Pest Control
			600.00	0100000139 5570	Pest Control
			600.00	0100000141 5570	Pest Control
			600.00	0100000142 5570	Pest Control
Fund 01 Total:		199,216.78			
Fund 14 Total:		3,200.00			
Fund 40 Total:		11,409.30			
Total Amount of Purchase Orders:		213,826.08			

LOWELL JOINT SCHOOL DISTRICT
March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Consolidated Check Register Listing Report
2022/23 #8

ACTION/
(RATIFICATION)

The Consolidated Check Register Listing Report 2022/23 #8 is recommended for approval. The consolidated check register lists all warrants issued January 1, 2023 through January 31, 2023.

DB/ds

Attachment

Superintendent's Comment:

APPROVAL RECOMMENDED.

X-B2-1

LOWELL JOINT SD
Consolidated Check Register
 from 1/1/2023 to 1/31/2023

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99	00002700	SOUTHERN CALIFORNIA EDISON	1121122022	OH	01/04/2023		MW	IS	3,665.55
99	00002701	SOUTHERN CALIFORNIA GAS CO	1121122022	OH	01/04/2023		MW	IS	1,917.75
99	00002702	SUBURBAN WATER SYSTEMS	180071435887	OH	01/04/2023		MW	IS	621.86
99	00002703	T-MOBILE	1121122022	OH	01/04/2023		MW	IS	148.40
99	00002704	VERIZON WIRELESS-LA	9923116879	OH	01/04/2023		MW	IS	1,443.54
99	00002705	WARE DISPOSAL	1136258	OH	01/04/2023		MW	IS	3,716.84
99	00002706	SOUTHERN CALIFORNIA EDISON	1123122222	OH	01/09/2023		MW	IS	1,940.47
99	00002707	SUBURBAN WATER SYSTEMS	181003432301	OH	01/09/2023		MW	IS	4,105.55
99	00002708	HOWARD INDUSTRIES INC	22-001252617	OH	01/09/2023		MW	IS	6,844.32
99	00002709	CITY OF LA HABRA WATER DEPARTM	1102113022	OH	01/10/2023		MW	IS	2,718.75
99	00002710	FRONTIER	1210010923	OH	01/10/2023		MW	IS	54.44
99	00002711	SOUTHERN CALIFORNIA EDISON	1114121322	OH	01/10/2023		MW	IS	8,273.25
99	00002712	SOUTHERN CALIFORNIA GAS CO	1114121422	OH	01/10/2023		MW	IS	1,063.21
99	00002713	GoTo Communications Inc.	IN7101644025	OH	01/11/2023		MW	IS	9,234.33
99	00002714	SOUTHERN CALIFORNIA EDISON	1201123122	OH	01/11/2023		MW	IS	3,718.12
99	00002715	SOUTHERN CALIFORNIA GAS CO	1129122922	OH	01/11/2023		MW	IS	1,374.11
99	00002716	SUBURBAN WATER SYSTEMS	181003436086	OH	01/11/2023		MW	IS	2,512.43
99	00002717	C CRAFTS & MORE	8	OH	01/12/2023		MW	IS	178.75
99	00002718	JAMPANA ENTERPRISES LLC DBA CO	PS2-2022	OH	01/12/2023		MW	IS	5,635.00
99	00002719	ADMINISTRATIVE SERV. CO-OP	15435	OH	01/13/2023		MW	IS	10,564.00
99	00002720	AMERICAN EXPRESS	ZOOM DEC 2022	OH	01/13/2023		MW	IS	5,482.77
99	00002721	DR.ROBIN MORRIS DBA RBY5 PSYCH	1421	OH	01/13/2023		MW	IS	5,500.00
99	00002722	IMAGE APPAREL FOR BUSINESS	INV299879	OH	01/13/2023		MW	IS	345.10
99	00002723	IMPERIAL BAND INSTRUMENTS	74969	OH	01/13/2023		MW	IS	79.71
99	00002724	iPRINT TECHNOLOGIES	957545	OH	01/13/2023		MW	IS	529.25
99	00002725	J.W.PEPPER & SON INC.	364823242	OH	01/13/2023		MW	IS	81.54
99	00002726	LA HABRA ROTARY CLUB	2465	OH	01/13/2023		MW	IS	295.00
99	00002727	LAKESHORE LEARNING MATERIALS	153760120622	OH	01/13/2023		MW	IS	1,486.53
99	00002728	NCS PEARSON INC.	20182302	OH	01/13/2023		MW	IS	3,852.59
99	00002729	NSDAR John Greenleaf	01182023	OH	01/13/2023		MW	IS	100.00
99	00002730	PAPER EDUCATION AMERICA INC.	INV2069	OH	01/13/2023		MW	IS	10,441.20
99	00002731	Continental Sales	NOV2022	OH	01/13/2023		MW	IS	5,021.22
99	00002732	AMERICAN EXPRESS	386382811	OH	01/13/2023		MW	IS	29,552.45
99	00002733	ALLIANCE OF SCHOOLS FOR COOPER	JAN23VSR	OH	01/17/2023		MW	IS	36,974.23

LOWELL JOINT SD
Consolidated Check Register
 from 1/1/2023 to 1/31/2023

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99	00002734	V9903420	Granite Telecommunications LLC	588281272	OH	01/17/2023	MW	IS	1,706.65
99	00002735	F9900035	HOME DEPOT CREDIT SERVICES	1213122822	OH	01/17/2023	MW	IS	337.76
99	00002736	V9900134	OCDE	REGISTRATION	OH	01/17/2023	MW	IS	600.00
99	00002737	U9900004	SOUTHERN CALIFORNIA EDISON	1207010523	OH	01/17/2023	MW	IS	2,559.69
99	00002738	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	JAN23VSR	OH	01/17/2023	MW	IS	78.77
99	00002739	V9903419	NANCY KEMP	1 RS-CNTRCTSV	OH	01/18/2023	MW	IS	550.00
99	00002740	V9900188	THE HARTFORD	P000492234JAN4	OH	01/18/2023	MW	IS	170.79
99	00002741	F9900014	BUG FLIP	DEC2022	OH	01/18/2023	MW	IS	180.00
99	00002742	N9900015	Continental Sales	DEC2022	OH	01/18/2023	MW	IS	8,055.90
99	00002743	N9900004	DRIFTWOOD DAIRY	DEC2022	OH	01/18/2023	MW	IS	10,860.70
99	00002744	V9903561	DURENE SARMIENTO	POS812670	OH	01/18/2023	MW	IS	10.00
99	00002745	N9900005	EMS LINQ INC	C-105471	OH	01/18/2023	MW	IS	1,175.00
99	00002746	N9900006	FORM PLASTICS COMPANY	DEC2022	OH	01/18/2023	MW	IS	4,819.68
99	00002747	N9900007	GOLD STAR FOODS	DEC2022	OH	01/18/2023	MW	IS	31,881.31
99	00002748	F9900045	LADY BUGS ENVIRONMENTAL TERMIT	26694	OH	01/18/2023	MW	IS	55.00
99	00002749	V9903228	LOVE TO SNACK LLC	35395	OH	01/18/2023	MW	IS	453.60
99	00002750	N9900009	P & R PAPER SUPPLY COMPANY	DEC2022	OH	01/18/2023	MW	IS	6,107.29
99	00002751	N9900013	SOUTHERN CALIFORNIA PIZZA	DEC2022	OH	01/18/2023	MW	IS	12,434.60
99	00002752	V9900154	READYREFRESH BY NESTLE	03A0032621385A	OH	01/19/2023	MW	IS	220.13
99	00002753	V9903345	SCSBOA-SOUTHERN CALIFORNIA SCH	SCSBOA CONF	OH	01/19/2023	MW	IS	1,200.00
99	00002754	V9900180	SPARKLETTIS	15734879011523A	OH	01/19/2023	MW	IS	190.83
99	00002755	V9903266	SPIRIT HERO	32514	OH	01/19/2023	MW	IS	458.64
99	00002756	F9900064	TURF STAR INC.	7246224-00	OH	01/19/2023	MW	IS	1,148.16
99	00002757	V9900007	ACTION TROPHY	92105	OH	01/20/2023	MW	IS	71.99
99	00002758	F9900005	ALLSTATE SIGN & PLAQUE	191121-1	OH	01/20/2023	MW	IS	312.85
99	00002759	V9903536	AMERICAN THERMOFORM	88351	OH	01/20/2023	MW	IS	2,343.25
99	00002760	V9900015	APPLE INC.	AK36437600	OH	01/20/2023	MW	IS	2,001.89
99	00002761	E9900024	BARBARA AGUILAR	DONUTS1	OH	01/20/2023	MW	IS	40.50
99	00002762	V9900028	BUENA PARK PLAQUE & TROPHY	22933	OH	01/20/2023	MW	IS	24.78
99	00002763	F9900014	BUG FLIP	64824	OH	01/20/2023	MW	IS	385.00
99	00002764	V9900029	BULKBOOK STORE	121578	OH	01/20/2023	MW	IS	171.15
99	00002765	V9903342	CALIFORNIA IT IN EDUCATION	0001-27842158	OH	01/20/2023	MW	IS	550.00
99	00002766	V9900034	CASBO	194053	OH	01/20/2023	MW	IS	875.00
99	00002767	V9903204	COASTAL ENTERPRISES	35949	OH	01/20/2023	MW	IS	3,330.61

LOWELL JOINT SD
Consolidated Check Register
 from 1/1/2023 to 1/31/2023

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99	00002768	V9900056 DELTA DENTAL OF CALIFORNIA	BE005310944	JAN	01/20/2023		MW	IS	2,148.70
99	00002769	F9900031 F.M. THOMAS AIR CONDITIONING	44787		01/20/2023		MW	IS	1,330.00
99	00002770	V9900071 FED EX	7207723530		01/20/2023		MW	IS	128.02
99	00002771	V9903349 FLAGHOUSE	V026421800015		01/20/2023		MW	IS	49.69
99	00002772	U9900002 FRONTIER	0110020923		01/20/2023		MW	IS	72.19
99	00002773	V9900077 FULLERTON SCHOOL DISTRICT	22SI01698		01/20/2023		MW	IS	1,277.00
99	00002774	F9900033 GLASBY MAINTENANCE SUPPLY	330064A		01/20/2023		MW	IS	5,749.29
99	00002775	F9900034 GREEN S SECURITY CENTERS INC.	73310		01/20/2023		MW	IS	1,258.40
99	00002776	V9900094 J.W.PEPPER & SON INC.	364932607		01/20/2023		MW	IS	65.70
99	00002777	E9900221 JENNIFER JACKSON	BESTBUDDIES121		01/20/2023		MW	IS	13.53
99	00002778	E9900084 JIM COOMBS	CLASSEMP-SHAW		01/20/2023		MW	IS	158.66
99	00002779	E9900087 JOHN ZAPPULLA	MILEAGE-DEC202		01/20/2023		MW	IS	47.73
99	00002780	V9903529 KNOX COMPANY	INK-KA-146112		01/20/2023		MW	IS	540.23
99	00002781	V9903433 MIRACLE RECREATION EQUIPMENT	849345		01/20/2023		MW	IS	1,779.13
99	00002782	V9900129 NCS PEARSON INC.	20478017		01/20/2023		MW	IS	50.00
99	00002783	V9900134 OCDE	94SI2121		01/20/2023		MW	IS	1,548.00
99	00002784	V9900134 OCDE	94SI2039		01/20/2023		MW	IS	4,200.00
99	00002785	F9900052 PDQ EQUIPMENT RENTAL	767512		01/20/2023		MW	IS	1,146.96
99	00002786	F9900057 SOUTHEAST CONSTRUCTION PRODUCT	2212-188350		01/20/2023		MW	IS	158.37
99	00002787	U9900004 SOUTHERN CALIFORNIA EDISON	1214011123		01/20/2023		MW	IS	5,248.34
99	00002788	U9900005 SOUTHERN CALIFORNIA GAS CO	1209011023		01/20/2023		MW	IS	2,133.81
99	00002789	V9900059 DIVISION OF THE STATE ARCHITECT	03-14382		01/20/2023		MW	IS	24,481.81
99	00002790	B990010 ERICKSON-HALL CONSTRUCTION	PAY APP8		01/20/2023		MW	IS	848,795.41
99	00002791	B990013 HAUFFE COMPANY	457		01/20/2023		MW	IS	19,712.00
99	00002792	B990013 HAUFFE COMPANY	459		01/20/2023		MW	IS	37,500.00
99	00002793	F9900014 BUG FLIP	65058		01/23/2023		MW	IS	640.00
99	00002794	F9900059 THE HOME DEPOT PRO INSTITUTION	725227763		01/23/2023		MW	IS	4,243.00
99	00002795	B990011 GHATAODE BANNON ARCHITECTS	5134		01/23/2023		MW	IS	5,734.58
99	00002796	B990011 GHATAODE BANNON ARCHITECTS	5135		01/23/2023		MW	IS	8,119.80
99	00002797	B990013 HAUFFE COMPANY	458		01/23/2023		MW	IS	2,576.00
99	00002798	B990013 HAUFFE COMPANY	458		01/23/2023		MW	IS	2,128.00
99	00002799	F9900011 BEST LAWNMOWER INC.	107643		01/24/2023		MW	IS	1,431.81
99	00002800	F9900019 CITY OF LA HABRA	LH-435AR		01/24/2023		MW	IS	1,439.12
99	00002801	F9900054 PLUMBING WHOLESALE OUTLET	S100638563.001		01/24/2023		MW	IS	678.88

LOWELL JOINT SD
Consolidated Check Register
 from 1/1/2023 to 1/31/2023

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99	00002802	F9900019	CITY OF LA HABRA	LH-435AR	OH	01/24/2023	MW	IS	188.61
99	00002803	V9903215	QUIEL SCHOOL SIGNS	202122-02-RANCH	OH	01/24/2023	MW	IS	20,682.00
99	00002804	V9903215	QUIEL SCHOOL SIGNS	202122-02-OLITA	OH	01/24/2023	MW	IS	32,857.00
99	00002805	V9903215	QUIEL SCHOOL SIGNS	202122-02-MACY	OH	01/24/2023	MW	IS	32,857.00
99	00002806	V9903515	GERALDINE CHINARIAN	LJSD101	OH	01/25/2023	MW	IS	10,653.13
99	00002807	I9900016	PAUL LUNA / LUNA INK	0754	OH	01/25/2023	MW	IS	2,500.00
99	00002808	V9903453	REAL INSPIRATION INC	1986-BAL DUE	OH	01/25/2023	MW	IS	3,000.00
99	00002809	V9900171	SCHOOL NURSE SUPPLY INC.	0923675-IN	OH	01/25/2023	MW	IS	465.75
99	00002810	V9900172	SCHOOL SERVICES OF CALIFORNIA	W126072-IN	OH	01/25/2023	MW	IS	195.00
99	00002811	V9903487	SUNBELT CONTROLS INC	5051573	OH	01/25/2023	MW	IS	910.00
99	00002812	V9903541	ULINE	157396106	OH	01/25/2023	MW	IS	242.68
99	00002813	V9900204	VIG SOLUTIONS	11532	OH	01/25/2023	MW	IS	1,457.69
99	00002814	I9900001	ANGIE HUTCHERSON	JOR-OCT-DEC22	OH	01/26/2023	MW	IS	402.15
99	00002815	V9903535	BLEVINS, CRISTINA	NOV-DEC2022	OH	01/26/2023	MW	IS	5,850.00
99	00002816	VOID.CONTIVoid - Continued Stub		CONTINUE	OH	01/26/2023	VM	VD	0.00
99	00002817	VOID.CONTIVoid - Continued Stub		CONTINUE	OH	01/26/2023	VM	VD	0.00
99	00002818	VOID.CONTIVoid - Continued Stub		CONTINUE	OH	01/26/2023	VM	VD	0.00
99	00002819	VOID.CONTIVoid - Continued Stub		CONTINUE	OH	01/26/2023	VM	VD	0.00
99	00002820	V9999999	CALIFORNIA DEPARTMENT OF TAX A	U221A-1	OH	01/26/2023	MW	IS	1,069.23
99	00002821	F9900015	CANNINGS HARDWARE LA HABRA	494598	OH	01/26/2023	MW	IS	74.62
99	00002822	V9903305	CARTY, LYN	CLSRMPURCHREI	OH	01/26/2023	MW	IS	160.69
99	00002823	F9900040	JAMES HARDWARE COMPANY	2212-036812	OH	01/26/2023	MW	IS	1,222.56
99	00002824	F9900047	LOWES	961340-KEKEKK	OH	01/26/2023	MW	IS	338.19
99	00002825	E9900138	MARIKATE ELMQUIST	12/20/22 EXPREIM	OH	01/26/2023	MW	IS	56.59
99	00002826	V9903548	RIOS EUBANKS LLP	659	OH	01/26/2023	MW	IS	12,000.00
99	00002827	V9900161	RMH DANCE & PRODUCTIONS	121322	OH	01/26/2023	MW	IS	495.00
99	00002828	U9900004	SOUTHERN CALIFORNIA EDISON	1214011123A	OH	01/26/2023	MW	IS	4,062.70
99	00002829	U9900005	SOUTHERN CALIFORNIA GAS CO	12140111323	OH	01/26/2023	MW	IS	2,480.90
99	00002830	V9903257	TAO ROSSINI APC	3763	OH	01/26/2023	MW	IS	1,415.00
99	00002831	V9903257	TAO ROSSINI APC	3762	OH	01/26/2023	MW	IS	180.00
99	00002832	V9900195	THINKING MAPS	INV0064679	OH	01/26/2023	MW	IS	8,800.00
99	00002833	V9903542	WINSOR LEARNING INC	INV18004	OH	01/26/2023	MW	IS	1,901.26
99	00002834	E9900218	YUMI YAMAMOTO	OCT2022 LIBR REI	OH	01/26/2023	MW	IS	68.45
99	00002835	V9999999	CALIFORNIA DEPARTMENT OF TAX A	2036818	OH	01/26/2023	MW	IS	31.79

LOWELL JOINT SD
Consolidated Check Register
 from 1/1/2023 to 1/31/2023

Check	Payee ID	Payee Name	Payee Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99	00002836	V9999999	CALIFORNIA DEPARTMENT OF TAX A	OH	01/26/2023		MW	IS	0.11
99	00002837	R9900001	BRENT ALLSMAN	OH	01/27/2023		MW	IS	603.64
99	00002838	R9903247	CAROLYN KANE	OH	01/27/2023		MW	IS	1,358.28
99	00002839	R9900014	EDDY VEGA	OH	01/27/2023		MW	IS	603.64
99	00002840	R9900007	GAYLE ROGERS	OH	01/27/2023		MW	IS	269.02
99	00002841	R9903248	JULIE ROTH	OH	01/27/2023		MW	IS	603.64
99	00002842	R9900015	KATHRYN ALLSMAN	OH	01/27/2023		MW	IS	603.64
99	00002843	R9900013	MARGARET DUMADAG	OH	01/27/2023		MW	IS	603.64
99	00002844	R9900009	NANCY WHITE	OH	01/27/2023		MW	IS	1,358.28
99	00002845	R9900010	PENNY MAYERCHECK	OH	01/27/2023		MW	IS	1,358.28
99	00002846	R9900011	RONALD RANDOLPH	OH	01/27/2023		MW	IS	689.04
99	00002847	R9900012	SHELLEY MARKER	OH	01/27/2023		MW	IS	603.64
99	00002848	R9900002	BRUCE PATILLO	OH	01/27/2023		MW	IS	603.64
99	00002849	U9900001	CITY OF LA HABRA WATER DEPARTM	OH	01/30/2023		MW	IS	491.03
99	00002850	U9900005	SOUTHERN CALIFORNIA GAS CO	OH	01/30/2023		MW	IS	4,334.03
99	00002851	U9900009	VERIZON WIRELESS-LA	OH	01/30/2023		MW	IS	577.92
99	00002852	U9900010	WARE DISPOSAL	OH	01/30/2023		MW	IS	6,419.57
99	00002853	V9900020	ATKINSON ANDELSON LOYA RUUD &	OH	01/31/2023		MW	IS	980.00
99	00002854	V9900023	BAUDVILLE	OH	01/31/2023		MW	IS	233.69
99	00002855	V9903553	CA DEPARTMENT OF JUSTICE	OH	01/31/2023		MW	IS	192.00
99	00002856	U9900001	CITY OF LA HABRA WATER DEPARTM	OH	01/31/2023		MW	IS	734.90
99	00002857	V9900048	CSM CONSULTING INC.	OH	01/31/2023		MW	IS	2,125.00
99	00002858	V9900056	DELTA DENTAL OF CALIFORNIA	OH	01/31/2023		MW	IS	2,148.70
99	00002859	V9903513	EMERGENT DEVICES INC	OH	01/31/2023		MW	IS	570.00
99	00002860	F9900031	F.M. THOMAS AIR CONDITIONING	OH	01/31/2023		MW	IS	525.53
99	00002861	V9903282	GOVCONNECTION INC.	OH	01/31/2023		MW	IS	9,255.00
99	00002862	V9903445	MUCKENTHALER CULTURAL CENTER F	OH	01/31/2023		MW	IS	1,391.00
99	00002863	V9903316	NAPA AUTO PARTS	OH	01/31/2023		MW	IS	49.92
99	00002864	U9900005	SOUTHERN CALIFORNIA GAS CO	OH	01/31/2023		MW	IS	17.00
99	00002865	V9903522	YMCA OF GREATER WHITTIER	NOV22ELOPPGRM	01/31/2023		MW	IS	19,254.89
99	00002866	V9903521	YMCA OF ORANGE COUNTY	DEC22ELOPPGRM	01/31/2023		MW	IS	14,085.82
99	00002867	F9900029	ENCORP	P22112.L15	01/31/2023		MW	IS	3,200.00

LOWELL JOINT SD
Consolidated Check Register
 from 1/1/2023 to 1/31/2023

Check	Payee ID	Payee Name	Reference	Subs Check Date	Cancel Date	Type	Status	Check Amount
Issued:								1,473,880.42
99 Bank Total:								1,473,880.42
Grand Total:								1,473,880.42

LOWELL JOINT SCHOOL DISTRICT

March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Employer-Employee Relations/Personnel Report 2022/2023 #8
Which Includes Hiring, Resignations, Contract Adjustments,
and Retirements for Certificated, Classified, and Confidential
Employees

ACTION/
(RATIFICATION)

The attached Employer-Employee Relations/Personnel Report 2022/2023 #8, 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 2022/2023 #8, 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 2022/2023 #8

February 6, 2023

I. CERTIFICATED EMPLOYEE

A. MANAGEMENT

NAME	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	SITE	COMMENTS
Brimmage, Mary	07/01/2022	Column 2	DO	Correction of EER #11 2021-2022

B. CHANGE OF STATUS

NAME	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	SITE	COMMENTS
Saieva, Alyson	03/01/2023	03/17/2023	OL	(AB375) FMLA
Brander, Holly	03/01/2023	03/31/2023	JO	(AB375) FMLA 50% Shared Teaching Position
Bianca Cacioppo	02/17/2023	04/07/2023	EP	(AB375) FMLA Maternity Leave

C. EXTRA DUTY PAY/STIPENDS

NAME	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	SITE	COMMENTS
Pimper, Shelly	08/15/2022	06/30/2023	MA	To be paid a total of \$125.00 for being a Master Teacher for Cal State Fullerton University. To be Paid by check from CSUF University.
Robertson, Vicki	08/15/2022	06/30/2023	MG	To be paid a total of \$125.00 for being a Master Teacher for Cal State Fullerton University. To be Paid by check from CSUF University.
Mangold, Leslie	08/15/2022	06/30/2023	MG	To be paid a total of \$125.00 for being a Master Teacher for Cal State Fullerton University. To be Paid by check from CSUF University.
Peloquin, Karen	08/15/2022	06/30/2023	OL	To be paid a total of \$250.00 for being a Master Teacher for Cal State Fullerton University. To be Paid by check from CSUF University.
Lee, Sylvia	08/15/2022	06/30/2023	MA	To be paid a total of \$150.00 for being a Master Teacher for Biola University. To be Paid by check from Biola University.

Fonti, Alison	08/15/2022	06/30/2023	MA	To be paid a total of \$150.00 for being a Master Teacher for Biola University. To be Paid by check from Biola University.
McTeggart, Amy	08/15/2022	06/30/2023	MA	To be paid a total of \$150.00 for being a Master Teacher for Biola University. To be Paid by check from Biola University.
Van Diest, Scott	08/15/2022	06/30/2023	RS	To be paid a total of \$150.00 for being a Master Teacher for Biola University. To be Paid by check from Biola University.
Galli, David	08/15/2022	06/30/2023	RS	To be paid a total of \$150.00 for being a Master Teacher for Biola University. To be Paid by check from Biola University.
Felton, Leslie	08/15/2022	06/30/2023	JO	To be paid a total of \$150.00 for being a Master Teacher for Biola University. To be Paid by check from Biola University.
Bernhard, Carol	08/15/2022	06/30/2023	MA	To be paid a total of \$150.00 for being a Master Teacher for Biola University. To be Paid by check from Biola University.
Daniel, Kari	08/15/2022	06/30/2023	EP	To be paid a total of \$150.00 for being a Master Teacher for Biola University. To be Paid by check from Biola University.
Galli, Jessica	08/15/2022	06/30/2023	RS	To be paid a total of \$150.00 for being a Master Teacher for Biola University. To be Paid by check from Biola University.
Langer, Garrick	08/15/2022	06/30/2023	RS	To be paid a total of \$150.00 for being a Master Teacher for Biola University. To be Paid by check from Biola University.

* It is further recommended that these individuals be approved for substitute teaching at the rate of \$200.00 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, Intervention and Power Source

**It is further recommended that the individuals listed in Certificated Salaries for 2022-2023 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 2022-2023 serve as home school teachers, if needed, for the 2022-2023 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 2022-2023 school year.

- D. Employment of substitutes effective 08/15/2022 for the 2022-2023 school year @ \$200 per day and \$100.00 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 Power Source, and \$250.00 long term sub rate.

Matthew Dietze

E. SUBSTITUTE CHANGE OF PAY

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
Murch, Ryanna	02/01/2023	03/31/2023	DO	To be paid special long term rate of \$250.00 for First Grade Teacher El Portal
Ayers, Becca	02/17/2023	04/07/2023	DO	To be paid rate of \$250.00 for Special Education Teacher El Portal
Wallace, Greg	03/01/2023	03/17/2023	DO	To be paid special long term rate of \$250.00 for third Teacher Olita

F. CERTIFICATED JOB DESCRIPTIONS:

Revised:

ABA Special Day Class (SDC) Teacher for Mild/Moderate or Moderate/Severe Disabilities
 Assistant Superintendent Educational Services
 Coordinator of Expanded Learning
 Coordinator of Early Learning
 Director of Educational Services
 Director of Special Education
 District Nurse
 Early Literacy TOSA
 Elementary Principal
 Independent Study Teacher
 Instructional Technology Coach TOSA
 Intermediate Assistant Principal
 Intermediate Principal
 Multi-Tiered System of Support MTSS TOSA
 Preschool Teacher
 Program Specialist Special Education
 Resource Specialist Program Teacher RSP
 School Counselor
 School Psychologist
 Special Day Class SDC Teacher
 Speech Language Pathologist SLP
 STEAM Innovation Coach TOSA
 Superintendent
 Teacher

II. CLASSIFIED EMPLOYEES March 6, 2023

A. 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>
Allen, Julie	03/21/23		R17/S02	DO	Step Increase: Receptionist/Office Assistant
Belk, Juliette	01/09/23	03/01/23		OL	Leave of Absence: Extended Instructional Aide

Bonilla, Carmen	02/24/23		MG	Resignation: Instructional Aide ABA-SESA
Cardenas, Eva	02/06/23			Additional Assignment: Substitute Translator
Evanoff, Mary Jo	02/13/23	RZ/S4	DO	Step Increase: Executive Assistant to Superintended
Herrera, Nuria	02/02/23			Additional Assignment: Substitute Translator
Kennick, Marilyn	02/08/23			New Hire: Substitute Health Tech
Long-Gomez, Stephanie	02/02/23			New Hire: Substitute Noon Duty Aide
Long-Gomez, Stephanie	02/22/23			New Hire: Substitute Instructional Aide
Long-Gomez, Stephanie	02/14/23		EP	Promotion: From Substitute Noon Duty Aide to Permanent Noon Duty Aide
Perez, Kara	02/07/23			New Hire: Substitute Noon Duty Aide
Perez, Kara	02/07/23			New Hire: Substitute Instructional Aide
Rodia, Sue		03/01/23	OL	Leave of Absence: Extended Instructional Aide - RSP
Van Hoogmoed, Danielle	02/14/23		DO	Voluntary Reduction in Hours: SPLA from 6.5 hrs per day to 3.5 hrs per day
Weissman, Catherine	02/03/23	R6/S4	DO	Step Increase: Bond Contracts & Accounting Compliance CLMG

B. CLASSIFIED JOB DESCRIPTIONS

Addition:

- Nutrition Services Supervisor

**LOWELL JOINT SCHOOL DISTRICT
ABA SPECIAL DAY CLASS (SDC) TEACHER
MILD/MODERATE or MODERATE/SEVERE DISABILITIES**



DEFINITION

The Special Education Teacher provides individualized education to students in the Applied Behavior Analysis (“ABA”) SDC Program. The teacher is responsible for developing and relating the daily activities of the students to the core curriculum, and implementing ABA principles and methodologies throughout the classroom. Through continuous collaboration with a variety of individuals and groups, including parents, district and county personnel and various agencies, the teacher provides for the academic, social and emotional growth of each student by using a variety of ABA methodologies and principles. The teacher continually assesses students’ progress to maximize their fullest potential.

REPRESENTATIVE DUTIES

Communicates regularly with parents and professional staff regarding the educational, social, and personal needs of the student: completes necessary reports and daily record keeping as required by state and local policies and procedures; collects appropriate student performance data for determining the extent to which student IEP goals and objectives are achieved; consults with administrative and supervisory personnel regarding progress and concerns of students in the program.

Assists in the coordination of student’s general education program: provides individualized instruction to students; develops and implements a system of tracking and evaluating students’ academic and social performance on a daily basis; develops daily instructional plans, including Individual Education Plans (IEPs); maintains student reports and records

Provide support to staff in all areas related to emotional disturbance and behavior disorders and interventions; demonstrates effective behavioral strategies for students placed in the ABA Program; implement ABA Principles and Methodologies throughout the classroom

Instruct and direct assigned instructional assistants to maximize delivery of instructional services; sets up learning areas and prepares materials for instructional activities; identifies individual or group activities to target student goals; records data as appropriate.

Develop as a professional educator; reflect on teaching practices and participate in professional development; establish professional goals and pursue opportunities to grow professionally; work with colleagues to improve professional practice.

OTHER RESPONSIBILITIES

- Interacts with parents, district and county personnel and public agencies
- Assists students in age appropriate activities and behaviors
- Prepares various forms of correspondence (including parent notifications and administrative requests)
- Operate business machines, technology and educational equipment

Individuals who hold this position may perform additional duties and additional duties may be assigned.

KNOWLEDGE OF

- Practices used to develop skills related to self-help and techniques used to build vocational, domestic, related skill sets, and applied behavior analysis

- Supervision and motivation techniques for students with special needs
- Behavior management strategies and techniques relating to pupils who experience atypical control problems
- Child guidance principles and practices, especially as they relate to students with behavioral and/or learning disabilities
- Effective communication skills, good judgment, and sound decision making utilizing interpersonal skills incorporating tact, patience and courtesy

ABILITY TO

- Demonstrate an understanding, patient and receptive attitude toward students of varied age groups, particularly those exhibiting specialized needs
- Train and provide leadership to other staff members
- Modify and adapt curriculum for full inclusion students in the traditional classroom
- Guide students toward more acceptable social behaviors
- Maintain professional relationships with pupils, parents, colleagues, and supervising staff members
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations

MINIMUM QUALIFICATIONS

- Bachelor's Degree along with a valid California Education Specialist Credential authorizing service to students with Mild/Moderate or Moderate/Severe disabilities
- Experience utilizing and implementing ABA methodologies and principles
- Successful experience with students with mild to moderate or moderate to severe disabilities

PREFERRED QUALIFICATIONS

- Registered Behavior Technician (RBT) or Board Certified Behavior Analyst (BCBA) Certification
- Skill in the application of a variety of teaching strategies, ABA methodologies and principles, and the preparation and maintenance of reports and records
- Experience as a classroom teacher working with students with maladaptive behaviors
- Experience working with agencies providing services for Mild/Moderate or Moderate/Severe students
- One (1) year of experience in a school setting; Preferably experience teaching or student teaching special education students with behavioral needs, working on student IEPs
- Master's Degree in a related field

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students

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

The physical demands of this position include remaining in a stationary position for extended periods of time as well as move or traverse throughout a classroom, school grounds and play yard. Dependent on class/student assignment, the employee will position self appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 50 pounds across and/or around a classroom or play yard. Positioning self physically to assist students is also required. Employee will operate office and classroom equipment such as computers, projectors, calculator, and other classroom and office productivity machinery. The ability to communicate and exchange accurate information and ideas so others will understand in a noisy environment and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

MENTAL DEMANDS

Mental acuity to perform the essential functions of this position in a safe, accurate, neat, and timely fashion and to make and evaluate the results of judgments and decisions is a must. Employee may be exposed to hostile or abusive individuals and must endure high tolerance for ongoing stressful situations. This environment may be expected to include: frequent interruptions, moderate noise level that may occasionally become very noisy.

WORK ENVIRONMENT

While performing the duties of this job, the employee works in several environments including classroom, indoors and outdoors environments and on, or near student playground equipment. The employee's primary responsibility is working with students in a classroom and/or resource/pull-out environment. Employees in this position may have higher level of exposure to infection from students. There is also frequent contact with staff and public and the need to meet multiple demands from several people. The noise level may be moderate to very noisy.

SALARY RANGE

Appropriate placement on the Certificated Salary Schedule

PERIOD OF SERVICE

Work Calendar as adopted by the Board of Trustees



DEFINITION

Under the general direction of the District Superintendent, the Assistant Superintendent of Educational Services is responsible and has full authority over the direction, management, coordination and supervision of all instructional activities consistent with District goals and priorities.

REPRESENTATIVE DUTIES

Coordinate the operations of the Curriculum Department: provides leadership in the development, evaluation, and improvement of the curriculum and instructional programs of the District; review and coordinate categorical programs at district and school levels; monitors coherence in student learning through continuous alignment of standards, assessment, accountability and intervention practices; participates in the study of curriculum development with local, county, and state committees

Provides leadership in the implementation of state and district standards and assessment programs including District Benchmark Tests, STAR, and promotion/retention programs; supervises and coordinates the District Evaluation (testing) program and assists the Superintendent in reporting, analyzing, and presenting the results to the Board of Trustees, District personnel, and the community.

Facilitates the planning of extended learning opportunities and interventions such as summer school for English learners and at-risk students as well as Saturday school and intervention programs

Coordinate the operations of the Instructional Materials Center: coordinates the activities related to the evaluation and selection of instructional materials, textbook adoption/solutions and ordering process; coordinates the District library media centers especially catalogue acquisitions and upkeep to match curriculum pairing.

Participates cooperatively with the Superintendent in developing the goals and objectives for the department progress and assessment, and for the basis upon which this position will be evaluated in conformance with the District's guidelines

Develop as a professional; reflect on administrative practices and participate in professional development; establish professional goals and pursue opportunities to grow professionally; work with colleagues to improve professional practice.

OTHER RESPONSIBILITIES

- Supervises the preparation and distribution of the District-prepared publications such as Accountability Report Card, testing reports, and parent brochures
- Supervises the activities of the staff of the Curriculum Department
- Represents the Instruction Division on the Administrative Cabinet
- Assists in the interpretation of the instructional program to the Board of Trustees and the community
- Represents the District at professional meetings and conferences
- Perform other related duties as assigned by the District Superintendent

KNOWLEDGE OF

- Applicable sections of state education code and other applicable codes, laws, rules and regulations related to assigned activities

- Public education systems, county and community resources and agencies
- Current research and trends in teaching and learning; evaluative process of program assessment
- Principles and practices of administration, supervision and training
- Best instructional practices and strategies as well as assessment instruments and techniques

ABILITY TO

- Maintain a supportive attitude toward District policies and administrative regulations.
- Maintains a cooperative attitude and use good judgment in working with the other staff members, administration, parents and children
- Demonstrate a positive instructional leadership model
- Effectively analyze problems, issues, concerns, and formulate appropriate alternative solutions
- Communicate effectively both orally and in writing.
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations

MINIMUM QUALIFICATIONS

- Master's Degree
- Minimum of five years of teaching experience, preferably at various grade levels
- Minimum of five years of administrative or supervisory experience, including serving as school principal
- Clear California Administrative Services Credential
- Valid California Driver's license

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

PHYSICAL STANDARDS AND WORKING CONDITIONS

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

PHYSICAL DEMANDS

While performing the duties of this position, the employee is regularly required to sit, stand, walk, and talk or hear. The employee frequently is required to use hands and fingers to handle and operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to balance, stoop, kneel, or crouch. The employee must occasionally lift, push, pull, carry and/or move objects such as records or files typically weighing up to 20 pounds. This position may require immediate response in the event of emergencies or disaster and the ability to work well under stressful circumstances. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MENTAL DEMANDS

Employee must be able to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; interpret policies and procedures; use math and mathematical reasoning; work under deadlines with interruptions; and interact with District staff, vendors, and the general public.

WORK ENVIRONMENT

The employee will work under typical office conditions and the noise level is usually quiet or moderately quiet. There is frequent contact with staff and public and the need to meet multiple demands from several people. The employee will need to drive to District sites training facilities, community meetings and other locations as needed. The noise level can be moderate to noisy.

SALARY RANGE

Appropriate placement on the Certificated Management and Supervisory Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees

**LOWELL JOINT SCHOOL DISTRICT
COORDINATOR OF EXPANDED LEARNING
OPPORTUNITIES PROGRAM**



DEFINITION

Under the direction of the Assistant Superintendent of Educational Services is responsible for the management of the districts Early Childhood, program which includes (but not limited to) parent fee-based preschool, State preschool, and Learning Links through planning, organizing, presenting and evaluating a program of meaningful instruction maximizing the learning potential of each individual student consistent with District goals and priorities.

REPRESENTATIVE DUTIES

Plan, organize, and manage the Early Childhoods program's instructional program design and delivery systems; plan, organize, design, and implement early childhood curriculum and instruction programs and activities to ensure optimal educational opportunities and growth experiences for early childhood program participants; articulate and support child development principles within the pre-school and Learning Link program; plan, organize and direct research and development processes, including operational assessment, participation forecasting, and evaluation processes

Assist in the planning development and implementation of Board policies, regulations, and the strategies for achieving District Early Childhood program's long and short range curricular and organizational goals and objectives; develop, plan, organize, and implement developmentally appropriate education programs, to include social/emotional components, family/community involvement, staff development and training, and social services for the purpose of meeting federal and state rules and regulations; oversee and facilitate the implementation of a standard assessment for the District's early childhood and education programs; oversee budgets for all early childhood education programs; assist with the control of expenditures in accordance with budget allocations; monitor and analyze costs; maintain fiscal responsibility and solvency of the programs

Develop personnel recruitment plans to hire quality staff for all programs; supervise, train, and evaluate the performance of assigned staff; plan, organize, and coordinate the performance of program personnel and maintain a positive, supportive and motivational environment; assign and review work and participate in the selection of new personnel as assigned; recommend and participate in disciplinary action as needed; Evaluate members of certificated and classified personnel staff. Resolve problems, issues and concerns pertaining to all staff members

Identify the needs of families in the community and develop strategies to help children enter school ready to learn; participate in meetings with parents, teachers, staff members, and the general public to demonstrate or explain child development, early educational curriculum, practices, and preschool programs; support and monitor the assessment of children as they transition to TK and Kindergarten.

Develop a plan for establishing communication channels between the early childhood education programs and public and private agencies for the purpose of maintaining public relations and fostering public understanding of the various programs; develop, submit and manage grant applications, funding proposals and contracts for all assigned programs; provide leadership and support in the development of a system for collaboration and coordination of exemplary practices for school readiness, State and Fee-based Preschool and Pre-Kindergarten programs implementation; attend various meetings related to early childhood education, the School Readiness Initiative, and the District to comply with all state and federal performance standards; Determine procedures and guidelines that effectively resolve conflicts and assist in coalition building processes between all stakeholders: students, parents and staff members

Develop as a professional educator; reflect on educational practices and participate in professional development; establish professional goals and pursue opportunities to grow professionally; work with colleagues to improve professional practice.

OTHER RESPONSIBILITIES

- Assure program progress to meet District standards, and adhere to District goals and priorities.
- Participate in faculty meetings and committees
- Participate in and/or support the sponsorship of pupil activities
- Perform non-classroom supervision when equitable and reasonably assigned
- Work in a collaborative setting within the program setting

Individuals who hold this position may perform additional duties and additional duties may be assigned.

KNOWLEDGE OF

- Current principles, theories, practices, methods and techniques used in early childhood/preschool programs
- Age appropriate classroom procedures and child guidance principals which promote appropriate student conduct and motivation for student learning
- Applicable sections of the State Education Code, the Standards for the Teaching Profession, and other applicable laws
- Research methods and report writing techniques
- Current trends and research concerning the growth and development of children
- First aid and CPR
- Computer and technology applications utilized in education
- Effective communication skills, good judgment, and sound decision making utilizing interpersonal skills incorporating tact, patience and courtesy

ABILITY TO

- Motivate staff to develop skills, attitudes, and knowledge needed to provide a good educational foundation in accordance with each pupil's ability
- Display the use of good judgment in making decisions
- Maintain professional relationships with pupils, parents, colleagues, and supervising staff member
- Communicate effectively both orally and in writing
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations

MINIMUM QUALIFICATIONS

- Possession of Administrative Service Credential or certificate of eligibility and Master's Degree
- Valid California Teaching Credential
- Child Development Program Director Permit (or in progress)
- Minimum of 6 years of teaching experience in the field preferred
- Valid CA Driver's License

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students

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

The physical demands of this position include remaining in a stationary position for extended periods of time as well as move or traverse throughout a classroom, school grounds and play yard. Dependent on class/student assignment, the employee will position self appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 50 pounds across and/or around a classroom or play yard. The ability to communicate and exchange accurate information and ideas so others will understand in a noisy environment and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

MENTAL DEMANDS

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

WORK ENVIRONMENT

While performing the duties of this job, the employee works in several environments including classroom, indoors and outdoors environments. Employees in this position may have higher level of exposure to infection from students. There is also frequent contact with staff and public and the need to meet multiple demands from several people. The noise level may be moderate to very noisy.

SALARY RANGE

Appropriate placement on the Certificated Management and Supervisory Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees



DEFINITION

Under the direction of the Assistant Superintendent of Educational Services is responsible for the management of the districts Early Childhood, program which includes (but not limited to) parent fee-based preschool, State preschool, and Learning Links through planning, organizing, presenting and evaluating a program of meaningful instruction maximizing the learning potential of each individual student consistent with District goals and priorities.

REPRESENTATIVE DUTIES

Plan, organize, and manage the Early Childhoods program's instructional program design and delivery systems; plan, organize, design, and implement early childhood curriculum and instruction programs and activities to ensure optimal educational opportunities and growth experiences for early childhood program participants; articulate and support child development principles within the pre-school and Learning Link program; plan, organize and direct research and development processes, including operational assessment, participation forecasting, and evaluation processes

Assist in the planning development and implementation of Board policies, regulations, and the strategies for achieving District Early Childhood program's long and short range curricular and organizational goals and objectives; develop, plan, organize, and implement developmentally appropriate education programs, to include social/emotional components, family/community involvement, staff development and training, and social services for the purpose of meeting federal and state rules and regulations; oversee and facilitate the implementation of a standard assessment for the District's early childhood and education programs; oversee budgets for all early childhood education programs; assist with the control of expenditures in accordance with budget allocations; monitor and analyze costs; maintain fiscal responsibility and solvency of the programs

Develop personnel recruitment plans to hire quality staff for all programs; supervise, train, and evaluate the performance of assigned staff; plan, organize, and coordinate the performance of program personnel and maintain a positive, supportive and motivational environment; assign and review work and participate in the selection of new personnel as assigned; recommend and participate in disciplinary action as needed; Evaluate members of certificated and classified personnel staff. Resolve problems, issues and concerns pertaining to all staff members

Identify the needs of families in the community and develop strategies to help children enter school ready to learn; participate in meetings with parents, teachers, staff members, and the general public to demonstrate or explain child development, early educational curriculum, practices, and preschool programs; support and monitor the assessment of children as they transition to TK and Kindergarten.

Develop a plan for establishing communication channels between the early childhood education programs and public and private agencies for the purpose of maintaining public relations and fostering public understanding of the various programs; develop, submit and manage grant applications, funding proposals and contracts for all assigned programs; provide leadership and support in the development of a system for collaboration and coordination of exemplary practices for school readiness, State and Fee-based Preschool and Pre-Kindergarten programs implementation; attend various meetings related to early childhood education, the School Readiness Initiative, and the District to comply with all state and federal performance standards; Determine procedures and guidelines that effectively resolve conflicts and assist in coalition building processes between all stakeholders: students, parents and staff members

Develop as a professional educator; reflect on educational practices and participate in professional

development; establish professional goals and pursue opportunities to grow professionally; work with colleagues to improve professional practice.

OTHER RESPONSIBILITIES

- Assure program progress to meet District standards, and adhere to District goals and priorities.
- Participate in faculty meetings and committees
- Participate in and/or support the sponsorship of pupil activities
- Perform non-classroom supervision when equitable and reasonably assigned
- Work in a collaborative setting within the program setting

Individuals who hold this position may perform additional duties and additional duties may be assigned.

KNOWLEDGE OF

- Current principles, theories, practices, methods and techniques used in early childhood/preschool programs
- Age appropriate classroom procedures and child guidance principals which promote appropriate student conduct and motivation for student learning
- Applicable sections of the State Education Code, the Standards for the Teaching Profession, and other applicable laws
- Research methods and report writing techniques
- Current trends and research concerning the growth and development of children
- First aid and CPR
- Computer and technology applications utilized in education
- Effective communication skills, good judgment, and sound decision making utilizing interpersonal skills incorporating tact, patience and courtesy

ABILITY TO

- Motivate staff to develop skills, attitudes, and knowledge needed to provide a good educational foundation in accordance with each pupil's ability
- Display the use of good judgment in making decisions
- Maintain professional relationships with pupils, parents, colleagues, and supervising staff member
- Communicate effectively both orally and in writing
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations

MINIMUM QUALIFICATIONS

- Possession of Administrative Service Credential or certificate of eligibility and Master's Degree
- Valid California Teaching Credential
- Child Development Program Director Permit (or in progress)
- Minimum of 6 years of teaching experience in the field preferred
- Valid CA Driver's License

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students

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

The physical demands of this position include remaining in a stationary position for extended periods of time as well as move or traverse throughout a classroom, school grounds and play yard. Dependent on class/student assignment, the employee will position self appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 50 pounds across and/or around a classroom or play yard. The ability to communicate and exchange accurate information and ideas so others will understand in a noisy environment and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

MENTAL DEMANDS

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

WORK ENVIRONMENT

While performing the duties of this job, the employee works in several environments including classroom, indoors and outdoors environments. Employees in this position may have higher level of exposure to infection from students. There is also frequent contact with staff and public and the need to meet multiple demands from several people. The noise level may be moderate to very noisy.

SALARY RANGE

Appropriate placement on the Certificated Management and Supervisory Salary Schedule/Classified Management and Supervisory Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees



DEFINITION

Under the direction of the Assistant Superintendent of Educational Services, plan, organize, and direct the implementation of the overall program in alignment with state curriculum frameworks, Educational Code, direction of the Superintendent consistent with District goals and priorities.

REPRESENTATIVE DUTIES

Implements development and revision of subject disciplines in accordance with the district's curriculum cycle: ensures the alignment of all materials and courses to state and content standards; directs overall coordination of course of study revisions, departmental meetings, selection and purchase of instruction materials, media and equipment; assists in updating programs related to all areas of instructional materials.

Revises, develops, and directs the implementation of all courses of study and instructional strategies; provides leadership and guidance for the implementation of Common Core State Standards, and other major district educational initiatives; directs the communication and interpretation of current research and educational technology in curriculum as it applies to the school program; reviews and directs the process for updating graduation requirements.

Directs the duties and services of the school administrators, educational technology, library technicians, and the library/media program; assists in the district's staff development program in conjunction with curriculum development and the needs of the staff; prepares and controls budgets for assigned program and departments.

Attend professional growth workshops and conferences to enhance personal leadership skills; support best instructional practices; investigates current and educational research and practices through conferences, journals and professional works; establish professional goals and work with colleagues to improve professional practice.

OTHER RESPONSIBILITIES

- Maintain a positive working relationship with parents and community members
- Address complaints and resolves problems
- Work in collaboration with various stake holder within the school setting
- Perform other related duties as assigned

KNOWLEDGE OF

- State and local curriculum requirements
- Board and District goal, policies, procedures and regulation
- Curriculum and instructional trainings
- Employee contracts
- Budget control and preparation
- Computer software applications
- Principles and practices of administration, supervision, and training

ABILITY TO

- Plan, organize supervise, direct, and monitor Distract, state, and federal legislations to support district goals, objectives, and policies

- Organize, direct, evaluate, and supervise teachers, and classified staff
- Participate in formulating District policies and procedures
- Maintain responsive and attentive relationships with students, staff members, and parents
- Be an effective liaison between the school and community
- Plan and organize work; meet schedules and time lines
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students
- Interpret and apply District policies, procedures, laws, rules, and regulation using good judgement in a variety of situations

MINIMUM QUALIFICATIONS

- Demonstrated leadership and organizational skills
- Five (5) years successful teaching and other site administrative experiences
- Master's Degree of higher from a an accredited institution of higher learning
- Valid California Administrative Services Credential
- Valid California Driver's License and vehicle insurance

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students

PHYSICAL STANDARDS AND WORKING CONDITIONS

The physical and mental demands described below are representative of those that must be met by employees to successfully perform the essential functions of this position. The information is not an exhaustive list of duties performed, additional duties may be assigned. These physical standards are generic in nature and tasks may vary. Reasonable accommodations may be made to enable individuals with differing abilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this position, the employee may have to remain in a stationary position for extended periods of time as well as move or traverse throughout a classroom, school grounds and play yard. Dependent on the event or day, the employee will position self appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 50 pounds, across and/or around a classroom or play yard. Positioning self physically to assist students is also required. Employee will operate office and classroom equipment such as computers, projectors, calculator, and other classroom and office productivity machinery. The ability to communicate and exchange accurate information and ideas so other will understand in a noisy environment and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

MENTAL DEMANDS

While performing the duties of this position, the employee may be regularly be required to communicate, interpret data, inspect information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadline; and interact with District and program personnel, school administrators, managers, staff, vendors, the public and others encountered in the course of work. This position may require immediate response in the event of emergencies or disaster and the ability to work well under stressful circumstances.

WORK ENVIRONMENT

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

SALARY RANGE

Appropriate placement on the Certificated Management and Supervisory Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT DIRECTOR OF SPECIAL EDUCATION



DEFINITION

Under the direction of the Superintendent, plan, organize, supervise and direct the implementation of special education programs, psychological services, 504 compliance, health services, as well as state and federal programs; direct and manage the fiscal aspects of both programs.

REPRESENTATIVE DUTIES

Monitor, implement, and evaluate the District's special education instructional program at all levels (preschool through grade eight), including curriculum, curriculum development, and legal compliance issues: serve as a liaison between the special education department and school sites; assist site administrators, psychologists, special education staff members, including Speech Language Pathologists, and teachers in the preparation and implementation of individualized education plans and programs; assist in the placement and monitoring of students enrolled in non-public schools and in the Los Angeles and Orange County Office of Educations' programs.

Train and supervise assigned personnel: provide professional leadership for the special education staff, nurse, Speech Language Pathologists, Speech Language Pathologist Assistants, and psychologists; supervise and evaluate designated certificated and classified personnel; assign duties to staff members as appropriate to meet the District objectives and needs; assist in recruiting, interviewing, and selection of new staff; provide and develop appropriate professional growth opportunities for all special education staff.

Plan, organize and supervise special education programs, student transportation and services, psychological services, 504 compliance, health services, and state and federal programs which are in harmony with and supportive of District policies and programs; participate in formulating District policies and procedures.

Serve as a liaison between the special education department and school sites; assist site administrators, psychologists, special education staff members, including Speech Language Pathologists, and teachers in the preparation and implementation of individualized education plans and programs: assist in the placement and monitoring of students enrolled in non-public schools and in the Los Angeles and Orange County Office of Educations' programs.

Working with the Superintendent, direct and monitor funding from state, federal, and Medi-Cal programs; prepare grants and funding applications as appropriate; provide technical expertise, information, and assistance to the Superintendent regarding compliance regulations for state and federal programs.

Attend professional growth workshops and conferences to enhance personal leadership skills; support best instructional practices; remain current concerning special education and state and federal program laws, practices, and trends; establish professional goals and work with colleagues to improve professional practice.

OTHER RESPONSIBILITIES

- Represent the district at SELPA directors' meetings and attend other meetings as required
- Assists in the development, implementation, and evaluation of assistive technology
- Prepare and maintain a variety of narrative and statistical reports, records, and files related to special education and state and federal programs

- Maintain a positive working relationship with parents and community members
- Address complaints and resolves problems
- Work in collaboration with various stakeholders within the school setting
- Perform other related duties as assigned

KNOWLEDGE OF

- Organization, activities, goals, and objectives of special education and state and federal programs
- School law, California Education Code sections, and other laws applicable to special education
- State and local curriculum requirements
- Board and District goals, policies, procedures, and regulations
- Employee contracts
- Budget control and preparation
- Computer software applications
- Principles and practices of administration, supervision, and training
- Written and oral communication skills and public speaking techniques

ABILITY TO

- Plan, organize, supervise, direct, and monitor District, state, and federal special education programs
- Organize, direct, evaluate, and supervise teachers, speech and language pathologists, speech and language pathologists assistant, and classified staff
- Participate in formulating District policies and procedures
- Maintain responsive and attentive relationships with students, staff members, and parents
- Be an effective liaison between the school and community
- Plan and organize work; meet schedules and time lines
- Communicate effectively both orally and in writing.
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment.
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations

MINIMUM QUALIFICATIONS

- Master's Degree or higher from an accredited institution of higher learning
- Valid California Administrative Services Credential
- Demonstrated leadership and organizational skills.
- A minimum of five (5) years successful teaching in special education or other site administrative experience
- Knowledge of Federal and State regulations governing special education
- Valid California Driver's License and Vehicle Insurance

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

PHYSICAL STANDARDS AND WORKING CONDITIONS

The work environment and physical demands of the position as described is representative of those that must be met by an employee to successfully perform the essential functions of this position. The information is not an exhaustive list of duties performed, additional duties may be assigned. These physical standards are generic in nature and tasks may vary dependent on school site, department area or specialized department as assigned. Reasonable accommodations may be made to enable individuals with differing abilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this position, the employee is regularly required to sit, stand, walk, and talk or hear. The employee frequently is required to use hands and fingers to type, handle and operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, or crouch. The employee must occasionally lift, push, pull, carry and/or move objects typically weighing up to 90 pounds, such as students and students in wheelchairs. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MENTAL DEMANDS

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

WORK ENVIRONMENT

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

SALARY RANGE

Appropriate placement on the Certificated Management and Supervisory Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT DISTRICT NURSE



DEFINITION

The District Nurse, under the supervision of the Assistant Superintendent for Instruction, coordinates the required health testing program, the health development program, and all related health activities.

REPRESENTATIVE DUTIES

Perform well-child assessments/physical exams, immunizations and referrals as needed; conduct vision and hearing screening, scoliosis and other health easements as mandated; monitor compliance with immunizations and school entry physical exam requirements; is on call for all critical accidents and emergencies at all schools; provides assessments, rechecks, referrals and follow ups according to Education Code guidelines and current nursing practice.

Trains and supervises office staff and instructional aides regarding specified duties in Health Services; assists in the planning, development and implementation of emergency/disaster health care standards for students and school staff; reports any unsafe, hazardous, unhealthy, or potentially dangerous conditions to the administrative staff; assist in Special Education and Individual Education Program meetings where significant medical, health, and safety concerns for students are an issue.

Coordinates and serves as a resource and liaison person with community and county health agencies; advises staff on health correction, child welfare, and child neglect cases; provides health care and referral information to parents as needed; prepares and distributes health-related bulletins to parents and staff; serves as a health consultant and resource person in the health instruction curriculum by providing current scientific information from related fields

Maintain record keeping and reporting that pertains to student services and related nursing tasks according to current practices; maintain and submit data for state, District and grant reports; coordinate ordering of materials, equipment, and other resources authorized by administrative staff

Develop as a professional; reflect on current nursing practices and participate in professional development; establish professional goals and pursue opportunities to grow professionally; work with colleagues to improve professional practice. Participates cooperatively with the immediate supervisor in developing the goals and objectives for the department program, and for the basis upon which they will be evaluated in conformance with the District's guidelines for assessment.

Individuals who hold this position may perform additional duties and additional duties may be assigned.

KNOWLEDGE OF

- Needs of medically fragile students
- Correct medical procedures for specialized health needs and emergency medical treatment
- Record keeping and confidentiality laws relating to student records
- Laws and codes related to the administration of health services
- Community health resources
- Effective communication skills, good judgment, and sound decision making utilizing interpersonal skills incorporating tact, patience and courtesy

ABILITY TO

- Establish and maintain effective and positive organizational, public and community relationships

- Demonstrate skill competency in oral and written communications
- Demonstrate good health, hygiene, speech, dress, and emotional stability
- Display appropriate enthusiasm, sense of humor, and good judgement in all District activities
- Be flexible and willing to adjust to new and changing situations
- Perform duties with awareness to all District requirements and Board policies

MINIMUM QUALIFICATIONS

- Possession of Bachelor's Degree and a Health and Development Credential
- Valid California License as a Registered Nurse
- Valid Certificate as a California Public Health Nurse
- Three to five years of experience as a Public Health Nurse or School Nurse

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Valid California Driver's license
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

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

The physical demands of this position include remaining in a stationary position for extended periods of time as well as move or traverse throughout a classroom, school grounds and play yard. Dependent on class/student assignment, the employee will position self appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 50 pounds across and/or around a classroom or play yard. Positioning self physically to assist students is also required. The ability to communicate and exchange accurate information and ideas so others will understand in a noisy environment and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

WORK ENVIRONMENT

While performing the duties of this job, the employee works in several environments including classroom, indoors and outdoors environments. The employee travels in a personal vehicle to various sites. There is constant contact with students, staff, and parents. Employees in this position may have higher exposure to infection from students. The ability to meet multiple demands from several people concurrently is essential. The noise level is usually moderate.

SALARY RANGE

Appropriate placement on the Nurse Management Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees

**LOWELL JOINT SCHOOL DISTRICT
EARLY LITERACY
TEACHER ON SPECIAL ASSIGNMENT (TOSA)**



DEFINITION

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

REPRESENTATIVE DUTIES

Facilitate the alignment of California Preschool Learning Foundations to the Common Core State Standards in developmentally appropriate ways: support teachers to implement developmentally appropriate curriculum; identify child development issues for project planning and program improvements; assist in the development of strategies to help children enter school ready to learn; collaborate with preschool and TK-2 staff to create fluid transition from preschool to kindergarten.

Plan and facilitate training and provide technical support to all early childhood education staff: assist in establishing, planning, organizing and implementing an effective staff development calendar based on identified staff needs and interests; facilitate and support the development of a system for collaboration of exemplary practices.

Provide outreach support or referrals to families as needed: handle and respond to unique or high-risk family situations; determine non-routine responses and develop and maintain community resources and contacts to address these situations; identify family outreach opportunities and make referrals to appropriate agencies as needed.

Attend county and district meetings as directed as they relate to Early Childhood Education department needs; maintain documentation and compliance with program regulations.

Assist in establishing, planning, organizing and implementing an effective parent education and involvement program: assist in planning parent training calendar and meetings; assist in the supervision and recruitment of parents and children; prepare timely reports for tracking health, disabilities and family services provided to families.

Attend professional development workshops to align practice with the District vision: establish professional goals and pursue opportunities to grow professionally; work with colleagues to improve professional practice.

Specific duties are based on the nature and location of the assignment: the omission of specific statements of duties does not exclude the duties if the work is similar, related, or a logical assignment to the position. Individuals who hold this position may perform additional duties and additional duties may be assigned.

KNOWLEDGE OF

- Title 22 and Title 5 Community Care Licensing for child development programs
- Current policies, procedures, standards and grant mandates in the Early Childhood Education Department
- Early Childhood Developmental Psychology & current pedagogical theory
- Organization, planning and evaluation strategies, techniques and procedures
- California Preschool Learning Foundations & Common Core State Standards
- Developmentally appropriate instructional strategies and best practices

- Effective instructional strategies for English Language Learners
- Needs of students of differing socioeconomic, ethnic and linguistic backgrounds
- Early childhood assessment tools utilized by the Early Childhood Education Department
- Technology in the classroom and use of technology in an office environment
- Effective communication skills, good judgment, and sound decision making utilizing interpersonal skills incorporating tact, patience and courtesy

ABILITY TO

- Interact effectively with a variety of agencies and organizations
- Direct, train and evaluate early childhood education staff
- Work independently, adhere to schedules and timelines, maintain records and prepare reports
- Drive a vehicle to conduct work
- Maintain professional relationships with pupils, parents, colleagues, and supervising staff members
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations

MINIMUM QUALIFICATIONS

- Bachelor's degree required with a major in Child Development or Early Childhood Education or a related field
- Three (3) years of early childhood teaching experience
- Experience in a leadership role in early childhood education preferred
- Valid California Driver's License

PREFERRED QUALIFICATIONS

- Master's degree or other advanced degree from an accredited institution of higher learning
- Administrative Services credential desirable
- English/Spanish bilingual preferred

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

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

The physical demands of this position include remaining in a stationary position for extended periods of time as well as move or traverse throughout a classroom, school grounds and play yard. Dependent on class/student assignment, the employee will position self appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 25 pounds across and/or around a classroom or

play yard. Positioning self physically to assist students is also required. Employee will operate office and classroom equipment such as computers, projectors, calculator, and other classroom and office productivity machinery. The ability to communicate and exchange accurate information and ideas so others will understand in a noisy environment and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

MENTAL DEMANDS

Frequent communication of, interpretation of, and analysis of data necessary; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work.

WORK ENVIRONMENT

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

SALARY RANGE

Appropriate placement on the Certificated Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT ELEMENTARY PRINCIPAL



DEFINITION

Under direction of the Superintendent, serves as the administrator and instructional leader of an elementary school facility and director of the total school program consistent with District goals and priorities.

REPRESENTATIVE DUTIES

Establishes overall short and long-range educational goals for school articulated in school plan: monitors, facilitates and ensures implementation of State Standards and courses of study as adopted by the Board of Trustees; monitors, facilitates and develops instructional objectives for annual school standards of expected student progress for certificated staff.

Supervise and evaluate staff performance in accordance with District guidelines for evaluation and assessment, orient new faculty members to the campus, and provide additional assistance to employees as needed: recommends appropriate action in cases of substandard performance; encourages individual teachers in the development of leadership potential; supervises and evaluates the performance of assigned personnel; may plan, assign and direct work of classified employees.

Carries out supervisory responsibilities in accordance with Board Policy, negotiated agreements and applicable laws: maintains an ongoing record of supervision and evaluates activities for each assigned staff member through the use of observations and conferences.

Administers a program of student behavior management and interacts with students to encourage positive performance: administers and monitors the intervention of at-risk students including attending SART meetings and other programs; provides input and direction related to student instruction based upon assessment data and state standards; participates in student IEP and 504 meetings.

Oversee campus safety, security and facility use: coordinates disaster preparedness for site; assists in developing and implementing school plans and organizational procedures for the health, safety, discipline and conduct of students.

Develop as a professional: reflect on administrative practices and participate in professional development; establish professional goals and pursue opportunities to grow professionally; work with colleagues to improve professional practice.

OTHER RESPONSIBILITIES

- Assists scheduling special events during the school day
- Maintains a positive working relationship with parents and community members
- May plan, assign and direct work of certificated and classified employees
- Addresses complaints and resolves problems
- Work in a collaborative setting within the school setting
- Perform other related duties as assigned

KNOWLEDGE OF

- Principles, methods, strategies, goals, and objectives of public education
- Philosophical, educational, fiscal, and legal aspects of public education
- Curriculum, instruction, and pupil service trends, strategies, and techniques

- Student activity, behavior management, and campus supervision methods, procedures, and techniques
- Program and activity audits and evaluation strategies and procedures

ABILITY TO

- Effectively plan, organize, and coordinate the management functions and activities of an elementary school operation
- Demonstrate a positive instructional leadership model
- Effectively analyze problems, issues, concerns, and formulate appropriate alternative solutions
- Communicate effectively both orally and in writing
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations

MINIMUM QUALIFICATIONS

- Minimum of five (5) years of successful classroom teaching experience in an elementary and/or intermediate/junior high school setting required
- Master's degree in Educational Administration or a related field from an accredited institution of higher learning
- Training/experience in the use of instructional technology in the classroom setting required
- Experience in a school or community leadership role which required public speaking and presentations, organization of tasks/projects, and involvement in curriculum planning
- Valid California Teaching Credential authorizing service at either the elementary or secondary level
- Valid California Administrative Services Credential (or in progress)
- Valid California Driver's License

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

PHYSICAL STANDARDS AND WORKING CONDITIONS

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

PHYSICAL DEMANDS

While performing the duties of this position, the employee is regularly required to sit, stand, walk, and talk or hear. The employee frequently is required to use hands and fingers to handle and operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, or crouch. The employee must occasionally lift, push, pull, carry and/or move objects typically weighing up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MENTAL DEMANDS

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

WORK ENVIRONMENT

The employee will work in several environments, including the classroom, office, and, on or near student playground equipment. The employee's primary responsibility is working with staff and students in the office, on the campus and in the classroom. There is frequent contact with staff and public and the need to meet multiple demands from several people. The noise level is moderate.

SALARY RANGE

Appropriate placement on the Certificated Management and Supervisory Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT INDEPENDENT STUDY TEACHER



DEFINITION

Under direction of the site Administrator is responsible for facilitating an engaging instructional environment for learning; through planning, organizing, presenting and evaluating a program of meaningful instruction maximizing the learning potential of each individual student consistent with District goals and priorities.

REPRESENTATIVE DUTIES

Engage students in 21st century learning by connecting students' prior knowledge, life experiences and interests with learning goals using a variety of instructional strategies and resources to respond to students' diverse needs both in-person and virtually: facilitate learning that promotes autonomy as well as group interactions and choice; engaging students in critical thinking and other activities that make subject matter meaningful; promote self-directed reflective learning for all students.

Create and maintain an effective environment for student learning: create a physical environment that engages students; establish a climate that promotes fairness and respect; promote social development and group responsibility; establish and maintain standards for student behavior; plan and implement procedures and routines that support student learning; use instructional time efficiently.

Understand and organize matter for student learning: demonstrate knowledge of subject matter content and student development; organize curriculum to support student understanding of subject matter; interrelate ideas and information within and across subject matter areas; develop student understanding through instructional strategies that are appropriate to the subject matter; use materials, resources and technologies to make subject matter accessible to students.

Plan instruction and design learning experiences for all students: draw on and value students' backgrounds, interests and developmental learning needs; establish and articulate goals for student learning, develop and sequence instructional activities and materials for student learning; design short-term and long-term plans to foster student learning; modify/differentiate instructional plans to adjust for student needs.

Assess student learning: establish and communicate learning goals for students; collect and use multiple sources of information /data to assess student learning; involve and guide students in assessing their own learning; use the results of assessments to guide instruction; communicate with students, families and other audiences about student progress.

Develop as a professional educator; reflect on teaching practices and participate in professional development; establish professional goals and pursue opportunities to grow professionally; work with colleagues to improve professional practice.

OTHER RESPONSIBILITIES

- Ensure student progress to meet District standards, and adhere to District goals and priorities
- Participate in faculty meetings and committees
- Participate in and /or support the sponsorship of pupil activities
- Coordinate support services for students with other staff
- Perform non-class room supervision when equitable and reasonably assigned
- Perform other related duties as assigned

KNOWLEDGE OF

- Current principles, theories, practices, methods and techniques used in curriculum development and instruction
- Procedures and child guidance principles which promote appropriate student conduct and motivation for student learning
- Applicable sections of the State Education Code, the Standards for the Teaching Profession, and other applicable laws
- Research methods and report writing techniques
- Current trends and research concerning the growth and development of children
- Computer and technology applications utilized in education
- Effective communication skills, good judgment, and sound decision making utilizing interpersonal skills incorporating tact, patience and courtesy

ABILITY TO

- Adapt/differentiate plans to meet different needs, learning rates, and instructional levels of pupils
- Create an instructional program and a classroom environment favorable to learning and personal growth
- Establish effective rapport with pupils
- Motivate pupils to develop skills, attitudes, and knowledge needed to provide a good educational foundation in accordance with each pupil's ability
- Monitor children in the virtual environment and at times in “the classroom” setting whether in-person or virtual
- Maintain professional relationships with pupils, parents, colleagues, and supervising staff members
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations

MINIMUM QUALIFICATIONS

- Possession of appropriate California Teaching Credential with CLAD emphasis or English
- Language Learner Authorization
- Possession of a Bachelor's Degree or higher from an accredited institution
- Must meet Federal teacher competency: highly qualified teacher requirements under the Elementary and Secondary Education Act (ESEA)

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

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

The physical demands of this position include remaining in a stationary position for extended periods of time as well as move or traverse throughout, school grounds and play yard. Depending on assignment, the employee will position her/himself appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 50 pounds across and /or around a classroom or play yard. Positioning yourself physically to assist students is also required. Employee will operate office and classroom equipment such as computers, projectors, calculators, and other classroom and office productivity machinery. The ability to communicate and exchange accurate information and ideas so others will understand and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

WORK ENVIRONMENT

While performing the duties of this job, the employee works in several environments including a virtual and in-person classroom, indoor and outdoor environments. The employee's primary responsibility is working with students in a virtual or in-person instructional environment. There is frequent contact with staff and public and the need to meet multiple demands from several people. The noise level may be moderate to very noisy.

SALARY RANGE

Appropriate placement on the Certificated Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees



DEFINITION

Under the direction of the Assistant Superintendent of Instruction, will assist in the implementation of the 21st Century teaching skills, curriculum development and the integration of technology into the classroom to build capacity and expertise which will enhance student outcomes consistent with District goals and priorities.

REPRESENTATIVE DUTIES

Design, implement, and support learning opportunities for teachers intended to build capacity and expertise in the use of instructional technology in the classroom: conduct demonstration lessons and assist with curriculum design; assist teachers through peer coaching, classroom observations, and peer feedback.

Design, organize, and present professional development programs, curriculum, and instruction projects and technology assistance strategies to primarily support English Learners and at-risk students; use student data analysis to show effective instructional technology teaching strategies, lesson designs and co-planning lessons with instructional technology.

Design, implement, and support learning opportunities for English Learners and at-risk students through technology integrations: assist students with the application of technology and 21st Century learning skills; analyze and use assessment data to identify program needs and to evaluate, improve, and report on program effectiveness.

Attend professional development workshops to align practice with the District vision for 21st Century learning: establish professional goals and pursue opportunities to grow professionally; work with colleagues to improve professional practice.

Specific duties are based on the nature and location of the assignment: the omission of specific statements of duties does not exclude the duties if the work is similar, related, or a logical assignment to the position. Individuals who hold this position may perform additional duties and additional duties may be assigned.

KNOWLEDGE OF

- Instructional technology, including software and hardware
- 21st Century learning skills and objectives
- Principles of staff development, techniques and strategies pertaining to instruction
- TK – 8 educational curriculum, instructional goals and objectives, and educational trends and research findings pertaining to educational technology
- Educational technology used in accelerating the achievement of English Learners and at-risk students
- Effective communication skills, good judgment, and sound decision making utilizing interpersonal skills incorporating tact, patience and courtesy

ABILITY TO

- Assist District leadership in planning and organizing the implementation and continued use of instructional technology
- Maintain professional relationships with pupils, parents, colleagues, and supervising staff members.

- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment.
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations

MINIMUM QUALIFICATIONS

- Five (5) years of successful classroom teaching experience in an elementary and/or intermediate/junior high school setting
- Bachelor's degree from an accredited institution of higher learning
- Valid California Teaching Credential with English Learner authorization or equivalent
- Training/experience in the use of instructional technology in the classroom
- Experience in a school or community leadership role which required public speaking and presentations, organization of tasks/projects, and involvement in curriculum planning
- Compliance with No Child Left Behind (NCLB)
- Valid California Driver's License

PREFERRED QUALIFICATIONS

- Master's degree or other advanced degree from an accredited institution of higher learning
- Administrative Services credential desirable

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

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

The physical demands of this position include remaining in a stationary position for extended periods of time as well as move or traverse throughout a classroom, school grounds and play yard. Dependent on class/student assignment, the employee will position self appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 25 pounds across and/or around a classroom or play yard. Positioning self physically to assist students is also required. Employee will operate office and classroom equipment such as computers, projectors, calculator, and other classroom and office productivity machinery. The ability to communicate and exchange accurate information and ideas so others will understand in a noisy environment and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

MENTAL DEMANDS

Frequent communication of, interpretation of, and analysis of data necessary; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work

with frequent interruptions; work under intensive deadlines; interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work.

WORK ENVIRONMENT

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

SALARY RANGE

Appropriate placement on the Certificated Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees



DEFINITION

Under the general direction of the Intermediate Principal, assists in the administration of an intermediate level school facility and the total school program consistent with District goals and priorities.

REPRESENTATIVE DUTIES

Supervise and evaluate staff performance in accordance with District guidelines for evaluation and assessment, orient new faculty members to the campus, and provide additional assistance to employees as needed: recommends appropriate action in cases of substandard performance; encourages individual teachers in the development of leadership potential; supervises and evaluates the performance of assigned personnel; may plan, assign and direct work of classified employees.

Carries out supervisory responsibilities in accordance with Board Policy, negotiated agreements and applicable laws: maintains an ongoing record of supervision and evaluates activities for each assigned staff member through the use of observations and conferences.

Administers a program of student behavior management and interacts with students to encourage positive performance: administers and monitors the intervention and at-risk students and programs; provides input and direction related to student instruction based upon assessment data and state standards; participates in student IEP and 504 meetings.

Oversee campus safety, security and facility use: coordinate disaster preparedness for site; assists in developing and implementing school plans and organizational procedures for the health, safety, discipline and conduct of students.

Provide general supervision to students: supervise assigned extracurricular activities, before/after school and night functions; assist in scheduling special events during the school day; oversee fundraising and ASB programs, which includes tracking, deposits, and collection.

OTHER RESPONSIBILITIES

- Serves as administrative head of the school in the absence of the Intermediate Principal
- Assists with coordinating the development of the master schedule
- Maintains a positive working relationship with parents and community members
- Addresses complaints and resolves problems
- Work in a collaborative setting within the school setting

Individuals who hold this position may perform additional duties and additional duties may be assigned.

KNOWLEDGE OF

- Principles, methods, strategies, goals, and objectives of public education
- Philosophical, educational, fiscal, and legal aspects of public education
- Curriculum, instruction, and pupil service trends, strategies, and techniques
- Student activity, behavior management, and campus supervision methods, procedures, and techniques
- Program and activity audits and evaluation strategies and procedures

- Effective communication skills, good judgment, and sound decision making utilizing interpersonal skills incorporating tact, patience and courtesy

ABILITY TO

- Effectively plan, organize, and coordinate the management functions and activities of an intermediate school operation
- Demonstrate a positive instructional leadership model
- Effectively analyze problems, issues, concerns, and formulate appropriate alternative solutions
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment.
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations

MINIMUM QUALIFICATIONS

- Five (5) years of successful classroom teaching experience in an elementary and/or intermediate/junior high school setting
- Master's degree in Educational Administration or a related field from an accredited institution of higher learning
- Training/experience in the use of instructional technology in the classroom setting required
- Experience in a school or community leadership role which required public speaking and presentations, organization of tasks/projects, and involvement in curriculum planning.
- Valid California Teaching Credential authorizing service at either the elementary or secondary level
- Valid California Administrative Services Credential
- Valid California Driver's License

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

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

The physical demands of this position include remaining in a stationary position for extended periods of time as well as move or traverse throughout a classroom, school grounds and play yard. Dependent on class/student assignment, the employee will position self appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 50 pounds across and/or around a classroom or play yard. Positioning self physically to assist students is also required. Employee will operate office and classroom equipment such as computers, projectors, calculator, and other classroom and office productivity machinery. The ability to communicate and exchange accurate information and ideas so others will understand in a noisy environment and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

MENTAL DEMANDS

Frequent communication of, interpretation of, and analysis of data necessary; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work.

WORK ENVIRONMENT

The employee will work in several environments, including the classroom, office, and, on or near student playground equipment. The employee's primary responsibility is working with staff and students in the office, on the campus and in the classroom. There is frequent contact with staff and public and the need to meet multiple demands from several people. The noise level is moderate to noisy.

SALARY RANGE

Appropriate placement on the Certificated Management and Supervisory Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees



DEFINITION

Under direction of the Superintendent, performs administrative and management functions in carrying out the day to day operational and educational mission of the intermediate school consistent with District goals and priorities.

REPRESENTATIVE DUTIES

Establishes overall short and long-range educational goals for school articulated in school plan: monitors, facilitates and ensures implementation of State Standards and courses of study as adopted by the Board of Trustees; monitors, facilitates and develops instructional objectives for annual school standards of expected student progress for certificated staff.

Supervise and evaluate staff performance in accordance with District guidelines for evaluation and assessment, orient new faculty members to the campus, and provide additional assistance to employees as needed: recommends appropriate action in cases of substandard performance; encourages individual teachers in the development of leadership potential; supervises and evaluates the performance of assigned personnel; may plan, assign and direct work of classified employees.

Carries out supervisory responsibilities in accordance with Board Policy, negotiated agreements and applicable laws: maintains an ongoing record of supervision and evaluates activities for each assigned staff member through the use of observations and conferences; provides leadership through in-service training programs for the development of curriculum and improvement of instruction.

Develops and implement plans for effective school discipline, classroom management: implements required assessments; evaluates and uses assessment data to improve educational procedures and practices; oversee campus safety, security and facility use: coordinates disaster preparedness for site; assists in developing and implementing school plans and organizational procedures for the health, safety, discipline and conduct of students.

Develop as a professional; reflect on administrative practices and participate in professional development; establish professional goals and pursue opportunities to grow professionally; work with colleagues to improve professional practice.

OTHER RESPONSIBILITIES

- Maintains a positive working relationship with parents and community members
- May plan, assign and direct work of certificated and classified employees
- Addresses complaints and resolves problems
- Work in a collaborative setting within the school setting
- Perform other related duties as assigned

KNOWLEDGE OF

- Principles, methods, strategies, goals, and objectives of public education
- Philosophical, educational, fiscal, and legal aspects of public education
- Curriculum, instruction, and pupil service trends, strategies, and techniques
- Student activity, behavior management, and campus supervision methods, procedures, and techniques
- Program and activity audits and evaluation strategies and procedures

ABILITY TO

- Effectively plan, organize, and coordinate the management functions and activities of an elementary school operation
- Demonstrate a positive instructional leadership model
- Effectively analyze problems, issues, concerns, and formulate appropriate alternative solutions
- Communicate effectively both orally and in writing.
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations

MINIMUM QUALIFICATIONS

- Valid California Teaching Credential authorizing service at either the elementary or secondary level
- Valid California Administrative Services Credential
- Master's degree in Educational Administration or a related field from an accredited institution of higher learning
- Minimum of five (5) years of successful classroom teaching experience in an elementary and/or intermediate/junior high school setting required
- Master's degree in Educational Administration or a related field from an accredited institution of higher learning
- Training/experience in the use of instructional technology in the classroom setting required
- Experience in a school or community leadership role which required public speaking and presentations, organization of tasks/projects, and involvement in curriculum planning
- Valid California Driver's License

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

PHYSICAL STANDARDS AND WORKING CONDITIONS

The physical and mental demands described below are representative of those that must be met by employees to successfully perform the essential functions of this position. The information is not an exhaustive list of duties performed, additional duties may be assigned. These physical standards are generic in nature and tasks may vary dependent on school site, department area or age group assigned. Reasonable accommodations may be made to enable individuals with differing abilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this position, the employee is regularly required to sit, stand, walk, and talk or hear. The employee frequently is required to use hands and fingers to handle and operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, or crouch. The employee must occasionally lift, push, pull, carry and/or move objects typically weighing up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MENTAL DEMANDS

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

WORK ENVIRONMENT

The employee will work in several environments, including the classroom, office, and, on or near student playground equipment. The employee's primary responsibility is working with staff and students in the office, on the campus and in the classroom. There is frequent contact with staff and public and the need to meet multiple demands from several people. The noise level is moderate.

SALARY RANGE

Appropriate placement on the Certificated Management and Supervisory Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT MULTI-TIERED SYSTEM OF SUPPORT (MTSS) TEACHER ON SPECIAL ASSIGNMENT (TOSA)



DEFINITION

Under the direction of the Assistant Superintendent of Educational Services, the Teacher on Special Assignment – MTSS will assist in the implementation of District wide initiatives and programs, including: 21st Century teaching skills, curriculum development, the integration of STEAM Education, as it connects to the curriculum inside and outside of the classroom.

REPRESENTATIVE DUTIES

Design, implement, and support learning opportunities for teachers intended to build capacity and expertise in the use of STEAM in the classroom: conduct demonstration lessons and assist with curriculum design; assist teachers through peer coaching, classroom observations, peer feedback, data analysis, lesson design, and co-planning lessons in various areas: STEAM, Horizons (GATE/High Achiever Program), and subject specific content (ELA, Math, Writing)

Design, implement, and support learning opportunities for ALL subgroups including English Learners and at-risk students through STEAM integrations: supports students' college and career readiness utilizing 21st Century learning skills; help provide coordination and support for the Horizons (GATE/High Achiever Program) as well as provide assistance in the design, function and implementation of STEAM Innovation labs

Design, organize, schedule, and present professional development programs, curriculum, and instruction projects and assistance for Transitional Kindergarten through eighth grade teachers in the use of strategies to support ALL subgroups including English Learners and at-risk students; conduct demonstration lessons and assist with curriculum design

Assist students and staff with application of technology and 21st Century learning skills; analyze data to identify program needs and to evaluate, improve, and report on program effectiveness; work with other staff in coordinating various program offerings connected to the ELOP and Early Learning Opportunities

Attend professional development workshops to align practice with the District vision: establish professional goals and pursue opportunities to grow professionally; work with colleagues to improve professional practice

Specific duties are based on the nature and location of the assignment: the omission of specific statements of duties does not exclude the duties if the work is similar, related, or a logical assignment to the position. Individuals who hold this position may perform additional duties and additional duties may be assigned

KNOWLEDGE OF

- Instructional technology as it related to 21st Century learning skills and objectives
- Principles, theories, methods, techniques and strategies pertaining to teaching and instruction of students and adults
- Educational curriculum, instructional goals and objectives, and educational trends and research findings pertaining to educational technology and best practices in the classroom
- Use of data analysis to facilitate in accelerating the achievement of ALL students and subgroups
- Effective communication skills, good judgment, and sound decision making utilizing interpersonal skills incorporating tact, patience and courtesy

ABILITY TO

- Assist District leadership in planning and organizing the implementation of various programs including STEAM Activities and Coding
- Support and assist with the coordination of Horizons (GATE/High Achievers Program)
- Communicate effectively, both orally and in writing
- Use the Google Platform to prepare supplemental materials
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students.
- Help analyze problems and issues and develop appropriate solutions; Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations
- Understand and carry out directions with minimal supervision; manage multiple tasks and utilize technology as a means for various types of communication and record keeping
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment

MINIMUM QUALIFICATIONS

- Five (5) years of successful classroom teaching experience in an elementary and/or intermediate/junior high school setting required
- Bachelor's degree from an accredited institution of higher learning
- Valid California Teaching credential with English Learner authorization or equivalent.
- Training/experience in the various district wide initiatives (Project GLAD, STEAM, Thinking Maps, Write from the Beginning, EDI, etc.) and the use of instructional technology as it relates to the classroom setting
- Experience in a school or community leadership role which required public speaking and presentations, organization of tasks/projects, and involvement in curriculum planning

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff, and parents

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

The physical demands of this position include remaining in a stationary position for extended periods of time as well as move or traverse throughout a classroom, school grounds and play yard. Dependent on class/student assignment, the employee will position self appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 50 pounds across and/or around a classroom or play yard. The ability to communicate and exchange accurate information and ideas so others will understand in a noisy environment and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

MENTAL DEMANDS

Required to use written and oral communication skills, read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks;

work with frequent interruptions; work under intensive deadlines; interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work.

WORK ENVIRONMENT

While performing the duties of this job, the employee works in several environments including classroom, indoors and outdoors environments. Employees in this position may have higher level of exposure to infection from students. There is also frequent contact with staff and public and the need to meet multiple demands from several people. The noise level may be moderate to very noisy.

SALARY RANGE

Appropriate placement on the Certificated Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT PRESCHOOL TEACHER



DEFINITION

Under the direction of the Assistant Superintendent of Educational Services, is responsible for providing educational experiences for children (ages 2 – 5) maximizing the learning potential of each individual student consistent with District goals and priorities.

REPRESENTATIVE DUTIES

Administer day to day operations in accordance to state licensing regulations and State Department of Education preschool guidelines: plan and set up a classroom structure in accordance with program curriculum; review and plan classroom experiences and routines with other staff.

Establish classroom rules and set consistent limits on children's behavior that encourages individual growth, a positive self-image, and ensures the safety of children and adults: maintain an educational environment that provides appropriate stimulation and curriculum; establish a climate that promotes fairness and respect, social development and group responsibility; use instructional time efficiently.

Assess student learning: establish and communicate learning goals for students; collect and use multiple sources of information/data to assess student learning; involve and guide students in assessing their own learning; use the results of assessments to guide instruction; communicate with students, families and other audiences about student progress.

Develop as a professional educator; reflect on teaching practices and participate in professional development; establish professional goals and pursue opportunities to grow professionally; work with colleagues to improve professional practice.

OTHER RESPONSIBILITIES

- Assure student progress to meet District standards, and adhere to District goals and priorities.
- Participate in faculty meetings and committees
- Perform non-classroom supervision when equitable and reasonably assigned
- Plan and direct the work of volunteers who may assist in the classroom
- Work in a collaborative setting within the school setting

Individuals who hold this position may perform additional duties and additional duties may be assigned.

KNOWLEDGE OF

- Current principles, theories, practices, methods and techniques used in curriculum development and classroom instruction.
- Classroom procedures and child guidance principals which promote appropriate student conduct and motivation for student learning.
- Applicable sections of the State Education Code and Preschool Program Guidelines for Child Development
- Current trends and research concerning the growth and development of children.
- First aid and CPR.
- Computer and technology applications utilized in education
- Effective communication skills, good judgment, and sound decision making utilizing interpersonal skills incorporating tact, patience and courtesy

ABILITY TO

- Adapt/differentiate plans to meet different needs, learning rates, and instructional levels of pupils.
- Create an instructional program and a classroom environment favorable to learning and personal growth.
- Establish effective rapport with pupils.
- Motivate pupils to develop skills, attitudes, and knowledge needed to provide a good educational foundation in accordance with each pupil's ability.
- Monitor children in classrooms.
- Maintain professional relationships with pupils, parents, colleagues, and supervising staff members
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations

MINIMUM QUALIFICATIONS

- Possession of a Bachelor's Degree in Education
- A minimum of 2 years teaching at the Preschool level
- 24 ECE/CD units including core Child Care courses
- Site Supervisor Permit

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

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

The physical demands of this position include remaining in a stationary position for extended periods of time as well as move or traverse throughout a classroom, school grounds and play yard. Dependent on class/student assignment, the employee will position self appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 50 pounds across and/or around a classroom or play yard. Positioning self physically to assist students is also required. Employee will operate office and classroom equipment such as computers, projectors, calculator, and other classroom and office productivity machinery. The ability to communicate and exchange accurate information and ideas so others will understand in a noisy environment and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

WORK ENVIRONMENT

While performing the duties of this job, the employee works in several environments including classroom, indoors and outdoors environments. The employee's primary responsibility is working with students in a classroom or instructional environment. Employees in this position may have higher level of exposure to

infection from students. There is also frequent contact with staff and public and the need to meet multiple demands from several people. The noise level may be moderate to very noisy.

SALARY RANGE

Appropriate placement on the Certificated Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees



DEFINITION

Under the direction and supervision of the Director of Special Education, provide consultation, coaching, instructional planning and support for general education and special education staff. Work directly with District, SELPA, school staff, students, parents, and outside agencies collaboratively to support students with disabilities. Ensure the provision of educationally related mental health services for eligible special education students.

REPRESENTATIVE DUTIES

Assist staff in developing and implementing accommodations and modifications of core curriculum for students with disabilities; supervise and monitor the documentation of student progress by school personnel; visit school facilities, attend school meetings; advise staff regarding additional services as new needs arise; conduct assessments and assist with IEP (Individualized Educational Program) development; attend and facilitate and support positive, effective IEP meetings.

Support curriculum, instruction and professional development: assist in the development of policy and procedure and coordinate implementation of educationally-related mental health and counseling services; provide technical assistance, consultation, and training to schools regarding community resources and other mental health issues, as necessary; facilitate training for school staff in prevention and proactive pre-referral activities and behavioral support systems; provide social and behavioral services supervision and support to schools.

Establish positive supportive relationships with staff, parents, and students to support student learning; effectively engage diverse families in the coordination process and assure access to educationally related mental health services; provide monitoring and oversight of non-public school placements and services. Implement required state and federal compliance procedures; provide complex case or exceptional needs consultation and support case coordination; perform resource coordination, information, and referral processes with other county agencies, community organizations, special education service provision to students, including mental health.

OTHER RESPONSIBILITIES

- Develop, coordinate and supervise trainings in educationally related services and systems to various stakeholder groups
- Travel to sites in which services are being conducted, which may include in and out of state residential treatment facilities, non-public schools and non-public agencies, county special education and district settings
- Provide support, oversight and reporting for special education funds and budgets, including mental health
- Assist in the development of district special education policies and procedures
- Perform other related duties as assigned

KNOWLEDGE OF

County agencies and community organizations to coordinate effective special education service provision to students, including mental health

Supervision and motivation techniques for students with special needs

Educationally-related mental health and counseling services

Principles of staff development, techniques and strategies pertaining to instruction

ABILITY TO

Understand and facilitate compliance with state and federal laws and regulations.

Develop resources for professional development based on district needs

Demonstrate knowledge of core curriculum and strategies for implementation.

Facilitate and support the continuum of counseling interventions available for students enrolled in general and special education programs, including residential treatment facilities

Develop, analyze and support special education programs and services

Work with staff, students, and families enrolled within the district in order to facilitate the provision of educationally related mental health services

MINIMUM QUALIFICATIONS

- Minimum three years of school/clinical or field related experiences.
- Three or more years of administrative or administrative related experience – Desired
- Possess ONE or more of the following Credentials and Licenses:
 - Pupil Personnel Services Credential - School Psychology
 - Administrative Credential
 - Education Specialist Credential
- Evidence of work experience demonstrating administrative leadership
- Excellent interpersonal skills to work effectively with students, teachers, administrators, families, and outside agencies

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

PHYSICAL STANDARDS AND WORKING CONDITIONS

The work environment and physical demands of the position as described is representative of those that must be met by an employee to successfully perform the essential functions of this category position. The information is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned. These physical standards are generic in nature and tasks may vary. Reasonable accommodations may be made to enable individuals with differing abilities to perform the essential functions.

PHYSICAL DEMANDS

The physical demands of this position include remaining in a stationary position for extended periods of time as well as move or traverse throughout a classroom, school grounds and play yard. Dependent on class/student assignment, the employee will position self appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 50 pounds across and/or around a classroom or play yard. The ability to communicate and exchange accurate information and ideas so others will understand in a noisy environment and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

MENTAL DEMANDS

Required to use written and oral communication skills, read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact cooperatively with District staff, parents, community members, vendors, and other organizations; occasionally required to deal with conflict situations.

WORK ENVIRONMENT

While performing the duties, employees are subject to constant interruption and are in direct contact with the public and employees. Negative interactions resulting from these contacts can result in stressful situations. These positions may be high volume positions and may work without direct and/or constant supervision. The noise level in an office environment is moderate.

SALARY RANGE

Appropriate placement on the Certificated Management and Supervisory Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees



DEFINITION

Under the general supervision of the School Principal plans develops and assists in the implementation of student individualized educational programs (IEP); works with students in the classroom; administers and interprets diagnostic and standardized tests; and plans for special needs students in accordance with District goals and priorities.

REPRESENTATIVE DUTIES

Assists classroom teacher in the identification of children with learning difficulties: evaluates and maintains records of progress on individual children in accordance with their Individual Education Plan (IEP); develops and maintains a classroom environment conducive to effective learning; fosters good health and safety standards at all times; assumes responsibility for behavior of children in the total school environment as well as in the classroom

Uses a variety of instructional techniques and instructional media applicable to groups or individuals of varying abilities: works with small groups of children in the development of a systematic program of reading instruction, including basic skills of word recognition, comprehension, and vocabulary development; and math facts and computation; provides instruction in the use of oral language development

Makes effective daily and long-range plans and goals: prepares and submits reports and attendance records accurately and promptly; plans and evaluates classroom activities with total group and individual children; provides for continuous child self-evaluation consistent with educational objectives and District policy

Serves as a resource to teachers in recommending appropriate methods, techniques, materials, and equipment: assists teachers in the methods of informal observation of child behavior as a means of detecting learning problems; conducts demonstrations for teachers using a variety of instructional methods and techniques

Develop as a professional educator: reflect on teaching practices and participate in professional development; maintain study of current practices and research; establish professional goals and pursue opportunities to grow professionally; work with colleagues to improve professional practice

OTHER RESPONSIBILITIES

- Assists children in building appropriate self-help skills.
- Assists teachers in reporting student progress to parents.
- Works with the home to achieve improvement in each child's behavior and learning.
- Plans and coordinates the work of aides or other paraprofessionals.
- Collaborate with other professionals in the program as needed
- Exchange information and resolve issues as needed
- Assure student progress to meet District standards, and adhere to District goals and priorities.
- Participate in faculty meetings and committees

Individuals who hold this position may perform additional duties and additional duties may be assigned

KNOWLEDGE OF

- Applicable sections of the State Education Code and other Special Education laws
- Technical aspects of the educational resource field

- Curriculum for learning challenged and at-risk students
- Classroom procedures and child guidance principals which promote appropriate student conduct and motivation for student learning
- Applicable sections of the State Education Code, the Standards for the Teaching Profession, and other applicable laws
- Research methods and report writing techniques
- Current trends and research concerning the growth and development of children
- Computer and technology applications utilized in education
- Effective communication skills, good judgment, and sound decision making utilizing interpersonal skills incorporating tact, patience and courtesy

ABILITY TO

- Administer and interpret diagnostic and standardized tests
- Communicate and coordinate activities with various personnel and with outside agencies
- Prioritize and schedule meetings and timelines
- Train and provide work direction to others
- Maintain professional relationships with pupils, parents, colleagues, and supervising staff members
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations

MINIMUM QUALIFICATIONS

- Bachelor's degree or higher with an emphasis in Special Education or closely related field
- Valid California Teaching Credential with CLAD or BCLAD authorization
- California Credential/Clear Specialist Instructional/Learning Handicap
- Resource Specialist Certificate of Competence
- Valid California driver's license

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

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

The physical demands of this position include remaining in a stationary position for extended periods of time as well as move or traverse throughout a classroom, school grounds and play yard. Dependent on class/student assignment, the employee will position self appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 50 pounds across and/or around a classroom or play yard. Positioning self physically to assist students is also required. Employee will operate office and classroom equipment such as computers, projectors, calculator, and other classroom and office productivity

machinery. The ability to communicate and exchange accurate information and ideas so others will understand in a noisy environment and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

WORK ENVIRONMENT

While performing the duties of this job, the employee may work at a single site and/or may travel in personal vehicle from site to site. The employee's primary responsibility is working with students in a classroom and/or resource/pull-out environment. Employees in this position may have higher level of exposure to infection from students. There is also frequent contact with staff and public and the need to meet multiple demands from several people. The noise level may be moderate to noisy.

SALARY RANGE

Appropriate placement on the Certificated Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees



DEFINITION

Under the supervision of the School Principal, coordinates the counseling and guidance program of the school site and other related functions as required consistent with District goals and priorities.

REPRESENTATIVE DUTIES

Provides all learners access to a developmentally appropriate career and college guidance; meet with students and their parents to explain academic and behavior records, the course work, and academic progress needed for satisfactory completion of junior high school; collect, organize, and analyze student information through the use of education historical data, test results, and interview techniques.

Appraise student interests, aptitudes, and attitudes utilizing a variety of assessment strategies and techniques; assists students in understanding and seeking solutions to social, emotional or academic problems and issues; serves as a resource pertaining to student behavior management strategies, and welfare and attendance concerns; meet, confer, and counsel with parents, and school personnel in developing alternative solutions to student academic, social, and emotional problems and concerns.

Pursuant to the requirements of the School Supplemental Counseling Program, the counselor will assist in the development and implementation of programs in grades seven and eight for students who are deemed to be Far Below Basic in English/language arts or mathematics pursuant to the California Standards Test, and provide support to students who are at risk of not graduating with the rest of their class and assist them to successfully transition to high school.

Effectively participate in the planning and implementation of school guidance and curricular programs; perform individual and group counseling and guidance functions including academic, career, vocational, and behavioral counseling; assist in the planning, development, and conduct of programs that enhance student educational opportunities including speaker programs, student visitation programs or other similarly related activities.

Serve as a resource to site and District personnel: assist in the administration and interpretation of standardized tests; assist in the development and monitoring of individual education and 504 plans for students; assist in identifying school program needs, and participate in developing school instructional programs geared to meet individual student needs; assist with the development of behavioral contracts for all special education students; assist in behavioral management programs and in resolving welfare and attendance problems and concerns.

Develop as a professional: seek out opportunities for professional development to enhance content knowledge and skill; establish professional goals and work with colleagues to improve professional practice.

OTHER RESPONSIBILITIES

- Plan and conduct in-service educational experiences for staff and/or District
- Collaborate with elementary school personnel to assist learners in making a smooth transition to intermediate school
- Establish, maintain, and monitor the maintenance of a variety of files and records pertaining to student counseling, guidance, and related matters.
- Participate in faculty meetings and committees
- Participate in and/or support the sponsorship of pupil activities.
- Work in a collaborative setting within the school setting.

Individuals who hold this position may perform additional duties and additional duties may be assigned.

KNOWLEDGE OF

- Principles, methods, techniques, strategies, and trends in educational, social, and emotional adjustment counseling
- Applicable and appropriate interest and achievement appraisal instruments, techniques, and procedures
- Social, emotional, and behavioral characteristics of adolescent students
- Program evaluation and research techniques, strategies, and procedures
- Appropriate curriculum and instructional programs pertaining to students with a variety of aptitudes and varying interests
- Current trends and research concerning the growth and development of children.
- Computer and technology applications utilized in education
- Effective communication skills, good judgment, and sound decision making utilizing interpersonal skills incorporating tact, patience and courtesy

ABILITY TO

- Assist students in effectively analyzing and developing alternative solutions to behavioral, education, social, and emotional problems and concerns
- Conduct, analyze, and effectively utilize a variety of individual and group testing procedures and instruments applicable to student clients
- Effectively deal with site and District personnel, parents, social, and youth service agencies in resolving student problems and concerns
- Prepare and deliver presentations
- Maintain professional relationships with pupils, parents, colleagues, and supervising staff members
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment
- Perform the essential duties of the job with or without reasonable accommodation

MINIMUM QUALIFICATIONS

- Possession of a Bachelor's Degree in psychology, counseling, and guidance from an accredited institution of higher learning
- California Pupil Personnel Services Credential authorizing services as a counselor

PREFERRED QUALIFICATIONS

- Master's Degree of higher in psychology, counseling and guidance from and accredited institution of higher learning
- Two years of guidance service

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

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

The physical demands of this position include remaining in a stationary position for extended periods of time as well as move or traverse throughout a classroom, school grounds and play yard. Dependent on class/student assignment, the employee will position self appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 50 pounds across and/or around a classroom or play yard. Positioning self physically to assist students is also required. Employee will operate office and classroom equipment such as computers, projectors, calculator, and other classroom and office productivity machinery. The ability to communicate and exchange accurate information and ideas so others will understand in a noisy environment and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

MENTAL DEMANDS

Mental acuity to perform the essential functions of this position in a safe, accurate, neat, and timely fashion and to make and evaluate the results of judgments and decisions is a must. Employee may be exposed to hostile or abusive individuals and must endure high tolerance for ongoing stressful situations.

WORK ENVIRONMENT

While performing the duties of this job, the employee works in several environments including classroom, indoors and outdoors environments. The employee's primary responsibility is working with students in a classroom and/or resource/pull-out environment. Employees in this position may have higher level of exposure to infection from students. There is frequent contact with staff and public and the need to meet multiple demands from several people. This environment may be expected to include frequent interruptions, moderate noise level that may occasionally become very noisy.

SALARY RANGE

Appropriate placement on the Counselor Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees



DEFINITION

Under direction of the Principal and Director of Special Education, serves as psychologist to students in TK – 8: evaluate the specialized needs of students in the educational setting; assist students in understanding and seeking solution to social, emotional, or academic problems and issues; serves as a resource pertaining to student behavior management, learning strategies, welfare and attendance problems and concerns; plans and carries out programs to enable children to attain maximum achievement and adjustment.

REPRESENTATIVE DUTIES

Perform a variety of individual and group psycho-educational assessment and diagnosis of specific learning, emotional, and behavioral disabilities: prepares recommendations pertaining to student remediation, placement in special programs and interventions; counsel pupils individually and in small groups using a variety of data gathering and therapy techniques; assist in the development and monitoring of individual education plans for students with exceptional needs.

Consult and confer with instructional and administrative personnel in the development and implementation of instructional methods and procedures designed to facilitate learning and to overcome learning and behavioral disorders: serve as a member of student study teams and collaborate with other team members in planning special programs and usage of remedial instructional materials for students with special needs.

Participate in parent conferences, pupil evaluation reviews and provide pupil profiles indicating learning strengths and weaknesses: consult with parents to further their understanding of the learning and emotional adjustment process pertaining to their child; refers individuals to community agencies to secure medical, vocational, or social services for student or family.

Serves as a liaison between the schools and mental health and juvenile agencies in pursuing referral follow ups: assist in the development and monitoring of individual education plans for students with exceptional needs; serves as consultant to school board, superintendent, administrative committees and parent teacher groups in matters involving psychological services within education system or school; conducts needs assessment, researches, writes, and develops evaluative schemes for specific programs at the District level.

OTHER RESPONSIBILITIES

- Assist in identifying school psychological service needs
- Plan and present, as requested, a variety of management related reports pertaining to school psychological service functions and activities
- Participate in faculty meetings and committees
- Work in a collaborative setting within the school setting
- Perform other related duties as assigned

KNOWLEDGE OF

- Principle methods, techniques, strategies, and trends in educational, social and emotional adjustment assessment functions;
- Applicable and appropriate psychological and achievement appraisal instruments, techniques and procedures
- Social and youth service agencies in the local and greater metropolitan area
- Evaluation and research techniques, strategies, and procedures

- Curriculum and instruction programs proven to be beneficial to pupils with special learning needs
- Conflict resolution procedures

ABILITY TO

- Provide informative in-service programs to school staff and parents
- Develop alternative solutions to behavioral, educational, social, and emotional problems and concerns
- Effectively deal with site and District personnel, parents, social service, and youth service agencies in resolving student problems and concerns
- Maintain professional relationships with pupils, parents, colleagues, and supervising staff members.
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students.
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations.
- Communicate effectively both orally and in writing.
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment.
- Perform the essential duties of the job with or without reasonable accommodation

MINIMUM QUALIFICATIONS

- Possession of a Master's Degree or higher from an accredited institution of higher learning
- Possession of California Pupil Personnel Services School Psychology Credential
- Experience as a school psychologist; classroom teacher or counselor at the elementary level is desirable

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

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

The physical demands of this position include frequent sitting and standing for extended periods of time. Dependent on class/student assignment, the employee may occasionally lift, push, pull, and/or move up to 50 pounds. Repetitive bending at the waist, as well as kneeling, stooping, crouching to assist students is also required. Employees may reach overhead, above the shoulders, and horizontally. Dexterity of hands and fingers to demonstrate activities or run equipment is required as is hearing and speaking to exchange information, make presentations, hear in a noisy environment and locate the source of a sound. Seeing to read a variety of materials and monitor student activities is also required.

MENTAL DEMANDS

Mental acuity to perform the essential functions of this position in a safe, accurate, neat, and timely fashion and to make and evaluate the results of judgments and decisions is a must. Employee may be exposed to hostile or abusive individuals and must endure high tolerance for ongoing stressful situations.

WORK ENVIRONMENT

While performing the duties of this job, the employee works in several environments including classroom, indoors and outdoors environments. The employee's primary responsibility is working with students in the office, a classroom, and/or resource/pull-out environment. Employees in this position may have higher level of exposure to infection from students. There is also frequent contact with staff and public and the need to meet multiple demands from several people. The noise level may be moderate noisy.

SALARY RANGE

Appropriate placement on the Certificated Management and Supervisory Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees



DEFINITION

Under the supervision of the Principal, the SDC classroom teacher works with students who have mild/moderate disabilities in a classroom setting providing meaningful instruction, evaluation, and supervision, maximizing the learning potential of each student consistent with District goals and priorities.

REPRESENTATIVE DUTIES

Work with identified students in and out of the classroom in individual and small group skill based instruction; present appropriate instructional material; inspect student work assignments and progress; assess and evaluate accordingly.

Apply appropriate learning theories for individuals with exceptional need: write appropriate IEP goals and objectives for students on caseload; observe and monitor children's behavior and development in their environment; present activities that are developmentally appropriate for the students and are specifically designed to conform to the student's IEP; assist in providing access to various developmentally appropriate equipment and specialized materials.

Plan and implement appropriate integration experiences for pupils: establish and maintain standards for student behavior/control required to achieve an effective learning environment; participate in outings and field trips with students and faculty as needed; assist in providing opportunities for students to develop self-esteem and to develop pre-academic skills.

Interact and consult with family members, teachers, and other service providers, as needed: assist parents to seek and coordinate other services in their community that may be provided to their children by various agencies; consult with family regarding family involvement activities.

Develop as a professional educator: reflect on teaching practices and participate in professional development; maintain study of current practices and research; establish professional goals and pursue opportunities to grow professionally; work with colleagues to improve professional practice.

OTHER RESPONSIBILITIES

- Monitor and coordinate assessment and reassessment procedures
- Develop and monitor individual prescriptive intervention plans in response to proficiency assessments
- Maintain a record keeping system that facilitates short and long term evaluation of student progress
- Provide appropriate standard based instruction to meet student needs
- Collaborate with other professionals in the program as needed
- Exchange information and resolve issues as needed
- Assure student progress to meet District standards, and adhere to District goals and priorities.
- Participate in faculty meetings and committees

Individuals who hold this position may perform additional duties and additional duties may be assigned.

KNOWLEDGE OF

- Current principles, theories, practices, methods and techniques used in curriculum development and classroom instruction
- Child guidance principles and practices related to students with special education needs

- Applicable sections of Education Code, CA law and other special education laws relating to minors including student and parental rights
- Equipment and technology operation related to special needs instruction
- Curriculum and lesson development to meet IEP goals
- Terminology involved in special education programs
- Current trends and research concerning students with special needs
- Child growth and development/behavior characteristics
- Conflict resolution procedures
- Effective communication skills, good judgment, and sound decision making utilizing interpersonal skills incorporating tact, patience and courtesy

ABILITY TO

- Perform a variety of professional duties to assist special education students with identified needs
- Administer and interpret diagnostic standardized tests
- Assist students in reaching appropriate instructional levels
- Meet schedules and timelines
- Work independently with little direction and confidentially with discretion
- Assist students as needed
- Maintain professional relationships with pupils, parents, colleagues, and supervising staff members
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations

MINIMUM QUALIFICATIONS

- Bachelor's degree or higher with an emphasis in Special Education or closely related field
- Valid California Teaching Credential with CLAD or BCLAD authorization
- Possession of an appropriate Special Education or Education Specialist Credential authorized to teach moderate needs students

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

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

The physical demands of this position include remaining in a stationary position for extended periods of time as well as move or traverse throughout a classroom, school grounds and play yard. Dependent on class/student assignment, the employee will position self appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 50 pounds across and/or around a classroom or

play yard. Positioning self physically to assist students is also required. Employee will operate office and classroom equipment such as computers, projectors, calculator, and other classroom and office productivity machinery. The ability to communicate and exchange accurate information and ideas so others will understand in a noisy environment and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

WORK ENVIRONMENT

While performing the duties of this job, the employee works in several environments including classroom, indoors and outdoors environments and on, or near student playground equipment. The employee's primary responsibility is working with students in a classroom and/or resource/pull-out environment. Employees in this position may have higher level of exposure to infection from students. There is also frequent contact with staff and public and the need to meet multiple demands from several people. The noise level may be moderate to very noisy.

SALARY RANGE

Appropriate placement on the Certificated Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees



DEFINITION

Under general direction of the Assistant Superintendent of Curriculum serves as district speech and language specialist. Provides specialized speech and language services including therapy, evaluation, and assistance to individuals or groups of students who qualify for services as established by State Standards. Consults with staff and parents regarding speech therapy and instruction strategies.

REPRESENTATIVE DUTIES

Provide specialized services and assist and with assessment and screening of students with speech and language deficiencies; utilize age-appropriate standardized and non-standardized testing and assessment tools; provide phonological and language training in individual or small groups of students.

Develop and monitor individual prescriptive intervention plans in response to speech and language proficiency assessments: complete concise and valid assessment reports including diagnostic information and treatment recommendation for initial evaluation and periodic IEPs, participate in developing IEPs for students who qualify for DIS.

Provide individual and small group therapy: schedule caseload; makes effective daily and long-range plans; establish and maintain standards of student behavior/control required to achieve an effective learning atmosphere.

Participate in IEP meetings and consultations to provide assessment information to teachers and parents; provide assessment of current communication skills and recommendations for future instructional needs; confer with parents about their children's progress on a regular basis.

OTHER RESPONSIBILITIES

- Operate a computer terminal and other specialized diagnostic and office equipment such as speech and language software, video camera, tape recorder and various electronic communication devices
- Prepare and maintain a variety of related records and reports such as IEP forms and assessment paperwork, daily speech and attendance register, notes and files for annual IEPs
- Work with teachers to improve speaking and listening skills within the classroom
- Participate in all State/Federal review processes as requested
- Participate in faculty meetings and committees
- Work in a collaborative setting within the school setting

Individuals who hold this position may perform additional duties and additional duties may be assigned.

KNOWLEDGE OF

- Advanced-level diagnostic and clinical procedures, tests, and equipment used in treatment of speech and language disorders
- Computer operation, applicable hardware and software associated with adaptive and speech and language technology
- Augmentative communication devices for students with severe handicaps
- Assessment theories, practices and techniques utilized for integration of students with special needs.
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Child guidance principles and practices related to children with special education needs
- Record keeping techniques

- Applicable section of the State Education Code and other applicable laws
- Effective communication skills, good judgment, and sound decision making utilizing interpersonal skills incorporating tact, patience and courtesy

ABILITY TO

- Evaluate, plan and implement goals and objectives to meet the communication needs of individual students
- Conduct language and speech testing and assessment
- Provide speech and language therapy; monitor and evaluate student progress
- Maintain records and generate reports
- Prepare and deliver oral presentations
- Maintain professional relationships with pupils, parents, colleagues, and supervising staff members
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment
- Perform the essential duties of the job with or without reasonable accommodation

MINIMUM QUALIFICATIONS

- Possession of a Master's Degree or higher in communicative disorders or closely related field from an accredited institution of higher learning
- Clinical Rehabilitative Services Credential required by the State of California
- Two years private or clinical experience in field preferred
- Valid CA driver's license

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

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

The physical demands of this position include remaining in a stationary position for extended periods of time as well as move or traverse throughout a classroom, school grounds and play yard. Dependent on class/student assignment, the employee will position self appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 50 pounds across and/or around a classroom or play yard. Positioning self physically to assist students is also required. Employee will operate office and classroom equipment such as computers, projectors, calculator, and other classroom and office productivity machinery. The ability to communicate and exchange accurate information and ideas so others will understand in a noisy environment and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

WORK ENVIRONMENT

While performing the duties of this job, the employee may work at a single site and/or may travel in personal vehicle from site to site. The employee's primary responsibility is working with students in a classroom and/or resource/pull-out environment. Employees in this position may have higher level of exposure to infection from students. There is also frequent contact with staff and public and the need to meet multiple demands from several people. The noise level may be moderate to noisy.

SALARY RANGE

Appropriate placement on the Speech Language Pathologist Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees

**LOWELL JOINT SCHOOL DISTRICT
STEAM INNOVATION COACH
TEACHER ON SPECIAL ASSIGNMENT (TOSA)**



DEFINITION

Under the direction of the Assistant Superintendent of Educational Services, the Teacher on Special Assignment (TOSA) –STEAM Innovation Coach will assist, by serving as an instructional coach, in the implementation of the 21st Century teaching skills, curriculum development and the integration of STEAM Education as it connects to the curriculum inside and outside of the classroom.

REPRESENTATIVE DUTIES

Design, implement, and support learning opportunities for teachers intended to build capacity and expertise in the use of STEAM/Coding in the classroom: conduct demonstration lessons and assist with curriculum design; assist teachers through peer coaching, classroom observations, peer feedback, student data analysis of effective STEAM/Coding teaching strategies, lesson design and co-planning lessons in STEAM/Coding.

Design, implement, and support learning opportunities for ALL subgroups including English Learners and at-risk students through STEAM/Coding integrations: supports students' college and career readiness utilizing 21st Century learning skills; help provide coordination and support for the Horizons (GATE/High Achiever Program) as it relates to STEAM/Coding.

Develop curriculum that effectively integrates the use of STEAM/Coding in the teaching and learning process: design, organize, schedule, and present professional development programs, curriculum, and instruction projects and assistance for Transitional Kindergarten through eighth grade teachers in the use of STEAM/Coding and strategies to support ALL subgroups including English Learners and at-risk students; provide assistance in the design, function, and implementation of the STEAM Innovation Labs at each school; analyze and use data to identify program needs and to evaluate, improve, and report on program effectiveness.

Attend professional development workshops to align practice with the District vision for 21st Century learning; establish professional goals and pursue opportunities to grow professionally; work with colleagues to improve professional practice.

Specific duties are based on the nature and location of the assignment: the omission of specific statements of duties does not exclude the duties if the work is similar, related, or a logical assignment to the position. Individuals who hold this position may perform additional duties and additional duties may be assigned.

KNOWLEDGE OF

- Instructional technology as it relates to STEAM/Coding
- 21st Century learning skills and objectives
- Principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of students and adults
- Educational curriculum, instructional goals and objectives, and educational trends and research findings pertaining to educational technology and STEAM/Coding
- STEAM/Coding to facilitate in accelerating the achievement of all students and subgroups
- Effective communication skills, good judgment, and sound decision making utilizing interpersonal skills incorporating tact, patience and courtesy

ABILITY TO

- Assist District leadership in planning and organizing the implementation and continued use of STEAM Activities and Coding
- Support and assist with the coordination of the Horizons (GATE/High Achiever Program) related to STEAM/Coding
- Communicate effectively, both orally and in writing
- Use the Google Platform to prepare supplemental materials
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations

MINIMUM QUALIFICATIONS

- Valid California Teaching credential with English Learner authorization or equivalent
- Compliance with No Child Left Behind (NCLB)
- Five (5) years of successful classroom teaching experience in an elementary and/or intermediate/junior high school setting required
- Bachelor's degree from an accredited institution of higher learning
- Training/experience in the use of instructional technology as it relates to STEAM/Coding in the classroom setting required
- Experience in a school or community leadership role which required public speaking and presentations, organization of tasks/projects, and involvement in curriculum planning

PREFERRED QUALIFICATIONS

- Master's degree or other advanced degree from an accredited institution of higher learning
- Administrative Services credential desirable

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

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

The physical demands of this position include remaining in a stationary position for extended periods of time as well as move or traverse throughout a classroom, school grounds and play yard. Dependent on class/student assignment, the employee will position self appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 50 pounds across and/or around a classroom or play yard. The ability to communicate and exchange accurate information and ideas so others will understand in a noisy environment and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

MENTAL DEMANDS

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

WORK ENVIRONMENT

While performing the duties of this job, the employee works in several environments including classroom, indoors and outdoors environments. Employees in this position may have higher level of exposure to infection from students. There is also frequent contact with staff and public and the need to meet multiple demands from several people. The noise level may be moderate to very noisy.

SALARY RANGE

Appropriate placement on the Certificated Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees



DEFINITION

Under the general direction of the Board of Trustees, supervises all District operations in accordance with Board Policies. Although the Superintendent may delegate appropriate powers and duties so that operational decision can be made at various administrative levels, he/she is responsible for the execution of these powers and duties and will establish administrative regulations as needed to serve as the instructional leader for the District.

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

REPRESENTATIVE DUTIES

The Superintendent of Schools is the chief executive officer of the Board of Trustees. (Education Code 35035) Shall act as secretary to the Board and shall prepare agenda and minutes of Board meetings, handles Board correspondence, and maintains all Board records, contracts, and other documents; is responsible for carrying out all policies established by the Board and advises the Board on the need for new and/or revised policies and make policy recommendations based on data and input from staff members and advisory committees. In cases not specifically covered by Board policies, the Superintendent shall take appropriate action and report such action to the Board not later than the next Board meeting; shall be present at all meeting of the Board and its special committees except when pertaining to their reemployment being considered by the Board. All matters requiring Board action, together with the materials needed for informed decisions shall be submitted by the Superintendent; they shall be advisor to the Board in all its deliberations.

All individuals employed by the Board are responsible to the Superintendent of Schools. The Superintendent shall establish such regulations and give such instructions to the school employees as may be necessary to make the policies of the Board effective; shall determine whether certificated employees have a valid certificate as required by law (Ed. Code 35035); shall be responsible for ensuring the evaluation of each staff member; shall have the power to transfer certificated employees from one school to another. The decision shall be based on the best interest of the District and be consistent with the adopted Board policy concerning transfers and the provisions of existing collective bargaining agreements. (Ed. Code 35035 cf. 4-114- Transfers/Reassignment) Shall submit in writing recommendations in respect to all candidates for employment. The Board shall accept or reject such recommendations, but should employ candidates only on the Superintendent's recommendations; shall recommend to the Board a student's suspension or expulsion under the appropriate circumstances. (Ed. Code 48900)

The Superintendent shall formulate and recommend for the consideration of the Board personnel policies needed for efficient functioning of the District staff; shall direct the operations and activities of administrators; see they effectively guide and coordinate the operations and activities of the educational system; secure their assistance in formulation the internal objectives, plans, and programs; evaluate their job performance; and stand ready at all times to render them advice and support.

The Superintendent shall formulate and administer a program of supervision for all schools and provide professional leadership for the education program of the schools; shall formulate educationally sound policies and present them to the Board for consideration; shall regularly report to the Board on all aspects of the District's education program and submit a school calendar for the ensuing school year; shall provide program articulation with the Fullerton Joint Union High School District whenever possible and feasible.

The Superintendent serves as the District's chief negotiator during the collective bargaining process; will ensure effective relations with employee organizations are maintained. The Superintendent will establish and maintain liaisons with community groups which are interested or involved in the education programs of the District; shall serve as the District's advisor to the Lowell Joint Education Foundation; shall represent and advocate for the District in dealings with other school systems, professional organizations, business firms, agencies of government, and general public. The Superintendent shall be directly responsible for the District's website and for the news releases and/or other items of public interest emanating from all District employees that pertain to education matters, policies, procedures, school related incidents, or events, and shall approve media interviews of this nature with District employees.

The Superintendent (or designee with Board approval) shall be responsible for supervising the preparation and submission of the District budget to the Board for the ensuing fiscal year; shall submit regular financial and budgetary reports to the Board of Trustees including any outstanding obligations incurred by the school district. Shall revise and take any other action concerning the budget as the Board may designate; in accordance with Board policies, shall have the power within limits of major appropriations approved by the Board to approve and direct all purchases and expenditures; is authorized to approve conference expenses for employees on official business; shall have the power to enter into any contracts on behalf of the Board. (Ed. Code 35035) Shall personally be liable for any district moneys paid out as a result of her/his misconduct in relations to any contracts made. (Ed. Code 39656) The Superintendent is responsible for the implementation of a plan for maintenance, improvement, or expansion of buildings, and site facilities; shall keep a regularly updated inventory of all property, furnishings, materials, and supplies of the District

PERSONAL CHARACTERISTICS

The Superintendent of Schools must have the background, skills, and abilities essential for excellence in educational leadership. The Board recognizes that selecting a Superintendent is one of the most important decisions it will make. The Board has identified the following desired characteristics:

- Demonstrated ability to provide effective visionary leadership and strategic planning to focus resources towards the primary goal of quality education
- An innovative leader with the ability to effectively interact with all District stakeholder in order to continue to move and improve educational initiatives in the District
- A collaborator who brings people together building positive relationships with the Board, administration, staff members, and community.
- A person who is a good listener, open and accessible to all, who is able to communicate effectively, motivate and who is highly visible and vested part of the schools and community
- An ethical leader who models high expectations for self, staff members, and students and who possesses the personal characteristics of honesty, dependability, humor, loyalty, and a strong work ethic
- Demonstrated success in developing and maintaining productive Board/Superintendent/staff relations with honest and open communication
- A record of ability to refine, improve, and implement curriculum, instruction, technology, and management strategies by working with people and utilizing their talents and skill
- A leader who has demonstrated fiscal and operational expertise ensuring consistent application of administrative policy and the ability to implement long-range plans that benefit students

MINIMUM QUALIFICATIONS

- Master's degree from an accredited institution of higher learning, and/or preferably a Doctorate Degree.
- Minimum of five years of teaching experience, preferably at various grade levels

- Minimum of five years of administrative or supervisory experience, including serving as school principal
- Experience in a school or community leadership role which required public speaking and presentations, and organization of tasks/projects

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Valid California Driver's License
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

PHYSICAL STANDARDS AND WORK CONDITIONS

The physical and mental demands described below are representative of those that must be met by employees to successfully perform the essential functions of this position. The information is not an exhaustive list of duties performed, additional duties may be assigned. These physical standards are generic in nature and tasks may vary. Reasonable accommodations may be made to enable individuals with differing abilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this position, the employee is regularly required to sit, stand, walk, and talk or hear. The employee frequently is required to use hands and fingers to handle and operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to balance, stoop, kneel, or crouch. The employee must occasionally lift, push, pull, carry and/or move objects such as records or files typically weighing up to 20 pounds. This position may require immediate response in the event of emergencies or disaster and the ability to work well under stressful circumstances. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MENTAL DEMANDS

Employee must be able to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; interpret policies and procedures; use math and mathematical reasoning; work under deadlines with interruptions; and interact with District staff, vendors, and the general public.

WORK ENVIRONMENT

The employee will work under typical office conditions and the noise level is usually quiet or moderately quiet. There is frequent contact with staff and public and the need to meet multiple demands from several people. The employee will need to drive to District sites, training facilities, community meetings and other locations as needed. The noise level can be moderate to noisy

SUPERVISION FROM: Board of Trustees

EVALUATION BY: Board of Trustees

SALARY RANGE: As per individual contract

PERIOD OF SERVICE: As per individual contract

EDUCATION CODE

35020 Duties of employees set by governing board

35026 Employment of district superintendent by certain districts

35028 Qualifications for employment

35029 Waiver of certification requirement for chief administrative officer of the district

35031 Term of employment (up to four years)

35032 Salary increases

35035 Additional powers and duties of superintendent

48900 Authority of superintendent to recommend suspension or expulsion



DEFINITION

Under direction of the school Principal is responsible for facilitating and environment of learning; through planning, organizing, presenting and evaluating a program of meaningful instruction maximizing the learning potential of each individual student consistent with District goals and priorities.

REPRESENTATIVE DUTIES

Engage students in 21st century learning by connecting students' prior knowledge, life experiences and interests with learning goals using a variety of instructional strategies and resources to respond to students' diverse needs: facilitate learning that promotes autonomy as well as group interactions and choice and engaging students in grappling, critical thinking and other activities that make subject matter meaningful; promote self-directed reflective learning for all students.

Create and maintain an effective environment for student learning: create a physical environment that engages students; establish a climate that promotes fairness and respect; promote social development and group responsibility; establish and maintain standards for student behavior; plan and implement classroom procedures and routines that support student learning; use instructional time efficiently.

Understand and organize matter for student learning: demonstrate knowledge of subject matter content and student development; organize curriculum to support student understanding of subject matter; interrelate ideas and information within and across subject matter areas; develop student understanding through instructional strategies that are appropriate to the subject matter; use materials, resources and technologies to make subject matter accessible to students.

Plan instruction and design learning experiences for all students: draw on and value students' backgrounds, interests and developmental learning needs; establish and articulate goals for student learning, develop and sequence instructional activities and materials for student learning; design short-term and long-term plans to foster student learning; modify/differentiate instructional plans to adjust for student needs.

Assess student learning: establish and communicate learning goals for students; collect and use multiple sources of information /data to assess student learning; involve and guide students in assessing their own learning; use the results of assessments to guide instruction; communicate with students, families and other audiences about student progress.

Develop as a professional educator; reflect on teaching practices and participate in professional development; establish professional goals and pursue opportunities to grow professionally; work with colleagues to improve professional practice.

OTHER RESPONSIBILITIES

- Assure student progress to meet District standards, and adhere to District goals and priorities.
- Participate in faculty meetings and committees
- Participate in and /or support the sponsorship of pupil activities.
- Perform non-class room supervision when equitable and reasonably assigned.
- Plan and direct the work of volunteers who may assist in the classroom.
- Perform other related duties as assigned

KNOWLEDGE OF

- Current principles, theories, practices, methods and techniques used in curriculum development and classroom instruction
- Classroom procedures and child guidance principals which promote appropriate student conduct and motivation for student learning
- Applicable sections of the State Education Code, the Standards for the Teaching Profession, and other applicable laws
- Research methods and report writing techniques
- Current trends and research concerning the growth and development of children.
- Computer and technology applications utilized in education
- Effective communication skills, good judgment, and sound decision making utilizing interpersonal skills incorporating tact, patience and courtesy

ABILITY TO

- Adapt/differentiate plans to meet different needs, learning rates, and instructional levels of pupils
- Create an instructional program and a classroom environment favorable to learning and personal growth
- Establish effective rapport with pupils
- Motivate pupils to develop skills, attitudes, and knowledge needed to provide a good educational foundation in accordance with each pupil's ability
- Monitor children in classrooms
- Maintain professional relationships with pupils, parents, colleagues, and supervising staff members.
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations

MINIMUM QUALIFICATIONS

- Possession of appropriate California Teaching Credential with CLAD emphasis or English
- Language Learner Authorization
- Possession of a Bachelor's Degree or higher from an accredited institution
- Must meet Federal teacher competency, highly qualified teacher requirements under the Elementary and Secondary Education Act (ESEA)

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

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

The physical demands of this position include remaining in a stationary position for extended periods of time as well as move or traverse throughout a classroom, school grounds and play yard. Dependent on class/student assignment, the employee will position self appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 50 pounds across and /or around a classroom or play yard. Positioning self physically to assist students is also required. Employee will operate office and classroom equipment such as computers, projectors, calculator, and other classroom and office productivity machinery. The ability to communicate and exchange accurate information and ideas so others will understand in a noisy environment and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

WORK ENVIRONMENT

While performing the duties of this job, the employee works in several environments including classroom, indoors and outdoors environments. The employee's primary responsibility is working with students in a classroom or instructional environment. Employees in this position may have high level of exposure to infection from students. There is also frequent contact with staff and public and the need to meet multiple demands from several people. The noise level may be moderate to very noisy.

SALARY RANGE

Appropriate placement on the Certificated Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees



LOWELL JOINT SCHOOL DISTRICT



NUTRITION SERVICES SUPERVISOR

Classified Management Salary Schedule

JOB SUMMARY:

Under supervision of the Assistant Superintendent of Administrative Services, this position supervises and coordinates all aspects of food production and distribution of meals and necessary items or goods to school sites from a central kitchen or warehouse. Manages the daily operation of the central kitchen, staff who support food services at the central kitchen and school sites, and assists in the preparation and service of meals.

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.

- Monitors and ensures that the operation of the central kitchen and school cafeterias serve meals in compliance with the school nutrition program; meet current Federal/State nutrition standards and meal pattern requirements including children with special needs diets and expected portion control of meals.
- Ensures the central kitchen and school cafeterias maintain compliance with sanitation and recommended safety standards in food preparation, serving storage, cleaning of any equipment and resolves any issues or concerns in this area.
- Supervise and provide guidance for food service staff at the central kitchen and school cafeterias including assigning work and shifts, training food service staff in assigned duties, assisting in the selection and evaluation process of food service staff.
- Orders and inventories food and supplies according to planned menus and meals. Receives and inspects food service deliveries for accuracy and quality assurance. Schedules food service deliveries and distribution of supplies to school cafeterias from the central kitchen or warehouse.
- Prepare daily food production for all food programs at all sites. Participate and assist in planning of menus, maintenance, completing Federal or State food service or facility audits or reports.
- Responsible for skilled preparation of food items on the menu.
- Interprets and reconstructs standardized recipes.
- Responsible for receiving, storing, rotating and care of food supplies and equipment.
- Responsible for preparation and packaging of foods to be used in satellite schools.
- Responsible for scheduling, preparing, and serving food for nutrition break at the intermediate school.
- Requisitions food, supplies, and equipment. Orders food and supplies from approved vendors.
- Prepares and maintains written records on amounts of food planned and served to be used during SNP coordinated reviews.
- Prepares and follows work schedules that promote organized workflow and development of employee skills.
- With assistance from the Assistant Superintendent of Administrative Services or designee provides input or aides in the completion of personnel evaluations of food service staff.
- Maintain accurate records of student accounts. Generate computerized reports upon request.
- Collects and counts money. Prepares cash reports and enters data into sales record keeping.
- Supervises and trains substitutes, volunteers, and staff in the operations of nutrition services for the District.
- Conducts short training sessions to keep employees informed of school events as well as to develop employee knowledge and skills.
- Performs related duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge of:

- Current USDA nutrition standards that apply to meals served in the SNP (School Nutrition Program).
- Importance of the marketplace's influence on food trends and availability and how they relate to menu planning.

- Appropriate system for documenting staff development and training.
- Use of technology as an SNP management tool.
- Use of commodities to manage food costs.
- Principles of Hazard Analysis and Critical Control Point (HACCP) system.
- Principles of preplanning, planning and scheduling food production to maximize efficient use of time and equipment and minimize production challenges.
- Safe use, care and cleaning methods of equipment in the school cafeteria.
- The importance of cross-training to enhance employee productivity and a more efficient workplace
- Procedures involved in ordering, receiving and storing of food services supplies.
- Health and safety rules and regulations that pertain to the operation of a school food service program.
- Methods of assessing the skill level needs of the SNP personnel as well as self-evaluation.

Ability to:

- Follow the menu planning guide and other appropriate USDA resources for SNP when involved with menu planning.
- Create promotional activities that motivate and support student selection of meals that promote good health.
- Prepare reports and keep records making simple arithmetical computations.
- Enforce rules of health, cleanliness, personal habits, and proper clothing to ensure clean and healthy food handlers.
- Operate machines found in a school kitchen, including a POS computer.
- Maintain a safe work environment and follow District procedures for reporting accidents and injuries.
- Maintain appropriate storage areas according to Federal, State and local guidelines.
- Interpret data and sales history of food items for ordering and forecasting production.
- Administer food preference surveys and analyze resulting data.
- Implement methods for increasing productivity and decreasing waste.
- Encourage cooperation between food service staff and teaching staff in promoting higher student participation in lunch, breakfast and other supporting food programs.
- Establish and maintain cooperative and effective working relationships with others.
- Lift and move items weighing up to 25 pounds.

Education/Training/Experience:

Equivalent to completion of high school or General Education Diploma (GED). Minimum of three years experience and/or training in school or institutional food services; completion of Food Safety Manager Certification and California School Nutrition Association (CSNA) courses related to the food service program in public schools. At least one year in a lead or supervisory capacity.

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 depending on specific trade and or specialized work assignment.

Physical Demands:

Physical demands of this position include standing for extended periods of time. The employee is required to frequently walk, stand or stoop, bend at the waist and reach at or below the shoulders. Continuously uses hand strength to grasp objects and tools and operate nutrition service equipment. The employee must lift and/or move items weighing up to 25 pounds. These objects include bags of milk or juice, cases of fruit, pans of food, etc. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employees may use vision to monitor food quality and quantity and may also serve students, order supplies, collect money, etc. Also required are hearing and speaking abilities to exchange information.

Mental Demands:

Employee must be able to comprehend and follow written and oral instructions; read and interpret data, information and documents; interpret policies and procedures; work under deadlines with interruptions; and interact cooperatively with District staff, students and parents.

Work Environment:

While performing the duties of this job, the employee regularly works in an indoor kitchen environment with exposure to heat from ovens, hot foods and steamers and cleaning chemicals, fumes, equipment, and metal objects. Employees also work around knives, dicers, mixers, slicers and other sharp objects. Work surfaces may be slippery. The noise level in the work environment is usually moderate but may be loud depending on specific work site and/or equipment operation.

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

WORK PERIOD:

12 months per year, 5 days per week, 8 hours per day

DRAFT

**LOWELL JOINT SCHOOL DISTRICT
2022/23 CLASSIFIED MANAGEMENT/SUPERVISOR SALARY SCHEDULE**

Effective July 1, 2022, employees shall receive a 3.50% increase to base salary earnings (excluding stipends and other remuneration)

Effective September 1, 2022, New Director's Salary Schedule and New Assistant Director Salary Schedule

Effective November 7, 2022, New Assistant Superintendents Salary Schedule

Effective December 12, 2022, New Maintenance & Operations Supervisors Salary Schedule

Effective March 6, 2023, New Nutrition Services Supervisor Salary Schedule

MANAGEMENT POSITIONS	RANGE 1	RANGE 2	RANGE 3	RANGE 4	RANGE 5	RANGE 6	RANGE 7	RANGE 8
Assistant Superintendent of Business Services	13,789	14,516	15,279	16,043	16,845	17,687	18,571	19,499
Assistant Superintendent of Administrative Services	13,097	13,752	14,439	15,163	15,921	16,717	17,553	18,430
Director of Educational & Information Technology	12,360	12,552	12,743	12,934	13,126	13,316	13,509	13,705
Director of Fiscal Services	12,360	12,552	12,743	12,934	13,126	13,316	13,509	13,705
Assistant Director of Fiscal Services	9,888	10,042	10,195	10,348	10,501	10,653	10,807	11,348
Bond Contracts and Accounting Compliance Manager	6,736	7,005	7,269	7,574	7,892	8,223	8,560	8,905
Coordinator of Early Childhood Program	9,755	9,939	10,106	10,272	10,457	10,623	10,808	X
Occupational Therapist (11 months)	6,923	7,268	7,633	8,016	8,416	8,838	9,279	9,743

SUPERVISOR POSITIONS

Maintenance & Operations Supervisor	5,100	5,399	5,715	6,050	6,404	6,779	7,176	7,176
Nutrition Services Supervisor	4,636	4,868	5,111	5,367	5,635	5,917	6,213	6,524
Site Supervisor/Teacher - Preschool	3,946	4,144	4,351	4,567	4,797	5,036	X	X

Twelve-month Classified Management employees receive 22 days vacation per year.

LONGEVITY

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

5 years	\$4,000
10 years	\$5,000
15 years	\$6,000
20 years	\$7,000

LOWELL JOINT SCHOOL DISTRICT
March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Consultant Agreement with RMH
Dance & Productions to Provide Audio and
Lighting Services for Lowell Joint Youth Theatre
Seussical Shows during the 2022/2023 School
Year

ACTION

Arrangements have been made with RMH Dance & Productions to provide Audio and Lighting Services for the Lowell Joint Youth Theatre Seussical Shows at Macy and Meadow Green schools on March 10, 11, 12, 2023, at a cost not to exceed \$ 4,175.00. Funding for this expenditure will be covered by Art, Music, and Instructional Materials Block Grant.

It is recommended that the consultant agreement with RMH Dance & Productions to provide Audio and Lighting services for the Seussical Shows at Macy and Meadow Green on March 10, 11, 12, 2023, be approved and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

X-D1-1

LOWELL JOINT SCHOOL DISTRICT
March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Agreement with Fullerton Joint Union High School District Provision of Library Services, Effective July 1, 2022 through June 30, 2025

ACTION/
(RATIFICATION)

The purpose of this Agreement is to be in compliance with Ed code Section 18100 which states the governing Board of each school district shall provide school library services for the pupils and teachers of the district by establishing and maintaining school libraries or by contractual arrangements with another public agency. We are contracting with FJUHSD for certificated Library services effective July 1, 2022 through June 30, 2025 for compliance. The fee not to exceed \$1,000.00 will be paid for by Curriculum department funds.

It is recommended that the Agreement with Fullerton Joint Union High School District for the provision of Library Services effective July 1, 2022 through June 30, 2025 be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

X-D2-1

LOWELL JOINT SCHOOL DISTRICT
March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Extended Field Trip to Catalina Island Marine Institute from March 13-15, 2023 ACTION

There will be 54 sixth-grade students from Macy Elementary School participating in an extended field trip to Catalina Island Marine Institute from Monday, March 13, 2023, to, Wednesday, March 15, 2023. Students will enjoy a variety of experiential science labs and adventure activities in Marine Science and Island Ecology. Supervision will be provided by 3 staff members and 8 parent volunteers.

Supervision will be provided by the following individuals:

Patty Jacobsen (Staff)

Jessica Sober (Staff)

Michelle Valdez (Staff)

Nicole Jasso (Parent)

Rashell Flores (Parent)

Steven Coumparoules (Parent)

Jose Quintero (Parent)

Hugo Cisneros (Parent)

Erica Gomez (Parent)

David De Alba (Parent)

It is recommended that the extended field trip to Catalina Island Marine Institute be approved and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Extended Field Trip to Ocean Institute in Dana Point from March 8 – 11, 2023 ACTION

There will be 34 fifth-grade students from Macy Elementary School participating in two extended field trips to the Ocean Institute in Dana Point. Group #1 with 19 students will attend on March 8th & 9th and Group #2 with 15 students will attend on March 10th & 11th. Students will study the history of the Revolutionary War in a real life setting. Supervision will be provided by 3 staff members and 5 parent volunteers for each group.

Supervision will be provided by the following individuals for both groups:

Patty Jacobsen (Staff)
Michelle Valdes (Staff)
Sylvia Lee (Staff)
Robert La Voie (Parent)
Albert Rubalcaba (Parent)
Elena Klock (Parent)
Nadine Machuca (Parent)
Kara Perez (Parent)
Laurie Kudler (Parent)
Sam Sullivan (Parent)
Gena Bonafede (Parent)
Wendy Pollard (Parent)
Quyen Ly (Parent)
Lee Perine (Parent)

It is recommended that the extended field trip to the Ocean Institute be approved and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: . Approval of Agreement with Magic Jump Rentals,
Inc. to Provide Inflatables for Rancho Starbuck
Intermediate School, for School Dances and Other
Annual Events for the 2022-2023 school year

ACTION/
(RATIFICATION)

The District has a need to contract with Magic Jump Rentals, Inc. in order to provide inflatables to be used for school dances and other annual events held at Rancho Starbuck Intermediate School to be paid by the Rancho Starbuck ASB and donation account.

It is recommended that the agreement with Magic Jump Rentals, Inc. for inflatables for Rancho Starbuck Intermediate School, for the school dances and other annual events, not to exceed \$10,000, to be paid by the Rancho Starbuck ASB and donation account be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

CE/mc

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Agreement with A & D Transportation for Athletic and Field Trip Transportation for the 2022-2023 School Year
ACTION/
(RATIFICATION)

The District has a need to contract with an additional transportation company to fulfill the needs of the schools' field trip requests. In addition, A & D provides transportation for Rancho Starbuck Intermediate athletics for the 2022-2023 school year.

It is recommended that the contract with A & D Transportation for Field Trip Transportation services for the 2022-2023 school year, be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

CE/mc

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Hot Dogger Tours, Inc. dba Gold Coast
Tours Bus Transportation Services for the 2022-
2023 School Year

ACTION/
(RATIFICATION)

It is recommended that the Board of Trustees award a contract for transportation to Hot Dogger Tours, Inc. dba Gold Coast Tours for the 2022-2023 school year, be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

CE/mc

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Lux Bus Transportation Services for the
2022-2023 School Year

ACTION/
(RATIFICATION)

It is recommended that the Board of Trustees award a contract for transportation to Lux Transportation for the 2022-2023 school year, be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

CE/mc

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
March 6, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Zum Bus Transportation Services for
the 2022-2023 School Year

ACTION/
(RATIFICATION)

It is recommended that the Board of Trustees award a contract for transportation to Zum Bus Company for the 2022-2023 school year, be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

CE/mc

Superintendent's Comment:

APPROVAL RECOMMENDED.