

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

REGULAR MEETING OF THE BOARD OF TRUSTEES  
October 2 2023 – 7:30 p.m.

## AGENDA

### I. Call to Order

6:30 p.m.

### **Lowell Joint School District Character Education and Patriotic Education Focus of the Month:**

INFORMATION

- Character Trait: Resourcefulness - The ability to find solutions to overcome difficulties; working smarter, not harder. Self-control and making good choices. Self-care (physical emotional, mental).
- Patriotic Focus: Veterans Day
- Honoring Character & Patriotism In Action: Veterans Day - Thank You for your service Banner

### 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

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

INFORMATION

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

E. Acknowledgement of Correspondence to the Board

INFORMATION

F. Approval of Agenda

ACTION

G. Approval of Minutes from the September 11, 2023, Regular Board Meetings

ACTION

III. Reports

INFORMATION

A. Timely Information from Board and Superintendent – Board President

B. School Reports

(School Reports will be the First Meeting of the Month)

III. Topics Not on the Agenda

V. General – Jim Coombs

- A. Submission of Williams Litigation Settlement – Quarterly Uniform Complaint Reports for 1<sup>st</sup> Quarter July 1 – September 30, 2023 ACTION
- B. Resolution 2023/2024 No. 904 Proclaiming October 8-14, 2023, as “Week of the School Administrator” ACTION/  
(RESOLUTION)
- C. Resolution 2023/2024 No. 905 Proclaiming October 23 – 31, 2023, as “Red Ribbon Week” ACTION/  
(RESOLUTION)
- D. Approval of the Lowell Joint School District Core Values and Guiding Goals and Vision 2030 Road Map ACTION
- E. Approve that the Scope of the Work and the Letter of Agreement with True North, Inc., to Conduct a Voter Survey regarding the possible Issuance of General Obligation Bonds ACTION
- F. Revision and Adoption of Student – Intradistrict Enrollment and Transfers Board Policies BP 5116.1, BP 5117.1 AR 5116.1, AR 5116.2, AR 5517, AR 5118 ACTION
- G. Revision and Adoption of Students – Social Media Board Policies BP 1114, AR 1114, AR 1114 (a) ACTION
- H. Revision and Adoption of Student – Dress and Grooming Board Policies BP 5132, AR 5132, AR 5132 (a) ACTION
- I. Selection and Purchase of Pathful Explore Plus and Pathful Junior and Supplemental Materials Subscription for 2023/2024 school year INFORMATION/  
ACTION

VI. Business Services – David Bennett

- A. Approval of 2022/23 Unaudited Actuals and Concurrent Approval of the Fund Balance Changes to the District’s 2023-24 Beginning Budgeted Balances ACTION/  
(RATIFICATION)
- B. Ratification of Additional Professional Services Agreement with A-Tech Consulting for Hazardous Materials Monitoring, at Rancho Starbuck Intermediate School ACTION/  
(RATIFICATION)
- C. Approval of Deductive Change Order from Forma Engineering and Contracting, Inc., for the Meadow Green Elementary School Slope Bank ACTION

Restoration Project (Bid #2223-03)

- |    |   |        |
|----|---|--------|
| D. | Approval of Deductive Change Order from Post Bros Construction Co., for Maybrook Interim Housing Phase II for Rancho Starbuck Intermediate School Project | ACTION |
| E. | Acceptance of the Lowell Joint School District Long Range Facilities Master Plan  | ACTION |

VII. Human Resources – Jim Coombs

No Items Except on Consent

VIII. Educational Services – Sheri McDonald

- |    |   |  |
|----|---|--|
| A. | Resolution 2023/2024 No. 906 Regarding Sufficiency of Instructional Materials for 2023/2024 | PUBLIC HEARING/<br>ACTION/<br>(RESOLUTION) |
| B. | Presentation of Student Achievement for 2022/2023 School Year                               | INFORMATION                                |

IX. Administrative Services – Carl Erickson

- |    |   |                         |
|----|---|-------------------------|
| A. | Resolution 2023/2024 No. 907 Declaring October 9-13, 2023 as “National School Lunch Week” | ACTION/<br>(RESOLUTION) |
| B. | Maintenance & Operations Summer 2023 Recap Presentation                                   | INFORMATION             |

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 Memorandum of Understanding Between Hazel Health and Lowell Joint School District for the school year 2023/2024               | ACTION/<br>(RATIFICATION) |
| 2. | Approval of Independent Contract with Little Ears Therapy Center for speech services for the 2023-2024 School Year                        | ACTION/<br>(RATIFICATION) |
| 3. | Approval of Independent Contract with Dynamic Vision Optometry / Kohtz & Spurling for an Independent Educational Evaluation (IEE) for the | ACTION/<br>(RATIFICATION) |

2023-2024 School Year

4. Approval of Agreement with Behavior and Education Inc., a Nonpublic Nonsectarian Agency, to Provide additional direct Behavioral Intervention Services for select district students for the 2023/2024 School Year. ACTION/  
(RATIFICATION)
  5. Approval of Consultant Agreement with Mr. Omar Morales to Provide After-School Coaching Services for the 2023/24 School Year ACTION
  6. Approval of Consultant Agreement with Mr. Larry Costello to Provide After-School Coaching Services for the 2023/24 School Year ACTION
  7. Approval of Agreement Between CIMI Toyon Bay Guided Discoveries, Inc. and El Portal Elementary School for the Catalina Field Trip on Monday, March 11, 2024 through Wednesday, March 13, 2024 ACTION
- B. Business Services – David Bennett
1. Purchase Order Listing Report/Check Register 2023/2024 #3 ACTION/  
(RATIFICATION)
  2. Consolidated Check Register Listing Report 2023/2024 #3 ACTION/  
(RATIFICATION)
- C. Human Resources – Jim Coombs
1. Employer-Employee Relations/Personnel Report 2023/2024 #3 Which Includes Hiring, Resignations, Contract Adjustments, and Retirements for Certificated, Classified, and Confidential Employees ACTION/  
(RATIFICATION)
- D. Educational Services – Sheri McDonald
1. Approval of Agreement with the Orange County Department of Education to provide Professional Development on November 1, 2023 ACTION
  2. Approval of Consultant Agreement with Hannah Mangold to provide Dance and Theatre Workshop Classes for Expanded Learning Opportunities Program for the 2023/24 School Year ACTION
  3. Approval of Consultant Agreement with Alan Han to Provide Drumline Instruction at Rancho-Starbuck Intermediate School for the 2023/24 School Year ACTION
  4. Approval of Consultant Agreement with Alejandro Lopez Jr. to Provide Drumline Instruction at Rancho-Starbuck Intermediate School for the ACTION

2023/24 School Year

5. Approval of Consultant Agreement with Edward Mijares to Provide Drumline Instruction at Rancho-Starbuck Intermediate School for the 2023/24 School Year ACTION
6. Approval of Consultant Agreement with RMH Dance & Productions to Provide Audio Equipment Services for Lowell Joint Youth Theatre Lion King ACTION
7. Approval of Consultant Agreement with Isabel Araiza to Provide Drumline Instruction at Rancho-Starbuck Intermediate School for the 2023/24 School Year ACTON

XI. Board Member/Superintendent Comments

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, November 6, 2023.

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

MINUTES REGULAR MEETING OF THE BOARD OF TRUSTEES  
September 11, 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 Session   | President Shaw declared the meeting recessed to closed session at 6:31 p.m.   |
| Call to Order  | <p>President Shaw reconvened the meeting to order at 7:37 p.m.</p> <p>The flag salute was led by two Macy Elementary students, Jackson Page and Robert La Voie.</p> <p>Mr. Coombs introduced the video in remembrance of 9-11. He stated that we want to remember the people that sacrificed their lives for us and saved other people on that day. We want to honor them.</p> <p>Ms. Shaw said that she was able to go to Jordan that morning and watch the preschooler that had a song in remembrance of 9-11. She doesn't think that anyone here over 27 years old would not say, I know exactly where I was when this happened. We all have a remembrance of where we were.</p> <p>Trustees Present: Karen L. Shaw, Anastasia M. Shackelford, Anthony A. Zegarra, Christine J. Berg</p> <p>Trustees Absent: Melissa A. Salinas</p> <p>Staff Present: Jim Coombs, Superintendent of Schools, Sheri McDonald, Assistant Superintendent of Educational Services, David Bennett, Assistant Superintendent of Business Services and Carl Erickson, Assistant Superintendent of Administrative Services</p> <p>Staff Absent: None</p> |
| Reporting out Action (if any)<br>Taken in Closed Session | The Board took action (4-0) to accept and to agree to the terms of OAH case number 2023050562, and directed the Superintendent or designee to execute the necessary documents.  |
| Introductions and Welcome<br>of Guests                   | President Shaw welcomed the guests and staff in attendance, LJEAs members and Margaret Palmer.  |
| Acknowledgement of<br>Correspondence                     | None.   |

- Approval of Agenda                   It was moved, seconded, and carried by unanimous vote, (4 – 0) to approve the amended September 11, 2023, Board agenda.
- Approval of Minutes                   It was moved, seconded, and carried by unanimous vote, (4-0) to approve the minutes from the August 7, 2023, Regular Board Meeting.
- Timely Information from  
Board and Superintendent –  
Board President                   Mr. Coombs said that Board Member Melissa Salinas was unable to come this evening as she was ill. On her behalf, he needs to announce publicly that Mrs. Salinas’s home is up for sale and has actually sold and is in escrow. She is announcing her retirement resignation effective October 6, 2023. She will be here and the board meeting on October 2 will be her last board meeting. This starts a clock by which we have to go through the interview process. That is to be discussed under item IV.
- School Reports                       Macy students Jackson Page and Robert La Voie read the Macy school report and each Board member shared highlights of their respective schools.
- Topics Not on the Agenda           There are not blue cards submitted.  
-Mr. Coombs stated that with Melissa Salinas’s resignation retirement this was the unexpected topic to discuss publicly. We want to get direction from the Board as we move forward. As a reminder, she lives in election zone 1, anyone who would apply for this position must live in that election zone. We have 60 days to complete this process. As you will recall I have been here seven years and we have done this six times. This opening is too far from the next election in November of 2024, which means this position would conclude in November of 2024. So when you appoint somebody they would be in that position until November of 2024 and have to rerun for that position for the full term. We would notify everybody by email and phone message in zone 1. We typically post for three weeks. The Board must conduct interviews during open session.  
Once you go through the interview process, you would pick a person and swear them in during open session and then they would then be on the Board for the conclusion of that term. We would suggest that we post it beginning tomorrow through the end of September. We can schedule a special board meeting but if we stay on the schedule, you can keep it in the normal board meetings we have. So we recommend to post it tomorrow, close it the end of September. At the board meeting in October, you are able to see how many people applied and recommend that you do interviews at the regular November 6 board meeting. You would add time to that board meeting for interviews. Do the open interviews, pick whomever, have them sworn in and then they would go to close session and do open session at The November 6 Board meeting. Then they would be here for the December reorganization Board meeting. That is the timeline.  
-Mrs. Shackelford asked if the timeframe is 60 or 90 days.  
-Mr. Coombs said that it was 60 days.  
-Mrs. Shackelford said that her official resignation date is October 6 and Mr. Coombs said that you would have to appoint somebody by November 17. We need to let LACOE and OCDE know by November 17 in accordance with EdCode.



-Mrs. Shackelford said that it is 60 days to appoint from her day of resignation and it is ok that we are starting the application process before that official day.

-Mr. Coombs said yes because she has put it in writing that she is resigning. This time we have a month to plan.

-Mrs. Shackelford said that three weeks is enough time to open up the applications.

-Mr. Coombs said that it is actually two to three days longer that what we have done so in the past.

-Mrs. Shackelford said that when the applications come in that part of the screening is to make sure that they are in the right zone.

-Mr. Coombs said yes. You are able go to the website and check on the interactive map as well.

-Mrs. Shackelford said that our trustee areas are shifted just enough that they are not our attendance areas.

-Mr. Coombs said that when the demographer redid the trustee areas they asked that it meet the law but make sure that every voting zone covered two schools.

-Mrs. Berg said that technically we have three schools with Rancho. The attendance area is that Rancho is all ours.

-Ms. Shaw said that there is no vote on this.

-Mr. Coombs said that we need direction if the plan that was shared with you is what you want me to do.

-Mrs. Shackelford said yes.

-Mrs. Berg said yes it makes sense and gives us enough time to look at these things.

-Ms. Shaw said we all have to nod in agreement.

-Mr. Coombs said tomorrow it will post and we will send emails out, publish in the local newspapers and social media.

Resolution 2023/2024 No.  
900 Proclaiming September  
17 – 23, 2023, as  
“Constitution Week”

It was moved, seconded, and carried by unanimous roll call vote, (4-0) to adopt Resolution 2023/2024 No. 900 Proclaiming September 17-13, 2023, as “Constitution Week”, and that the Superintendent or designee be authorized to execute the resolution.

Resolution 2023/2024 No.  
901 Designating October

It was moved, seconded, and carried by unanimous roll call vote, (4-0) to adopt Resolution 2023/2024 No. 901 Designating October 2023 as “Character Education

2023 as “Character Education Month”

Month”, and that the Superintendent or designee be authorized to execute the resolution.

Approval of the Lowell Joint School District’s Response to the 2022-23 Orange County Grand Jury Report: “Russian Roulette: Fentanyl in Orange County”

In accordance with California Penal Code sections 933 and 933.05, the Orange County Grand Jury has requested that the Lowell Joint School District respond to findings and recommendations in the 2022-2023 Orange County Grand Jury report entitled “Russian Roulette: Fentanyl in Orange County,” published on June 21, 2023. Below are the responses of the Lowell Joint School District, as approved by the Board of Education on September 11, 2023.

FINDINGS:

Finding 2: Illicit fentanyl is a pervasive problem in Orange County.

Response to Finding 2:

The Lowell Joint School District agrees with this finding.

Finding 7: Orange County will benefit by establishing a chartered multi-agency Task Force to address the fentanyl crisis in Orange County.

Response to Finding 7:

The Lowell Joint School District agrees with this finding.

Finding 8: As long as there is a demand, producers will find ways to supply drugs. Orange County cannot law enforce its way out of the fentanyl crisis. Education, prevention, and treatment are critical to reducing demand.

Response to Finding 8:

The Lowell Joint School District agrees with this finding.

Finding 9: There is a need to increase public awareness and acknowledgement of the risks of illicit fentanyl.

Response to Finding 9:

The Lowell Joint School District agrees with this finding.

Finding 10: Some educational institutions are not participating in available educational and preventive fentanyl/drug programs.

Response to Recommendation 6:

The recommendation has been implemented, with a summary regarding the implemented action. The Lowell Joint School District would be receptive should the Orange County Department of Education promote the use of currently established and in-place fentanyl and drug-related educational programs offered by OC agencies and non-governmental organizations to all K-12 school districts in Orange County.

It was moved, seconded, and carried by unanimous vote, (4-0) to approve the responses of the Lowell Joint School District recommendations in the 2022-2023 Orange County Grand Jury report entitled “Russian Roulette: Fentanyl in Orange County,” published on June 21, 2023, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Agreement with PQBids for Web-Based Program used to Prequalify Contractors

It was moved, seconded, and carried by unanimous vote, (4-0) to approve the Agreement with PQBids for Web-Based Program used to Prequalify Contractors for the period of September 12, 2023 through September 11, 2024, at a rate not to exceed \$15,000, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Piggyback Contract with CN School & Office Solutions, Inc. for Furniture: Systems and Stand Alone (San Bernardino County Unified School District Bid #23/24-0005)

It was moved, seconded, and carried by unanimous vote, (4-0) to approve the Piggyback Contract with CN School & Office Solutions, Inc. for Furniture: Systems and Stand Alone for an amount not to exceed \$450,000.00, and that the Superintendent or designee be authorized to execute the necessary documents.

Ratification of Agreement with Orbit Event Rentals, Inc. for the purchase and installation of Lunch Shelter Canopy Lighting and Accessories at Maybrook Elementary School (Temporary Housing for Rancho Intermediate School)

It was moved, seconded, and carried by unanimous vote, (4-0) to approve the ratified agreement with Orbit Event Rentals, Inc. for the Purchase and installation of a Lunch Shelter canopy lighting at Maybrook for Rancho Starbuck, Financial Impact:\$1,242.79, Funding Source:Measure LL General Obligation Fund – Fund 21.0, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Agreement with Orrick, Herrington & Sutcliffe, LLP, to provide Bond and Disclosure Counsel Services for the Possible Issuance of Future General Obligation Bonds

It was moved, seconded, and carried by unanimous vote, (4-0) to approve the agreement with Orrick, Herrington & Sutcliffe, to provide Bond and Disclosure Counsel Services for the Possible Issuance of General Obligation Bonds, and that the Superintendent or designee be authorized to execute the necessary documents.

Resolution 2023/2024 No. 902 for Approval to Delegate Authority to the Superintendent of Schools, or Designee, to Certify Documents, Act as a Liaison with the Office of Public School Construction and Staff to the State Allocation Board

It was moved, seconded, and carried by unanimous roll call vote, (4-0) to adopt Resolution 2023/2024 No. 902 for Approval to Delegate Authority to the Superintendent of Schools, or Designee, to Certify Documents, Act as a Liaison with the Office of Public School Construction and Staff to the State Allocation Board, and that the Superintendent or designee be authorized to execute the necessary documents.

Resolution 2023/24 No. 903 Gann Amendment Appropriations Limit

It was moved, seconded, and carried by unanimous roll call vote, (4-0) to adopt Resolution 2023/24 No. 903 Gann Amendment Appropriations Limit, and that the Superintendent or designee be authorized to execute the necessary documents.

Consent Calendar

It was moved, seconded, and carried by a unanimous vote, (4 – 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 2023/24 School Year

Approved the consultant agreement with Brianna Velarde to provide graphic design work for District communication of programs and facilities for the 2023/24 school year, for an amount not to exceed \$3,500.00, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Memorandum of Understanding Agreement between Chapman University and Lowell Joint School District, Effective August 1, 2023 through June 30, 2028

Approved the Memorandum of Understanding with Chapman University, effective August 1, 2023 through June 30, 2028, and that the Superintendent or designee be authorized to execute the necessary documents.

Purchase Order Listing Report/Check Register 2023/2024 #2

Approved the Purchase Order Listing Report/Check Register 2023/2024 #2, issued July 1, 2023, through July 31, 2023, as attached, and that the Superintendent or designee be authorized to execute the necessary documents.

Consolidated Check Register Listing Report 2023/2024 #2

Approved the Consolidated Check Register Listing Report 2023/2024 #2, issued July 1, 2023, through July 30, 2023, as attached, and that the Superintendent or designee be authorized to execute the necessary documents.

Acceptance of Notice of Completion, Tricore Enterprises Inc., dba Quiel School Signs for Marquee Installation at El Portal Elementary School

Accepted a Notice of Completion, Tricore Enterprises Inc., dba Quiel School Signs, El Portal Elementary, \$20,682, and that the Superintendent or designee be authorized to execute the necessary documents.

Employer-Employee Relations/Personnel Report 2023/2024 #2 Which Includes Hiring, Resignations, Contract Adjustments, and Retirements for Certificated, Classified, and Confidential Employees

Ratified Employer-Employee Relations/Personnel Report 2023/2024 #2, as attached, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees.

Approval of the 2022-2023 Classified Management Salary Schedule, Effective August 1, 2023, with the Addition of the Network and

Approved the 2022-2023 Classified Management salary schedule, effective August 1, 2023, with the addition of the Network and Data Systems Technology Supervisor position, and that the Superintendent or designee be authorized to execute the necessary documents.

Data Systems Technology  
Supervisor Position

Approval of the 2022-2023  
Certificated Management  
and Supervisory Salary  
Schedule, Including the  
Addition of the Board  
Certified Behavioral  
Analyst position, effective  
September 1, 2023

Approved the 2022-2023 Certificated Management and Supervisory salary schedule effective July 1, 2022, including the addition of the Board Certified Behavioral Analyst position, effective September 1, 2023, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Agreement  
with Franchise  
Consulting/Derek Francis  
to Provide Professional  
Development during 2023-  
2024 School Year to  
Rancho-Starbuck Staff

Approved the contract with Franchise Consulting/Derek Francis, at a cost not to exceed \$17,000.00 and will be covered by Rancho Starbuck Site funds, and the Superintendent or designee be authorized to execute the necessary documents.

Approval of Agreement  
with Shane Twamley to  
Provide Intervention and  
Saturday School Sessions  
during 2023-2024 School  
Year to Rancho-Starbuck

Approved the contract with Shane Twamley, at the amount of 3,000.00 per month at a cost not to exceed \$30,000.00, to be covered by ESSER funds, and the Superintendent or designee be authorized to execute the necessary documents.

Approval of Consultant  
Agreement with Summer  
Davis to provide "Digging  
with Mrs. Davis"  
Gardening/Science  
Enrichment Classes for  
PowerSource during the  
2023-24 School Year

Approved the consultant agreement for Summer Davis to provide Gardening & Science Enrichment for the PowerSource Expanded Learning for Lowell Joint School District during the 2023-24 school year, at an amount not to exceed \$3,000.00 to be paid by Fund 12 ELOP funds, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Ratification of  
Agreement #14082 with  
Thinking Maps Inc. to  
Provide Professional  
Development During the  
2023-24 School Year

Approved the ratified agreement with Thinking Maps Inc. to provide on-site Professional Development during the 2023-24 school year at a cost NTE \$1,800 per Agreement #14082, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Agreement  
#14179 with Thinking Maps  
Inc. to Provide Professional

Approved the agreement with Thinking Maps Inc. to provide an on-site Professional Development on November 1, 2023 per Agreement #14179 be approved and that the Superintendent or designee be authorized to execute the necessary documents.

Development on November  
1, 2023

Approval of Short Term  
Rental Agreement with  
Whittier College Program

Approved the Short Term Agreement with Whittier College at a total cost of \$3,400, Funding for this expenditure will be covered by 6762 – Arts & Music Block Grant, and that the Superintendent or designee be authorized to execute the necessary documents.

Officials to Provide Referee  
Services for After School  
Sports Programs

Approved the agreement with All American Officials for Referee Services, at the rate not to exceed \$5,000, and that the Superintendent or designee be authorized to execute the necessary documents.

Board  
Member/Superintendent  
Comments

-Mrs. Shackelford said that she was going to miss Mrs. Salinas and that she is happy for her. She is moving to a place that she is closer to her grandkids and she is going to be missed. She is a definite asset to the board and will be missed.

-Mr. Coombs said that he wanted to clarify that the date was October 2 not October 6 that was referred to earlier. He wanted to also share that there are plenty of boards in LA and OC that do not function as one. Melissa has been a great part of making this group function as one unit. This is abnormal to function as one and is grateful to serve with that.

-Ms. Shaw said a farewell to Melissa. They were elected together and served together. She is happy to wish her well but sad to see her leave. She is pleased with the way that Maybrook has turned into Rancho. It is an amazing transformation that she saw when she went to back to school night.

-Mrs. Shackelford said that every staff has had the misfortune of spending a year except El Portal. Olita got lucky because that was the year that was in distance learning. Three other schools had to spend the entire year there did well. Her son actually likes being on that campus better than Rancho because all of the eighth grade classes are in the same corner and he did not have to walk as far between classes.

-Mr. Zegarra wished the staff in the audience a wonderful school year and thanked them all for they do. We wouldn't be Lowell Joint without you in the classroom and it is a pleasure to be part of the leadership that drives the district.

-Mrs. Berg said that she appreciated that they were able to go to so many back to school nights to see individual campuses. It was a gift to walk through classrooms, to see the excitement and hear the programs. We are blessed to have the quality we have in this district.

Adjournment

President Shaw adjourned the meeting at 8:18 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 2023/2024 NO. 900**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
LOWELL JOINT SCHOOL DISTRICT,  
LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,  
PROCLAIMING SEPTEMBER 17-23, 2023, AS  
“CONSTITUTION WEEK”**

**WHEREAS**, our Founding Fathers, in order to secure the blessings of liberty for themselves and their posterity, did ordain and establish a Constitution for the United States of America; and

**WHEREAS**, it is of the greatest importance that all citizens fully understand and appreciate the philosophical foundation of the Constitution as well as the provisions and principles contained in the Constitution in order to support, preserve, and defend it against all encroachment; and

**WHEREAS**, the anniversary of the Signing of the Constitution provides a historic opportunity for all Americans to realize the achievements of the Framers of the Constitution and the rights, privileges, and responsibilities it affords; and

**WHEREAS**, the independence guaranteed to American citizens, whether by birth or naturalization, should be celebrated by appropriate ceremonies and activities during Constitution Week, September 17-23, 2023, as designated by proclamation of the President of the United States of America in accordance with Public Law 915.

**THEREFORE, BE IT FURTHER RESOLVED**, that we, the Board of Trustees of the Lowell Joint School District, do hereby proclaim September 17-23, 2023 as:

**CONSTITUTION WEEK**

And urge all citizens, parents, staff members, and students to reflect during the week on the many benefits of our Federal Constitution and American citizenship.

**APPROVED AND ADOPTED** this 11<sup>th</sup> day of September 2023, by the following vote:

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

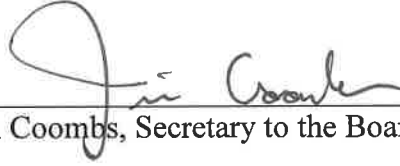
**NOES:** None

**ABSENT:** Melissa A. Salinas

**ABSTAIN:** None

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board of Trustees at a regular meeting thereof held on the 11<sup>th</sup> day of September, 2023, and passed by a unanimous vote of those present.

**IN WITNESS WHEREOF**, I have hereunto set my hand and seal this 11<sup>th</sup> day of September 2023.

A handwritten signature in cursive script, appearing to read "Jim Coombs", is written above a horizontal line.

Jim Coombs, Secretary to the Board of Trustees



**LOWELL JOINT SCHOOL DISTRICT**

**RESOLUTION 2023/2024 NO. 901**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
LOWELL JOINT SCHOOL DISTRICT  
OF LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,  
DESIGNATING OCTOBER 2023 AS  
“CHARACTER EDUCATION MONTH”**

**WHEREAS**, the American heritage and laws reflect a common core of religious, personal and social values that hold the citizens of this democracy responsible for acting morally and ethically, being actively involved in school and community, resolving differences peacefully, and respecting the rights, dignity and property of others;

**WHEREAS**, the character of our state is only as strong as the character of each individual citizen;

**WHEREAS**, although character development is, first and foremost, an obligation of families and the efforts of religious communities, schools, and youth, civic and human service organizations also play a very significant role in supporting family efforts by fostering and promoting good character;

**WHEREAS**, the State Board of Education believes that all educators are obliged to inculcate in our youth the moral and ethical virtues that build a fundamental strength of character;

**WHEREAS**, the common core of personal and social values, including honesty, trustworthiness, respect, responsibility, fairness, caring, citizenship, civic virtue, and personal responsibility, should be emphasized consistently and comprehensively in all curricula and instructional activities;

**NOW, THEREFORE, BE IT RESOLVED**, that the State Board of Education recognizes October 2023 as *Character Education Month* and encourages local educational agencies throughout California to commemorate *Character Education Month* and otherwise help ensure that the development of strong moral character and the promotion of responsible, ethical, civic-minded behavior are well and thoroughly integrated into the schools’ curricula and instructional activities.

APPROVED AND ADOPTED this 11<sup>th</sup> day of September 2023, by the following vote:

**AYES:** Karen L. Shaw, Anastasia M. Shackelford, Antony A. Zegarra, Christine J. Berg

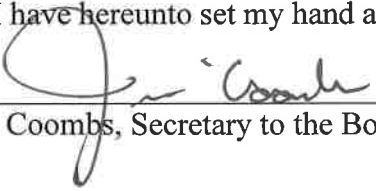
**NOES:** None

**ABSENT:** Melissa A. Salinas

**ABSTAIN:** None

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 11<sup>th</sup> day of September, 2023, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 11<sup>th</sup> day of September 2023.

  
\_\_\_\_\_  
Jim Coombs, Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT  
September 11, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of the Lowell Joint School District's Response to  
the 2022-23 Orange County Grand Jury Report: "Russian  
Roulette: Fentanyl in Orange County"

ACTION/  
(RATIFICATION)

Lowell Joint School District's Response to the 2022-23 Orange County Grand Jury Report:  
"Russian Roulette: Fentanyl in Orange County".

In accordance with California Penal Code sections 933 and 933.05, the Orange County Grand Jury has requested that the Lowell Joint School District respond to findings and recommendations in the 2022-2023 Orange County Grand Jury report entitled "Russian Roulette: Fentanyl in Orange County," published on June 21, 2023. Below are the responses of the Lowell Joint School District, as approved by the Board of Education on September 11, 2023.

**FINDINGS:**

**Finding 2: Illicit fentanyl is a pervasive problem in Orange County.**

**Response to Finding 2:**

The Lowell Joint School District agrees with this finding.

**Finding 7: Orange County will benefit by establishing a chartered multi-agency Task Force to address the fentanyl crisis in Orange County.**

**Response to Finding 7:**

The Lowell Joint School District agrees with this finding.

**Finding 8: As long as there is a demand, producers will find ways to supply drugs. Orange County cannot law enforce its way out of the fentanyl crisis. Education, prevention, and treatment are critical to reducing demand.**

**Response to Finding 8:**

The Lowell Joint School District agrees with this finding.

---

Superintendent's Comment:

APPROVAL RECOMMENDED.

**Finding 9: There is a need to increase public awareness and acknowledgement of the risks of illicit fentanyl.**

**Response to Finding 9:**

The Lowell Joint School District agrees with this finding.

**Finding 10: Some educational institutions are not participating in available educational and preventive fentanyl/drug programs.**

**Response to Finding 10:**

The Lowell Joint School District agrees with this finding.

**RECOMMENDATIONS:**

**Recommendation 1: By January 1, 2024, the Orange County Board of Supervisors should charter a multi-agency Task Force to address the fentanyl crisis. (F2, F7, F8, F9)**

**Response to Recommendation 1:**

The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation. The Lowell Joint School District will participate should the Orange County Board of Supervisors form a charter a multi-agency task force to address the fentanyl crisis and should the Lowell Joint School District be invited to join the task force.

**Recommendation 5: By January 1, 2024, the Orange County Department of Education should develop a model fentanyl/opioid prevention educational program to be offered to all K-12 school districts in Orange County. (F2, F8, F9, F10)**

**Response to Recommendation 5:**

The recommendation has been implemented, with a summary regarding the implemented action. The Lowell Joint School District would accept an offer from the Orange County Department of Education should it develop a model fentanyl/opioid educational program and offer it to K-12 school districts in Orange County.

**Recommendation 6: By October 1, 2023, the Orange County Department of Education should promote the use of currently established and in-place fentanyl and drug-related educational programs offered by OC agencies such as Health Care Agency, OC Sheriff's Department, and non-governmental organizations to all K-12 school districts in Orange County. (F2, F8, F9, F10)**

---

Superintendent's Comment:

APPROVAL RECOMMENDED.

**Response to Recommendation 6:**

The recommendation has been implemented, with a summary regarding the implemented action. The Lowell Joint School District would be receptive should the Orange County Department of Education promote the use of currently established and in-place fentanyl and drug-related educational programs offered by OC agencies and non-governmental organizations to all K-12 school districts in Orange County.

It is recommended to approve the responses of the Lowell Joint School District recommendations in the 2022-2023 Orange County Grand Jury report entitled “Russian Roulette: Fentanyl in Orange County,” published on June 21, 2023, and that the Superintendent or designee be authorized to execute the necessary documents.

---

Superintendent’s Comment:

APPROVAL RECOMMENDED.



12711 Newport Ave. Ste. G  
Tustin, CA 92780  
Tel 888-218-4173  
PQBids.com

Lowell Joint School District

July 17, 2023

## Prequalification of contractors - Option 1

**We at PQBids propose the following services to Lowell Joint School District in the amount of:**

**1 year: \$15,000**  
**2 years: \$28,500**  
**3 years: \$40,500**

1. To utilize our online automated prequalification web-based services for your school district.
2. Pre-qualify contractors using the DIR approved questionnaire.
3. Conducts interview process of two (2) prior projects.
4. Verify contractors past two (2) years of audited, or reviewed, financials by our in-house CPA.
5. Verify their surety letter and their accountant release letter.
6. Verify all contractors licenses.
7. Verify all contractors DIR Registration.
8. View all approved general contractors and sub-contractors on your homepage.
9. We will provide all technical support.
10. Contractors are approved for a term of 1 year from the date approved.
11. Appeal procedures noted on our website and through our tutorials. PQBids excludes all appeals procedures.

# Additional CUPCCAA software

## Option A

PQBids manages CUPCCAA software which includes the following:

1. Verify all contractors' licenses.
2. Verify all contractors DIR Registration.
3. Verify contractors have the necessary insurance to work.
4. We will additionally advertise once a year to designated approved construction trade journals for the districts, inviting all licensed contractors to register as well as all contractors that are already in PQBids database. PQBids alone has over 4000 contractors.
5. We will approve the contractors so all you would have to do is login and see your full list of contractors populated.

**Additional \$3,000 per year (Normal price \$4,500 per year if no AB2031 Option)**

## Option B

District manages CUPCCAA software including approving and denying contractors.

**\$4,500 per year.**

## AB2031 Option 1 & CUPCCAA Option A

**1 year: \$18,000**

**2 years: \$34,500**

**3 years: \$49,500**

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

Signature: \_\_\_\_\_

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

Authorized signature only

All agreements are subject to our terms and conditions and policies per website [pqbids.com](http://pqbids.com)

The Bids are due to the Front Desk Receptionist at the time and date specified within the Bid document. Electronic submission of the Bid will **NOT** be accepted.



**NOTICE CALLING FOR BIDS**

**FURNITURE: SYSTEMS AND STAND ALONE  
BID NO. 23/24-0005**

**BID DEADLINE:** Wednesday, June 21, 2023 2:00 P.M.

**PLACE OF OPENING:** San Bernardino County SUPERINTENDENT of Schools  
ATTN: Front Desk Receptionist  
760 East Brier Drive  
San Bernardino, CA 92408

Notice is hereby given that the San Bernardino County Superintendent of Schools hereafter called **SUPERINTENDENT**, will receive sealed bids up to, but not later than, the time fixed above for procuring furniture: new or refurbished, systems, stand alone and classroom furniture as required by the **SUPERINTENDENT**.

All bids shall be made on the bid form furnished by the **SUPERINTENDENT**.

Each bid must conform and be responsive to all pertinent Bidding and Contract Documents.

Bids shall remain open, valid and subject to acceptance anytime within ninety (90) days after the bid opening date and time unless otherwise stipulated.

The successful **VENDOR** may be required to furnish a Performance Bond in the amount at a level to be determined by the **SUPERINTENDENT**.

Sealed bids will be received by the Front Desk Receptionist, 760 East Brier Drive, San Bernardino, CA 92408, on or before the time and date stated above. Bids will remain sealed until the time and date stated. Bids must be sealed and clearly marked on the outside of the envelope in the lower left-hand corner "**BID ENCLOSED - #23/24-0005 Furniture: Systems and Stand Alone**"

No **VENDOR** may withdraw his bid for a period of 90 days after the date set for the opening thereof.

To request a copy of the Bid document, please contact Procurement and Warehouse Services at (909) 386-9508 or visit <https://www.sbcss.k12.ca.us/index.php/business-services/business-support-services/procurement-and-warehouse-services/bids-upcoming>

**ELECTRONIC SUBMISSION OF BIDS WILL NOT BE ACCEPTED.**

Respectfully,

Amber L Arias, Manager Procurement Services

Advertisement #1: May 30, 2023

Advertisement #2: June 6, 2023

Questions Due: June 13, 2023

Bids Due: June 21, 2023 2:00 p.m.

Bid Opening: June 21, 2023 2:15 p.m.



**FURNITURE: SYSTEMS AND STAND ALONE  
BID NO. 23/24-0005**

The San Bernardino County Superintendent of Schools (**SUPERINTENDENT**) is seeking a **VENDOR(s)** to supply furniture: new or refurbished, systems, stand alone and classroom furniture as per the requirements of the **SUPERINTENDENT**. Please see Attachment A for FAQs.

**1. INSTRUCTIONS TO VENDORS**

**VENDORS** shall conform to instructions provided in the bid document. All bids must be in a sealed envelope bearing the name and address of the **VENDOR** and must clearly state on the outside of the envelope in the lower left-hand corner "**BID ENCLOSED #23/24-0005 Furniture: Systems and Stand Alone**".

**1.1 Delivery Address**

San Bernardino Superintendent of Schools  
Front Desk Receptionist  
760 East Brier Drive  
San Bernardino, CA 92408

**1.2 Bid Opening**

**VENDORS** must submit all required documents prior to the deadline. Bids received after the deadline will be deemed non-responsive as not meeting with statutory requirements. Bids are due to the Front Desk Receptionist at **2:00 p.m. on Wednesday, June 21, 2023**. Bids will be **opened and read at 2:15 p.m. via Zoom**. Please email [amber.arias@sbcss.net](mailto:amber.arias@sbcss.net) if you are interested in receiving an invitation and call in information for the virtual bid opening.

**1.3 Erasures**

Erasures and "whiteouts" are not permitted. Mistakes may be crossed out. Corrections will be noted in the margin and initialed in ink by the person signing the bid. Bids cannot be withdrawn or corrected after being opened. **SUPERINTENDENT** will not be responsible for errors or omissions on the part of **VENDORS** in making up their bids.

**1.4 Withdrawal of Bids**

Any **VENDOR** may withdraw their bid, by written request any time prior to the scheduled opening date and time. All bids received shall become the property of **SUPERINTENDENT**.

**1.5 Bid Preparation Cost**

Costs for preparing bid response and any other related material is the responsibility of the **VENDOR** and shall not be chargeable in any manner to **SUPERINTENDENT**.

**1.6 Questions Regarding Bid**

Questions should be reduced to writing and e-mailed to Amber Arias, Procurement Services at [amber.arias@sbcss.net](mailto:amber.arias@sbcss.net) or (909) 386-9508.

**1.7 Bid Content – All bids submitted shall include:**

- Signature Page/Bid Form
- Non-Collusion Declaration
- Workers Compensation Certification
- Drug Free Workplace Certification
- Resellers Permit and/or manufacturer authorization letter

## **2.0 INTERPRETATION OF DOCUMENTS**

Any interpretation or correction of the bid documents will be made only by addendum duly issued and a copy of such addendum will be delivered to each person receiving a set of the bid documents. No person is authorized to make any oral interpretation of any provision in the bid documents to any **VENDOR** and no **VENDOR** is authorized to rely on any such unauthorized oral interpretation.

Changes in, or additions to, the bid form, recapitulations of work bid upon, alternative proposals or any other modification of the bid form which is not specifically called for in the bid documents may result in **SUPERINTENDENT'S** rejection of the bids as not being responsive. No oral or telephonic modification of any bid submitted will be considered.

## **3.0 AWARD**

**SUPERINTENDENT** reserves the right to reject any or all bids, or to waive any irregularities or informalities in any bids or in the bidding. The award, if made by **SUPERINTENDENT** may be to more than one **VENDOR** who meets all requested criteria, based on the needs of the **SUPERINTENDENT**.

## **4.0 VENDORS INTERESTED IN MORE THAN ONE BID**

No person, firm or corporation shall be allowed to make, file or be interested in more than one bid for the same project unless alternate bids are specifically called for.

## **5.0 LENGTH OF CONTRACT**

Length of contract shall be for a period of one (1) year with an option for up to two (2) additional one-year renewals in accordance with provisions contained in Education Code Section 17596.

## **6.0 PRICES**

**6.1** Prices shall remain firm for the entire term of the contract.

**6.2** Bid is structured as a percentage off current manufacturer's list price with items to be ordered on an as needed basis.

**6.3** Bid prices are to include shipping, F.O.B. San Bernardino County Superintendent of Schools, except when District's shipping destination is a radius of 100 or more miles from Bidder's distributing warehouse. Awarded **VENDOR** shall deliver and install all office furniture, classroom furniture, accessories, and sundries at no charge to the **SUPERINTENDENT**. Any additional installation charges (ie., stair carry, wall attachment, in-ground bench placement) must be disclosed in writing and approved at the time of purchase. No additional delivery or installation charges will be paid for by the **SUPERINTENDENT**.

## **7.0 TAXES**

If under federal excise tax law, any transaction hereunder constitutes a sale on which a federal excise tax is imposed and the sale is exempt from such excise tax because it is a sale to a state or local government for its exclusive use, **SUPERINTENDENT** upon request will execute a certificate of exemption which will certify that **SUPERINTENDENT** is a political subdivision of the state for the purposes of such exemption and that the sale is for the exclusive use of **SUPERINTENDENT**. No excise tax for such materials shall be included in any bid price. California State Sales Tax should not be included in the **VENDOR's** quotation. Public school districts are exempt from Federal Excise Tax.

## **8.0 INVOICES AND PAYMENTS**

Invoices shall be submitted under the same firm name as shown on the purchase order. Invoice format shall be approved by **SUPERINTENDENT'S** authorized representative. **SUPERINTENDENT** shall make payment for materials, supplies or equipment furnished under the purchase order within a reasonable and proper time after acceptance.

## **9.0 DELIVERY**

Destination will be designated within the boundaries of the San Bernardino County Superintendent of Schools. Actual delivery dates should be coordinated with the **SUPERINTENDENT**. All shipments shall be accompanied by a packing slip. Purchase order number shall appear on all packing slips,

invoices, and packages. There shall be no minimum quantities required in order for the **SUPERINTENDENT** to place orders as needed. **Bid all items F.O.B., San Bernardino County Superintendent of School.** Destination will be designated within the boundaries of the San Bernardino County **SUPERINTENDENT** of Schools.

The right is reserved to reject and return at the risk and expense of the **VENDOR** such portions of any shipment which may be defective or fail to comply with specifications without invalidating the remainder of the order.

**10.0 BRAND NAMES**

This bid is a percentage off **VENDOR's** catalog pricing. **VENDOR** will provide a list of manufacturers and/or manufacturer's products, with a percentage discount off of their current catalog pricing.

**11.0 SAMPLES**

Samples, when requested, must be furnished at no expense or obligation to **SUPERINTENDENT**. Samples should be plainly marked with **VENDOR** name, item number and description. The return of samples (if not destroyed in testing) shall be arranged by the **VENDOR** at no cost to **SUPERINTENDENT**.

In addition, any and all product tests performed by **SUPERINTENDENT** are, and will be, considered sufficient to meet the terms of this section.

**12.0 RESOURCE CONSERVATION**

**SUPERINTENDENT** is fully committed to providing a safe and healthy school or work environment for students, families and staff. **SUPERINTENDENT** will promote the conservation of resources through "Green Practices" and take a proactive and preventative approach in the areas of purchasing, new construction, maintenance and operations. A form for this purpose will be provided to the awarded **VENDOR(s)**.

**13.0 QUANTITIES**

**SUPERINTENDENT** does not guarantee quantities.

**14.0 SAFETY REQUIREMENTS**

All items proposed in response to this bid must conform with the Safety Order of the State of California, Division of Industrial Safety and CAL-OSHA regulations in effect at the time of bid. **VENDORs** receiving awards of items subject to Chapter 4 (Industrial Safety Orders) California Administrative Code, Title 8, Division of Industrial Relations, must submit to the Procurement Office of **SUPERINTENDENT**, Material Safety Data Sheets (MSDS) for those items, when requested.

**15.0 HOLD HARMLESS**

**VENDOR** agrees, at its own expense, cost and risk, to indemnify, defend, save and hold harmless **SUPERINTENDENT**, its agents, employees and officers against any and all personal injuries, damages, liabilities, costs, suits or expenses, including reasonable attorney's fees, arising out of any act or omission or the condition of any property owned or controlled by the **VENDOR** in the

performance of this contract. It is understood that employees of the **VENDOR** in its performance under this contract are not agents or employees of **SUPERINTENDENT**.

**16.0 DEFAULT BY VENDOR**

If the successful **VENDOR** fails or neglects to furnish and/or deliver the supplies at the prices quoted, or at the times and places agreed upon, or otherwise fails to comply with the terms, conditions and specifications of this bid document in its entirety, **SUPERINTENDENT** reserves the right to cancel existing orders of any items affected by such default; and procure the supplies from other sources and deduct from any unpaid balance due to the successful **VENDOR** or collect against his sureties. The price paid shall be considered the prevailing market price at the time such purchase is made.

**17.0 ASSIGNMENT**

**VENDOR** shall not assign this contract or any part thereof without prior written consent of **SUPERINTENDENT**. Any assignment of money to become due under this contract shall be subject to a prior lien for services rendered or materials supplied for performance of work called for under said contract by all persons, firms or corporations rendering such services or supplying such materials to the extent that claims are filed pursuant to the Code of Civil Procedure and the Government Code.

**18.0 NOTICE OF TERMINATION**

**SUPERINTENDENT** shall have the right, upon ten (10) days prior written notice to **VENDOR**, to terminate this Agreement at any time and without cause prior to complete delivery. Such termination shall be without any obligation or liability to **VENDOR** other than payment of outstanding invoices for products delivered prior to notice of termination.

Any notice from one party to the other under the contract shall be in writing and shall be dated and signed by party giving such notice or by duly authorized representative of such party and sent certified mail.

**19.0 CLAIMS/DISPUTES**

Claims, disputes, or other matters in question between the parties to the contract or breach thereof shall be subject to mediation under the auspices of a recognized, neutral third party professional mediation service, or other mediation method acceptable to both parties, prior to undertaking any legal action. The cost of the mediation services shall be borne equally by the parties.

**20.0 OTHER AGENCIES: PIGGYBACK CLAUSE**

Other public entities in the State of California may procure items off this bid under the same terms and conditions stated in the bid, pursuant to Public Contract Code Section 20118 and 20651 to 20659. Said public entities shall process their purchase orders and warrants directly to the successful **VENDOR** upon agreement by the public entity and the **VENDOR**.

**21.0 SEVERABILITY**

If any provision of the Agreement shall be unlawful, void, or for any reason, unenforceable, it shall be deemed severable from, and shall in no way effect the validity or enforceability of the remaining provisions of this Agreement, which shall remain valid and enforceable according to its term.

**22.0 GOVERNING LAW**

This Agreement shall be governed and interpreted in accordance with the laws of the State of California.

**23.0 PROVISIONS REQUIRED BY LAW DEEMED INSERTED**

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein. If through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon application of either party the contract shall forthwith be physically amended to make such insertion or correction.

**24.0 AMENDMENTS**

No amendment to this Agreement shall be effective unless it is in writing and signed by duly authorized representatives of both parties.

**25.0 ENTIRE AGREEMENT**

This Agreement contains all of the understandings between the parties with respect to the subject matter. Any prior agreements, representations, statements, negotiations or undertakings whether oral or written are superseded hereby. Nothing modifying the terms and conditions will be binding unless made in writing and agreed to by both parties.

**26.0 EFFECT OF WAIVER**

No term or provision shall be waived, and no breach excused, unless consent is in writing and signed by both parties. Any consent to waive or excuse shall not constitute consent or waiver of any other subsequent breach.

**27.0 COVENANT AGAINST GRATUITIES**

**VENDOR** warrants by signing hereon that no gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by the **VENDOR** or any agent or representative of the **VENDOR**, to any officer or employee of **SUPERINTENDENT** with a view toward securing the contract or securing favorable treatment with respect to any determinations concerning the performance of the contract. For breach or violation of this warranty, **SUPERINTENDENT** shall have the right to terminate the contract, either in whole or in part. Any loss or damage sustained by **SUPERINTENDENT** in procuring on the open market any items which **VENDOR** agreed to supply shall be borne and paid for by the **VENDOR**. The rights and remedies of **SUPERINTENDENT** provided in the clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.

**28.0 PROTEST**

**VENDORS** may protest the recommended award, provided the protest is in writing, contains the bid number and is delivered to the address listed for submission of bid documents, and submitted within five (5) calendar days of the date on which the bid was opened.

Grounds for a protest is that **SUPERINTENDENT** failed to follow the selection procedures and adhere to requirements specified in the RFB or any addenda or amendments; there has been a violation of conflict of interest as provided in California Government Code Section 87100 et. Seq.; or violation of any State or Federal law. Protests will not be accepted on any other grounds. All protests will be handled by a panel comprised of **SUPERINTENDENT** staff.

**SUPERINTENDENT** will consider only these specific issues addressed in the written protest. A written response will be directed to the protesting **VENDOR** within seven (7) calendar days of receipt of the protest, advising of the decision with regard to the protest and the basis for the decision.

**29.0 NON-COLLUSION**

Any efforts to restrain competition and the making of false sworn statements in connection with the submission of bids are unlawful. Public Contract Code 7106 requires all **VENDORS** to submit a non-collusion declaration. A form for this purpose is furnished with the bid documents.

**30.0 PERFORMANCE BOND**

Performance Bond may be required to be maintained during the life of the contract at the level to be determined by **SUPERINTENDENT**. A form for this purpose is furnished with the bid documents.

**31.0 FINGERPRINTING REQUIREMENTS**

This bid is subject to the provisions of Education Code Section 45125.1 and 45122.1. **VENDORS'** employees are required to submit fingerprints to the Department of Justice where an employee may come into contact with students at any site. The Department of Justice will ascertain whether the employee has a pending criminal proceeding for a violent or serious felony or has been convicted of a violent or serious felony as they are defined in Penal Code Sections 667.5c) and 1192.7c), respectively. **VENDOR** shall not permit an employee to come in contact with students until the Department of Justice has ascertained that the employee has not been convicted of a felony. **SUPERINTENDENT** may request the removal of an employee from a site at any time. Failure to comply with this provision may result in termination of the contract. Acknowledgment of the fingerprinting requirements is included in the bid documents as Certification Page 14.

**32.0 PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE**

**VENDOR** shall take out and maintain during the life of the contract such public liability and property damage insurance as shall protect him and **SUPERINTENDENT** from all claims for property damage arising from operations under the contract.

All policies shall contain additional endorsements naming the **SUPERINTENDENT** and its officers, employees, agents and volunteers as additional insured with respect to liabilities arising out of the performance of services hereunder.

**33.0 WARRANTY/QUALITY**

**VENDOR** shall guarantee the product or service performed against all defects or failures of materials and workmanship for a minimum period of one (1) year from the actual delivery date.

**34.0 PREVAILING WAGES**

The assembly and delivery required in this bid will NOT generally require the payment of prevailing wage. If the **VENDOR** or **SUPERINTENDENT** determines that a service falls within the labor code section 1773 or SB 854, Prevailing wage labor may be deemed necessary. When prevailing wage labor is needed, a separate quote for said labor will be provided by the **VENDOR** at that time.

**35.0 MANUFACTURER AUTHORIZED RESELLER DISTRIBUTOR**

**VENDORS** must be either manufacturers or factory authorized resellers/distributors for brands they are bidding and must be able to show proof of information (submit with bid). The manufacturer's letter(s) shall indicate authorization to market, sell, distribute, warrant, or supply any product or service offered by the manufacturer through the **VENDOR** named in the bidding documents. If **VENDOR** is not an authorized dealer and is not in good financial standing, the line and/or catalog discount will not be awarded to the dealer and will result to the next lowest bidder whom is authorized to represent the specific manufacturer. The **SUPERINTENDENT** reserves the right to disqualify the entire bid of the dealer if they misrepresent pricing or falsely claim to be an authorized dealer.

**36.0 UNFORESEEN CONDITIONS STORAGE**

After an order is placed, an unforeseen circumstance could occur where the location for delivery is not clean, safe, or properly prepared to receive delivery (construction delays, force majeure, etc.). **SUPERINTENDENT** asks for the option to store the order in **VENDORS** bonded, insured warehouse facility no longer than 60 days.

**37.0 REFUSE/DUNNAGE REMOVAL**

No additional charges will be allowed for refuse/dunnage removal during delivery. **VENDOR** will be responsible for removing cardboard, packing materials, pallets, etc. offsite at no additional cost to **SUPERINTENDENT**.

**SIGNATURE PAGE/BID FORM**

(Please type or print)

The undersigned having carefully examined the Notice Calling for Bids, the Specifications, and all contract documents for the proposed furniture: new or refurbished, systems, stand-alone and classroom furniture bid the following:

**ADDENDA:** The undersigned has thoroughly examined any and all Addenda issued during the bid period and is thoroughly familiar with all contents thereof and acknowledges receipt of the following Addenda: (**VENDOR** to list all addenda).

|                   |                     |                   |                     |
|-------------------|---------------------|-------------------|---------------------|
| Addendum No. ____ | Date Received _____ | Addendum No. ____ | Date Received _____ |
| Addendum No. ____ | Date Received _____ | Addendum No. ____ | Date Received _____ |

**BID AMOUNT:** Please provide percentage discount and name of manufacturer below.

\_\_\_\_\_ % off \_\_\_\_\_ manufacturer's list price

\_\_\_\_\_ % off \_\_\_\_\_ manufacturer's list price

\_\_\_\_\_ % off \_\_\_\_\_ manufacturer's list price

\_\_\_\_\_ % off \_\_\_\_\_ manufacturer's list price

\_\_\_\_\_ % off \_\_\_\_\_ manufacturer's list price

\_\_\_\_\_ % off \_\_\_\_\_ manufacturer's list price

\_\_\_\_\_ \* labor and installation fees

\_\_\_\_\_ \* Stair carry fees

\_\_\_\_\_ \* shipping costs (if over 100 miles from  
distribution warehouse)

YES \_\_\_\_\_ NO \_\_\_\_\_ \* Unforeseen Conditions storage per 36.0

**\* Required information – even if the answer is Zero (0), bidder must fill out all lines marked with an asterisk**

**IF VENDOR CARRIES MORE LINES, PLEASE INDICATE MANUFACTURER NAME AND PERCENTAGE OFF THEIR PRODUCT AND ATTACH TO BID FORM.**

**COMPANY INFORMATION**

Company Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_  
(Please type or print)

Company Address: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Authorized Representative's Signature: \_\_\_\_\_



**NON-COLLUSION DECLARATION**  
*(To Be Submitted with Bid)*

The undersigned declares:

I am the \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing bid.

The Bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation. The Bid is genuine and not collusive or sham. The **VENDOR** has not directly or indirectly induced or solicited any other **VENDOR** to put in a false or sham bid. The **VENDOR** has not directly or indirectly colluded, conspired, connived or agreed with any **VENDOR** or anyone else to put in a sham bid, or to refrain from bidding. The **VENDOR** has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the bid price of the **VENDOR** or any other **VENDOR**, or to fix any overhead, profit or cost element of the bid price, or of that of any other **VENDOR**. All statements contained in the bid are true. The **VENDOR** has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a **VENDOR** that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the **VENDOR**.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on:

\_\_\_\_\_, at \_\_\_\_\_, \_\_\_\_\_ (date)  
(city) (state)

X \_\_\_\_\_

**WORKERS' COMPENSATION CERTIFICATION**  
*(To Be Submitted with Bid)*

Labor Code Section 3700:

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

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in the State.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

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

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

VENDOR

By: \_\_\_\_\_

\_\_\_\_\_  
Signature

(In accordance with Article 5 (commencing at Section 1860), Chapter 1, Part 7, Division 2 of the Labor code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

**CERTIFICATE REGARDING DRUG-FREE WORKPLACE**

*(To Be Submitted with Bid)*

This Drug-Free Workplace Certification form is required from all successful **VENDORS** pursuant to the requirements mandated by Government Code Section 8350 et seq., the Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract or grant for the procurement of any property or service from any State agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract or grant awarded by a State agency may be subject to suspension of payments or termination of the contract or grant, and the contractor or grantee may be subject to debarment from future contracting, if the contracting agency determines that specified acts have occurred.

Pursuant to Government Code Section 8355, every person or organization awarded a contract or grant from a State agency shall certify that it will provide a drug-free workplace by doing all of the following:

- a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions which will be taken against employees for violations of the prohibition;
- b) establishing a drug-free awareness program to inform employees about all of the following
  - 1) the dangers of drug abuse in the workplace;
  - 2) the person's or organization's policy of maintaining a drug-free workplace;
  - 3) the availability of drug counseling, rehabilitation and employee-assistance programs;
  - 4) the penalties that may be imposed upon employees for drug abuse violations.
- c) requiring that each employee engaged in the performance of the contract or grant be given a copy of the statement required by subdivision (1) and that, as a condition of employment on the contract or grant, the employee agrees to abide by the terms of the statement.

I, the undersigned, agree to fulfill the terms and requirements of Government Code Section 8355 listed above and will publish a statement notifying employees concerning (a) the prohibition of controlled substances at the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the contract be given a copy of the statement required by Section 8355(a) and requiring that the employee agrees to abide by the terms of that statement.

I also understand that if the SUPERINTENDENT determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of Section 8355, that the contract awarded herein is subject to termination, suspension of payments, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of Section 8350 et. seq.

I acknowledge that I am aware of the provisions of Government Code Section 8350 et. seq., and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

---

Date:

---

Signature, Vendor

**PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS: That WHEREAS, the San Bernardino County SUPERINTENDENT of Schools identified as "SUPERINTENDENT", has given to \_\_\_\_\_ hereinafter designated as the "Principal", a Notice of Intent to Award Contract for the work described as follows:

**FURNITURE: SYSTEMS AND STAND ALONE  
BID NO. 23/24-0005**

WHEREAS, said Principal is required under the terms of said Notice to furnish a Bond for the faithful performance of such Notice.

NOW THEREFORE, we, the Principal and \_\_\_\_\_ as Surety, an admitted Surety insurer pursuant to Code of Civil Procedure, Section 995.120, legally doing business in California at \_\_\_\_\_, are held and firmly bound unto the SUPERINTENDENT, in the sum of \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_), lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that if the above bound Principal, his or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by and will and truly keep and perform, the covenants, conditions and agreements as defined in the said contract and any alteration thereof made as therein provided, on his or their part, to be kept and performed at the times and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless the SUPERINTENDENT, its officers and agents, as therein stipulated, then this obligation shall become null and void, otherwise, it shall be and remain in full force and virtue.

As a condition precedent to the satisfactory completion of the Contract, the above obligation shall hold good for a period of one (1) year after the acceptance of the Work by SUPERINTENDENT, during which time if Principal shall fail to make full, complete, and satisfactory repair and replacements and totally protect the SUPERINTENDENT from loss or damage made evident during the period of one (1) year from the date of acceptance of the Work, and resulting from or caused by defective materials or faulty workmanship, the above obligation in penal sum thereof shall remain in full force and effect. However, nothing in this paragraph shall limit the obligation of the surety and the obligation of the Surety shall continue so long as any obligation of Principal remains.

And the said surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or to the work to be performed thereunder, or the specifications accompanying the same, shall in any way affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract, or to the work, or to the Specifications.

In the event suit is brought upon this bond by the SUPERINTENDENT and judgment is recovered, the Surety shall pay all costs incurred by the SUPERINTENDENT in such suit, including a reasonable attorneys' fee to be fixed by the court.

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal and Surety above named, on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

(Corporate Seal) PRINCIPAL \_\_\_\_\_  
BY \_\_\_\_\_  
TYPED/PRINTED NAME \_\_\_\_\_

(Corporate Seal) TITLE \_\_\_\_\_  
SURETY \_\_\_\_\_  
BY \_\_\_\_\_

(Attach Attorney-in Fact Certificate)

TYPED/PRINTED NAME \_\_\_\_\_  
TITLE \_\_\_\_\_

**SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS**  
**CONTRACTOR CERTIFICATION REGARDING BACKGROUND CHECKS**

\_\_\_\_\_ certifies that it has performed one of the following:  
(Name of Contractor)

- Pursuant to Education Code Section 45125.1, Contractor has conducted criminal background checks, through the California Department of Justice, of all employees providing services to the San Bernardino County Superintendent of Schools, pursuant to the contract/purchase order dated \_\_\_\_\_, and that none have been convicted of serious or violent felonies, as specified in Penal Code Sections 1192.7(c) and 667.5(c) respectively.

As further required by Education Code Section 45125.1, attached hereto as Attachment "A" is a list of the names of the employees of the undersigned who may come in contact with pupils.

OR

- Pursuant to Education Code Section 45125.2, Contractor will ensure the safety of pupils by one or more of the following methods:
- 1) The installation of a physical barrier at the worksite to limit contact with pupils.
  - 2) Continual supervision and monitoring of all employees of the entity by an employee of the entity whom the Department of Justice has ascertained has not been convicted of a violent or serious felony.

I declare under penalty of perjury under the laws of the United States that foregoing is true and correct.

Date \_\_\_\_\_

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Signature

## Attachment A

### Frequently Asked Questions (FAQ)

**Q1.** Section 6.3 states that the "Awarded vendor shall deliver and install all office furniture, classroom furniture, accessories, and sundries at no charge to the superintendent." There is also a line for "Labor and Installation fees" on the Signature Page/Bid Form. Can you please clarify the purpose of the "Labor and Installation fees"?

**A.** **SUPERINTENDENT** may opt to purchase additional items from **VENDOR** that are not included in the awarded group of manufacturer's products.

Also, Section 6.3 states "Bid prices are to include shipping, F.O.B. San Bernardino County Superintendent of Schools, except when District's shipping destination is a radius of 100 or more miles from Bidder's distributing warehouse. Awarded **VENDOR** shall deliver and install all office furniture, classroom furniture, accessories, and sundries at no charge to the **SUPERINTENDENT**. Any additional installation charges (i.e., stair carry, wall attachment, in-ground bench placement) must be disclosed in writing and approved at the time of purchase. No additional delivery or installation charges will be paid for by the **SUPERINTENDENT**."

Please notate on the bid form if there are any conditions where **VENDOR** may charge "Labor and Installation Fees", and what those fees might entail (hourly rate, flat fee based on thresholds of dollar amount purchased, etc.).

**Q2.** Section 34 states that when prevailing wage is required, a separate quote for the prevailing wage labor will be provided by the vendor at that time.

- Does this mean prevailing wage labor is considered separate from the "labor and installation fees" line on the Bid Signature Page?
- Will vendors be allowed to provide a quote for prevailing wage labor for each separate prevailing wage job at the time of the order? If so, should we note on the Signature Page/Bid Form that all prevailing wage labor will be quoted and provided to the purchaser at the time of purchase?

**A.** The "labor and installation fees" line on the Bid Signature Page refers to any additional labor charges for delivery as described in Question 1.

**SUPERINTENDENT** may purchase modular or cubicle furniture that would fall under prevailing wage labor requirements described in labor code sections 1773 or SB 854. In this circumstance, a quote will be requested of the **VENDOR** for prevailing wage labor, as described in Section **34.0 PREVAILING WAGES**. It is not necessary to note on the Signature Page/Bid Form that prevailing wage labor will be quoted/provided at time of purchase.

**Q3.** Will a Vendor's answer to Section 36: Unforeseen Conditions Storage impact whether or not the manufacturer/bid is awarded to the vendor?

**A.** No

**Q4.** Please confirm if this is only a catalog bid or a catalog and line item bid.

**A.** This is only a catalog bid, with costs based on a percentage off current catalog pricing.

**Q5.** Is a Manufacture able to submit a proposal and assign Authorized Resellers that would be able to Receive, Deliver and Invoice Purchase orders on our behalf? Currently we have several of our Resellers working with the San Bernardino County Superintendent of Schools and would like them all to be able to continue to offer their services.

**A.** This bid is for authorized **VENDORS** to provide pricing based on a percentage of the manufacturer's list or catalog price. We would ask your resellers to provide a response to Bid 23/24-0005.



**FURNITURE: SYSTEMS AND STAND ALONE  
BID# 23/24-0005**

**ADDENDUM #1  
June 14, 2023**

The San Bernardino County Superintendent of Schools (**SUPERINTENDENT**) has received the following questions regarding Furniture: Systems and Stand Alone bid. The questions and answers are as follows:

**Question 1.** Per Section 6.3; is all product drop shipping direct to SBCSS warehouse? Or should it be shipped to the dealer warehouse and then delivered and installed at SBCSS?

**Answer:** Product should be delivered to dealer warehouse and then delivered and installed at SBCSS sites unless otherwise noted when purchased.

**Question 2.** Are we able to charge Technical Specification fees? This would apply when field measurements, space planning, renderings and finish selections are involved.

**Answer:** These types of Technical Specification fees/charges would not be included as part of this bid and would be at the discretion of the vendor. Additional installation charges (i.e., stair carry, wall attachment, in-ground bench placement) must be disclosed in writing and approved at the time of the purchase. No additional delivery or installation charges will be paid for by the SUPERINTENDENT.

**Question 3.** Per the Performance Bond form, the form is requesting a dollar amount to be listed; however, our bid proposal is a percentage discount rather than a lump sum. What is required to be listed in dollar amount on this form?

**Answer:** A Performance Bond is not required at the time of bid. Once awarded, a Performance Bond may be required to be maintained during the life of the contract at a level determined by the SUPERINTENDENT. The form furnished in the bid documents is for your future reference.

**Question 4.** Is fingerprinting required in order to bid?

**Answer:** Fingerprinting is not required at the time of bid. Fingerprinting will be required once awarded and if the vendor or its employees may come into contact with students at any site while delivering and installing product.

**Question 5.** Do we need to publish? Where? San Bernardino Sun? For how long? What does the Proof of publication have to include (see first page of the bid form)?

**Answer:** There is no need to for the vendor to publish anything in relation to this Bid or award of contract. The dates listing on the bottom of the Notice Calling for Bids is to notify potential bidders the SUPERINTENDENT's schedule for the bidding process.

**Question 6.** Are there any meetings we need to attend?

**Answer.** There are no meetings required in order to submit a bid.

**Question 7.** Is the application filled out in Blue or Black ink?

**Answer:** The bid forms can be submitted using blue or black ink but forms must contain original signatures.

**Question 8.** Is the attached bond the Performance bond that you need?

**Answer:** Once awarded, a Performance Bond may be required to be maintained during the life of the contract at a level determined by the SUPERINTENDENT. The form furnished is for your future reference.

**Question 9.** Is a Performance Bond necessary for Bid No. 23/24-0005?

**Answer:** A Performance Bond is not required at the time of bid. Once awarded, a Performance Bond may be required to be maintained during the life of the contract at a level determined by the SUPERINTENDENT. The form furnished is for your future reference.

**Question 10.** Per page 4, paragraph 6.1: "Prices shall remain firm for the entire term of the contract." Since this bid is a percentage discount off of manufacturers' current catalog/price list pricing, will SBCSS accept updated manufacturer price lists during the 1<sup>st</sup> year of the contract and throughout the 2 renewal terms, if the percentage discounts remain firm?

**Answer:** Yes, since this is a bid is a percentage discount off the manufacturers' current catalog, updated manufacturer price lists are accepted as long as the percentage discount remains in effect.

**Question 11.** As a Furniture Manufacturer we work through multiple dealers. Can multiple dealers represent the manufacturer on this bid? Or will only one vendor be awarded a manufacturers line?

**Answer:** Yes, multiple dealers can represent the manufacturer on this bid.

**Question 12.** Is it necessary to bid in order for SBCSS to do business with a vendor?

**Answer:** Although submitting a bid to SBCSS is not required for the SUPERINTENDENT to do business with a particular vendor, purchases made through a vendor that is not awarded the bid, would be limited to the annual bid limit, and purchases cannot exceed the bid limit amount in a fiscal year (July 1 – June 30). The bid limit is set in Public Contract Code (PPC) Section 20111(a) and adjusted annually by the State Superintendent of Public Instruction. As of January 1, 2023, the current bid limit is \$109,300.00.





# San Bernardino County Superintendent of Schools

Ted Alejandre  
County Superintendent

*Transforming lives through education*

June 27, 2023

CN School & Office Solutions, Inc.  
ATTN: Devyn Goss  
500 E. Rincon St.,  
Suite 100  
Corona, CA 92879

**NOTICE OF AWARD  
BID 23/24-0005  
FURNITURE: SYSTEM AND STAND ALONE**

Dear Devyn Goss

Thank you for your participation in the San Bernardino County Superintendent of Schools bid process. **CN School & Office Solutions, Inc.** is one of the successful bidders for BID#23/24-0005 Furniture: Systems and Stand Alone and is hereby awarded on July 1, 2023, and will expire on June 30, 2024 and may be extended for up to two (2) additional one-year renewal by mutual written consent of both parties.

A purchase order will be issued as needed for purchases throughout the term of the agreement.

Please sign below for acceptance of the term as well as complete and sign Attachment A. A fully executed contract will be returned to you for your records upon acceptance of both parties.

  
Signature \_\_\_\_\_ Date 7/3/23

  
Signature \_\_\_\_\_ Date 06/27/2023

VICE PRESIDENT  
Title \_\_\_\_\_

Kevin Garcia, Program Manager  
Procurement & Warehouse Services

Devyn Goss  
CN School & Office Solutions, Inc.

Business Services • Richard De Nava, Chief Business Officer

Business Support Services • Katie M. Hylton, Director  
760 East Brier Drive • San Bernardino, CA 92408 • P: 909.386.9669 • F: 909.386.9507 • www.sbccss.net

Attachment A

**Education Department of General Administration Regulation (EDGAR)  
Federal Funding Contract Compliance Form**

The following provisions are required and apply when federal funds are expended by San Bernardino County Superintendent of Schools for any contract resulting from this procurement process. San Bernardino County Superintendent of Schools is the sub grantee or sub recipient by definition.

In addition to other provisions required by the federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

**BREACH OF CONTRACT BY EITHER PARTIES**

- (A) Contracts for more than the simplified acquisition threshold currently set at \$250,000 which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide such sanctions and penalties as appropriate.

Pursuant to Federal Rules (A) above, when federal funds are expended by San Bernardino County Superintendent of Schools, the Superintendent reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does vendor agree? YES   DG   Initials of Authorized Representative of Vendor

**TERMINATION FOR CAUSE OR FOR CONVENIENCE**

- (B) Termination for cause or for convenience by the grantee or sub grantee including the manner by which it will be affected and the basis for settlement. (All contracts in excess of \$10,000)

Pursuant to Federal Rules (B) above, when federal funds are expended by San Bernardino County Superintendent of Schools, the Superintendent reserves all rights to immediately terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Vendor, in the event vendors fails to: (1) meet schedules, deadlines, and/or delivery dates within the time specified in the procurement solicitation, contract, and/or a purchase order; (2) make any payments owed; or (3) otherwise perform in accordance with the contract and/or the procurement solicitation. San Bernardino County Superintendent of Schools also reserves the right to terminate the contract immediately, with written notice to vendor, for convenience, if San Bernardino County Superintendent of Schools believes, in its sole discretion that it is in the best interest of San Bernardino County Superintendent of Schools to do so. The vendor will be compensated for work performed and accepted and goods accepted by San Bernardino County Superintendent of Schools as of the termination date if the contract is terminated for convenience of San Bernardino County Superintendent of Schools. Any award under this procurement process is not exclusive and San Bernardino County Superintendent of Schools reserves the right to purchase goods and services from other vendors when it is in the best interest San Bernardino County Superintendent of Schools.

Does vendor agree? YES   DG   Initials of Authorized Representative of Vendor

**RIGHTS TO INVENTIONS MADE UNDER A CONTRACT AGREEMENT**

- (C) **Rights to Inventions Made Under a Contract Agreement.** If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2(a) and the recipient or sub recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement, "; the recipient or sub recipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Pursuant to Federal Rule (C) above, when federal funds are expended by San Bernardino County Superintendent of Schools, the vendor certifies that during the term of an award for all contracts by San Bernardino County Superintendent of Schools resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (C) above.

Does vendor agree? YES   DG   Initials of Authorized Representative of Vendor

**CLEAN AIR ACT (42 U.S.C.7401-7671q.)**

- (D) **Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended –** Contracts and sub grants of amounts in excess of \$250,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Pursuant to Federal Rule (D) above, when federal funds are expended by San Bernardino County Superintendent of Schools, the vendor certifies that during the term of an award for all contracts by San Bernardino County Superintendent of Schools resulting from this procurement process, the vendor agrees to comply with all applicable requirements as referenced in Federal Rule (D) above.

Does vendor agree? YES   DG   Initials of Authorized Representative of Vendor

**DEBARMENT AND SUSPENSION**

- (E) **Debarment and Suspension (Executive Orders 12549 and 12689) –** A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the system for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p.235), "Debarment and Suspension". SAM exclusions contain the names of parties debarred, suspended or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Pursuant to Federal Rule (E) above, when federal funds are expended by San Bernardino County Superintendent of Schools, the vendor certifies that during the term of an award for all contracts by San Bernardino County Superintendent of Schools resulting from this procurement process, the vendor certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

Does vendor agree? YES   DG   Initials of Authorized Representative of Vendor

|  |
|--|
| <b>BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. 1352)</b> |
|--|

**(F) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) – Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certified to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that take place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.**

Pursuant to Federal Rule (F) above, when federal funds are expended by San Bernardino County Superintendent of Schools, the vendor certifies that during the term and after the awarded term of an award for all contracts by San Bernardino County Superintendent of Schools resulting from this procurement process, the vendor certifies that it is in compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- a. No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- c. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds to all appropriate tiers and that all sub recipients shall certify and disclose accordingly.

Does vendor agree? YES   DG   Initials of Authorized Representative of Vendor

|  |
|--|
| <b>RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR<br/>WITH FEDERAL FUNDS – 2 CFR § 200.333</b> |
|--|

When federal funds are expended by San Bernardino County Superintendent of Schools for any contract resulting from this procurement process, the vendor certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.333. The vendor further certifies that vendor will retain all records as required by 2 CFR § 200.333 for a period of three years after

grantees or sub grantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

Does vendor agree? YES DG Initials of Authorized Representative of Vendor

**CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT**

When federal funds are expended by San Bernardino County Superintendent of Schools for any contract resulting from this procurement process, the vendor certifies that it will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321, et seq.; 49 C.F.R. Part 18; Pub. L. 94-163, 89 Stat. 871).

Does vendor agree? YES DG Initials of Authorized Representative of Vendor

**CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS**

Vendor certifies that vendor is in compliance with all applicable provisions of the Buy America Act. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

Does vendor agree? YES DG Initials of Authorized Representative of Vendor

**CERTIFICATION OF NON-COLLUSION STATEMENT**

Vendor certifies under penalty of perjury that its response to this procurement solicitation is in all respects bona fide, fair, and made without collusion or fraud with any person, joint venture, partnership, corporation or other business or legal entity.

Does vendor agree? YES DG Initials of Authorized Representative of Vendor

Vendor agrees to comply with all federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that vendor certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted above.

|  |
|--|
| <b>Company Name:</b> CN SCHOOL OFFICE SOLUTIONS INC                                      |
| <b>Address:</b> 500 E. RINCON ST. SUITE #100   |
| <b>City:</b> CORONA <b>State:</b> CA <b>Zip:</b> 92879                                   |
| <b>Phone Number:</b> 949-597-0123 <b>Fax #:</b>  |
| <b>Email Address:</b> DEVYN@CULVER-NEWLIN.COM  |
| <b>Printed Name of Authorized Representative:</b> DEVYN GOSS                             |
| <b>Signature of Authorized Representative:</b> <i>Devyn Goss</i> <b>Date:</b> 06/27/2023 |

**SIGNATURE PAGE/BID FORM**  
(Please type or print)

The undersigned having carefully examined the Notice Calling for Bids, the Specifications, and all contract documents for the proposed furniture: new or refurbished, systems, stand-alone and classroom furniture bid the following:

**ADDENDA:** The undersigned has thoroughly examined any and all Addenda issued during the bid period and is thoroughly familiar with all contents thereof and acknowledges receipt of the following Addenda: (VENDOR to list all addenda).

|                          |                               |                          |                           |
|--------------------------|-------------------------------|--------------------------|---------------------------|
| Addendum No. <u>1</u>    | Date Received <u>12/14/23</u> | Addendum No. <u>    </u> | Date Received <u>    </u> |
| Addendum No. <u>    </u> | Date Received <u>    </u>     | Addendum No. <u>    </u> | Date Received <u>    </u> |

**BID AMOUNT:** Please provide percentage discount and name of manufacturer below.

*PLEASE SEE ATTACHED*

\_\_\_\_\_ % off \_\_\_\_\_ manufacturer's list price

\_\_\_\_\_ % off \_\_\_\_\_ manufacturer's list price

\_\_\_\_\_ % off \_\_\_\_\_ manufacturer's list price

\_\_\_\_\_ % off \_\_\_\_\_ manufacturer's list price

\_\_\_\_\_ % off \_\_\_\_\_ manufacturer's list price

\_\_\_\_\_ % off \_\_\_\_\_ manufacturer's list price

\_\_\_\_\_ \* labor and installation fees *included in price*

\_\_\_\_\_ \* Stair carry fees *included in price*

*REQUEST QUOTE* \* shipping costs (if over 100 miles from  
distribution  
warehouse)

YES  NO \_\_\_\_\_ \* Unforeseen Conditions storage per 36.0

**\* Required information – even if the answer is Zero (0), bidder must fill out all lines marked with an asterisk**

**IF VENDOR CARRIES MORE LINES, PLEASE INDICATE MANUFACTURER NAME AND PERCENTAGE OFF THEIR PRODUCT AND ATTACH TO BID FORM.**

**COMPANY INFORMATION**

Company Name: CN School & Office Solutions Inc.

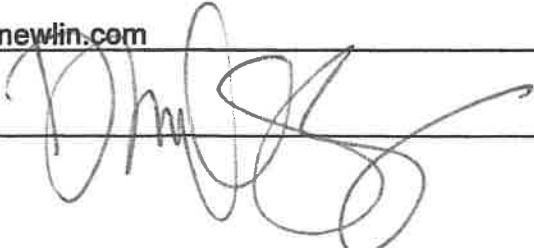
Authorized Representative: Devyn Goss  
(Please type or print)

Company Address: 500 E Rincon St., Suite 100

Telephone Number: (949) 597-0123 Fax Number ( ) N/A

E-mail Address: Devyn@culver-newlin.com

Authorized Representative's Signature: \_\_\_\_\_





PLEASE NOTE: LARGE QUANTITY ORDERS MAY QUALIFY FOR A DEEPER DISCOUNT,  
WHICH WE WILL PASS ON DIRECTLY TO THE DISTRICT

| Manufacturer       | Percentage Off List |
|--------------------|---------------------|
| 9to5               | 50%                 |
| Alumni             | 40%                 |
| Arcadia            | 25%                 |
| Artopex            | 25%                 |
| BuzziSpace         | 25%                 |
| Carpets 4 Kids     | list +5%            |
| CEF                | 20%                 |
| Certwood           | 40%                 |
| Claridge           | 28%                 |
| Diversified        | 35%                 |
| ECD                | 52%                 |
| Encore             | 25%                 |
| Eurotech           | 25%                 |
| FireKing           | 35%                 |
| Fomcore            | 40%                 |
| FSR                | 15%                 |
| Hirsh              | 30%                 |
| Hon                | 40%                 |
| HPFI               | 40%                 |
| Humanscale         | 40%                 |
| Jonticraft         | list +5%            |
| JSI                | 30%                 |
| Lesro              | 25%                 |
| LightCorp          | 20%                 |
| Maverick           | 50%                 |
| Mooreco            | 30%                 |
| Muzo-Works         | 10%                 |
| NPS                | 45%                 |
| Palmer Hamilton    | 15%                 |
| Platinum Visual    | 45%                 |
| Right Angle        | 40%                 |
| Safco              | 30%                 |
| Sico               | 15%                 |
| Smith System       | 25%                 |
| Tayco              | 35%                 |
| Tenjam             | 30%                 |
| VS                 | 5%                  |
| Wisconsin Bench    | 40%                 |
| Webcoat / Superior | 1.50%               |
| Whitney Bros       | 5%                  |
| Workrite           | 25%                 |

**NON-COLLUSION DECLARATION**  
(To Be Submitted with Bid)

The undersigned declares:

I am the CN School & President of Office Solutions, the party making the foregoing bid.

The Bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation. The Bid is genuine and not collusive or sham. The **VENDOR** has not directly or indirectly induced or solicited any other **VENDOR** to put in a false or sham bid. The **VENDOR** has not directly or indirectly colluded, conspired, connived or agreed with any **VENDOR** or anyone else to put in a sham bid, or to refrain from bidding. The **VENDOR** has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the bid price of the **VENDOR** or any other **VENDOR**, or to fix any overhead, profit or cost element of the bid price, or of that of any other **VENDOR**. All statements contained in the bid are true. The **VENDOR** has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a **VENDOR** that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the **VENDOR**.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on:

June 19, 2023 at Corona, CA (date)  
(city) (state)

x 



**WORKERS' COMPENSATION CERTIFICATION**  
*(To Be Submitted with Bid)*

Labor Code Section 3700:

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

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in the State.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

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

Date: June 19, 2023

VENDOR

By: Heather Bushem

Signature



(In accordance with Article 5 (commencing at Section 1860), Chapter 1, Part 7, Division 2 of the Labor code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

**CERTIFICATE REGARDING DRUG-FREE WORKPLACE**  
(To Be Submitted with Bid)

This Drug-Free Workplace Certification form is required from all successful **VENDORS** pursuant to the requirements mandated by Government Code Section 8350 et seq., the Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract or grant for the procurement of any property or service from any State agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract or grant awarded by a State agency may be subject to suspension of payments or termination of the contract or grant, and the contractor or grantee may be subject to debarment from future contracting, if the contracting agency determines that specified acts have occurred.

Pursuant to Government Code Section 8355, every person or organization awarded a contract or grant from a State agency shall certify that it will provide a drug-free workplace by doing all of the following:

- a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions which will be taken against employees for violations of the prohibition;
- b) establishing a drug-free awareness program to inform employees about all of the following
  - 1) the dangers of drug abuse in the workplace;
  - 2) the person's or organization's policy of maintaining a drug-free workplace;
  - 3) the availability of drug counseling, rehabilitation and employee-assistance programs;
  - 4) the penalties that may be imposed upon employees for drug abuse violations.
- c) requiring that each employee engaged in the performance of the contract or grant be given a copy of the statement required by subdivision (1) and that, as a condition of employment on the contract or grant, the employee agrees to abide by the terms of the statement.

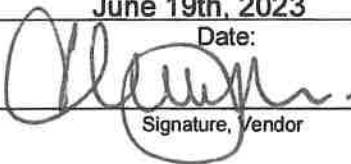
I, the undersigned, agree to fulfill the terms and requirements of Government Code Section 8355 listed above and will publish a statement notifying employees concerning (a) the prohibition of controlled substances at the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the contract be given a copy of the statement required by Section 8355(a) and requiring that the employee agrees to abide by the terms of that statement.

I also understand that if the SUPERINTENDENT determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of Section 8355, that the contract awarded herein is subject to termination, suspension of payments, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of Section 8350 et. seq.

I acknowledge that I am aware of the provisions of Government Code Section 8350 et. seq., and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

June 19th, 2023

Date:

  
Signature, Vendor

**PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS: That WHEREAS, the San Bernardino County SUPERINTENDENT of Schools identified as "SUPERINTENDENT", has given to \_\_\_\_\_ hereinafter designated as the "Principal", a Notice of Intent to Award Contract for the work described as follows:

**FURNITURE: SYSTEMS AND STAND ALONE  
BID NO. 23/24-0005**

WHEREAS, said Principal is required under the terms of said Notice to furnish a Bond for the faithful performance of such Notice.

NOW THEREFORE, we, the Principal and \_\_\_\_\_ as Surety, an admitted Surety insurer pursuant to Code of Civil Procedure, Section 995.120, legally doing business in California at \_\_\_\_\_, are held and firmly bound unto the SUPERINTENDENT, in the sum of \_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_), lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that if the above bound Principal, his or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by and will and truly keep and perform, the covenants, conditions and agreements as defined in the said contract and any alteration thereof made as therein provided, on his or their part, to be kept and performed at the times and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless the SUPERINTENDENT, its officers and agents, as therein stipulated, then this obligation shall become null and void, otherwise, it shall be and remain in full force and virtue.

As a condition precedent to the satisfactory completion of the Contract, the above obligation shall hold good for a period of one (1) year after the acceptance of the Work by SUPERINTENDENT, during which time if Principal shall fail to make full, complete, and satisfactory repair and replacements and totally protect the SUPERINTENDENT from loss or damage made evident during the period of one (1) year from the date of acceptance of the Work, and resulting from or caused by defective materials or faulty workmanship, the above obligation in penal sum thereof shall remain in full force and effect. However, nothing in this paragraph shall limit the obligation of the surety and the obligation of the Surety shall continue so long as any obligation of Principal remains.

And the said surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or to the work to be performed thereunder, or the specifications accompanying the same, shall in any way affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract, or to the work, or to the Specifications.

In the event suit is brought upon this bond by the SUPERINTENDENT and judgment is recovered, the Surety shall pay all costs incurred by the SUPERINTENDENT in such suit, including a reasonable attorneys' fee to be fixed by the court.

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal and Surety above named, on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

(Corporate Seal) PRINCIPAL \_\_\_\_\_  
BY \_\_\_\_\_  
TYPED/PRINTED NAME \_\_\_\_\_

(Corporate Seal) TITLE \_\_\_\_\_  
SURETY \_\_\_\_\_  
BY \_\_\_\_\_

(Attach Attorney-in Fact Certificate)  
TYPED/PRINTED NAME \_\_\_\_\_  
TITLE \_\_\_\_\_

**SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS**  
**CONTRACTOR CERTIFICATION REGARDING BACKGROUND CHECKS**

CN School & Office Solutions Inc certifies that it has performed one of the following:  
(Name of Contractor)

- Pursuant to Education Code Section 45125.1, Contractor has conducted criminal background checks, through the California Department of Justice, of all employees providing services to the San Bernardino County Superintendent of Schools, pursuant to the contract/purchase order dated \_\_\_\_\_, and that none have been convicted of serious or violent felonies, as specified in Penal Code Sections 1192.7(c) and 667.5(c) respectively.

As further required by Education Code Section 45125.1, attached hereto as Attachment "A" is a list of the names of the employees of the undersigned who may come in contact with pupils.

OR

- Pursuant to Education Code Section 45125.2, Contractor will ensure the safety of pupils by one or more of the following methods:
- 1) The installation of a physical barrier at the worksite to limit contact with pupils.
  - 2) Continual supervision and monitoring of all employees of the entity by an employee of the entity whom the Department of Justice has ascertained has not been convicted of a violent or serious felony.

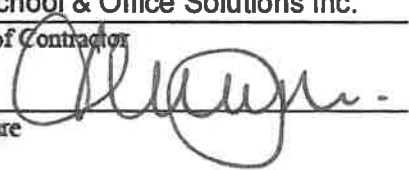
I declare under penalty of perjury under the laws of the United States that foregoing is true and correct.

Date June 19, 2023

CN School & Office Solutions Inc.

Name of Contractor

Signature





# CULVER-NEWLIN

FURNITURE FOR SCHOOLS & OFFICES



CN School & Office Solutions is an authorized agency of the Department of Justice. All employees are put through a Live Scan finger printing process as part of general employment with the company.

Below is a list of CN employees:

Keith Hutcheson  
Devyn Goss  
Heather Bushem  
Clarence Amaral  
Kim Amaral  
Kristopher Amaral  
Brandon Bernal Moran  
Yohana Bustillos  
Tara Carlson  
Daniel Cervantes  
Gustavo Del Cid  
Luke Diller  
Onel Flores Garcia  
Salvador Garay  
Maria Garcia  
Zoila Garcia  
Baltazar Gonzales  
Kelsey Laraba  
Vincent Lopez  
Jennifer Lorenzo  
Rosa Delgado



# CULVER-NEWLIN

FURNITURE FOR SCHOOLS & OFFICES

CONTINUED TO PAGE (2)

CONTINUED...

Narciso Martinez  
Calvin McCarty  
Christian Miranda  
Leonardo Miranda  
Ismael Morales  
Dana Spicer  
Alfie Reodica  
Pablo Rodriguez Ovieda  
Jonathan Santiago  
Abraham Natanael Santos Barragan  
Damien Santos  
Kimberly Smith  
Sandra Kathleen Stemwedel  
Devi Susanto  
Chad Toth  
Sandra Urias  
Enrique Valencia  
William Wells  
Joshua Wheeler  
Tyler White



Wednesday, June 7, 2023

RE: San Bernadino Schools Bid No. 23/24-005

To Whom It May Concern:

9to5 Seating is a vertically integrated manufacturer specializing in the design and production of ergonomic office seating to accommodate the rigorous demands of today's office environments. While 9to5 Seating has many years of experience manufacturing, we truly differentiate ourselves from our competitors by using vertical integration within our own manufacturing facilities. We are proud to be a United States based manufacturer with a facility in Hawthorne, CA.

Please accept this correspondence as confirmation that the following furniture dealer is an authorized servicing dealer approved to represent, specify, quote, sell and service 9to5 Seating's products, and is in good standing with 9to5 Seating:

Culver-Newlin  
500 E Rincon Street, Suite 100,  
Corona, CA 92879

Please feel free to contact me directly if you have any questions or concerns regarding this submission. 9to5 Seating looks forward to serving you through this agreement's forthcoming term.

Kind regards,

A handwritten signature in black ink that reads "Joni D. Stafford".

Joni D. Stafford  
Contract Specialist  
9to5 Seating LLC  
Phone: 812-766-3736  
Email: [Joni.Stafford@9to5Seating.com](mailto:Joni.Stafford@9to5Seating.com)



June 1, 2023

To whom it may concern,

In reference to commercial furniture, Systems and Standalone BID NO. 23 / 24 - 0005, our preferred dealer of choice is Culver-Newlin. They focus entirely on K-12 clients and we have worked successfully with them on a previous piggyback contract that is similar in nature to this bid. They are authorized to sell Artopex products in California and they meet all of your bid requirements, including:

-Having a local warehouse and a local showroom

-They employ their own installers and all Culver-Newlin employees are fingerprinted and background-checked through the DOJ

As of June 1, 2023, they are in good financial standing with Artopex and we do not anticipate any changes thereof.

Please let me know if you have any further questions.

Thank you,

Jeff Ebina  
President





June 1, 2023

Culver Newlin  
500 E. Rincon St. Suite 100  
Corona, Ca. 92879

RE: Letter of Authorization for Culver Newlin  
San Bernardino County Superintendent of Schools Bid #23/24-0005

To Whom It may concern:

Culver Newlin is a preferred authorized dealer in good financial standing with Maverick Desk and thereby authorized to market, sell, distribute, warrant, and supply our products.

Please feel free to contact me should you have any questions.

Sincerely,

**Tony Pacheco**  
President



15100 South Figueroa St. | Gardena, California 90248  
M: 310.251.5309 O: 310.436.6134 F: 310.436.6135  
maverickdesk.com | tpacheco@maverickdesk.com





June 14, 2023

**Culver-Newlin Inc.  
520 Rincon St. Suite 100  
Corona, CA 92879  
Attn: Devyn Goss, Vice President – Sales &  
Marketing**

**RE: Dealer Authorization – San Bernardino County Superintendent of Schools Bid – Bid  
#23/24-0005 - Furniture Systems and Standalone Furniture**

To Whom It May Concern:

This letter is to certify that Culver-Newlin, Inc. is an Authorized Dealer in Good Standing with Alumni Classroom Furniture Inc. and is, thereby authorized to submit a proposal, market, sell, distribute, and supply our entire product line for the above referenced bid/contract.

As an authorized dealer of our products, Culver-Newlin, Inc. is also authorized to provide installation services, warranty service work and/or maintenance services for Alumni Classroom Furniture Inc. products.

Please feel free to contact me should you have any questions.

Sincerely,

**Joseph Campos  
Relationship Support Manager  
Alumni Classroom Furniture Inc.  
Email: [contracts@alumnicf.com](mailto:contracts@alumnicf.com)  
Tel: 1-(833)-939-9300 ext. 509**



900 Park Place  
New Albany, IN 47150

Phone 800-457-2424 or 812-948-8400

Fax 800-227-7513

[www.fireking.com](http://www.fireking.com)

June 9, 2023

To: San Bernadino County Superintendent of Schools  
760 East Brier Drive  
San Bernadino, CA 92408

RE: Authorization Letter for Culver-Newlin  
Bid No. 23/24-0005 Furniture: Systems and Stand Alone

To Whom It May Concern,

Please be advised that Culver-Newlin, Inc. at 520 E. Rincon St. Corona, CA is an authorized dealer in good standing with FireKing International, LLC. Culver-Newlin is authorized to market, sell, distribute, or supply the brands incorporated under the FireKing price list and product line for all public sector and private sector bids; including Bid No. 23/24-0005 Furniture: Systems and Stand-Alone. Please feel free to contact me directly with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Darren Tandy".

Darren Tandy | Regional Sales Manager

**FireKing** | 900 Park Place | New Albany, Indiana 47150

Direct: 812.542.3337 or 800.457.2424 Ext: 3337 | Fax: 800-227-7513 | [www.fireking.com](http://www.fireking.com)

---

BuzziSpace, Inc.



June 16<sup>th</sup>, 2023

RE: San Bernardino County Superintendent of Schools Bid No. 23/24-0005

To Whom It May Concern:

This letter is to confirm that Culver-Newlin, Inc., 520 E. Rincon Street, Suite #102, Corona, CA 92879 is an authorized dealer for BuzziSpace Inc.

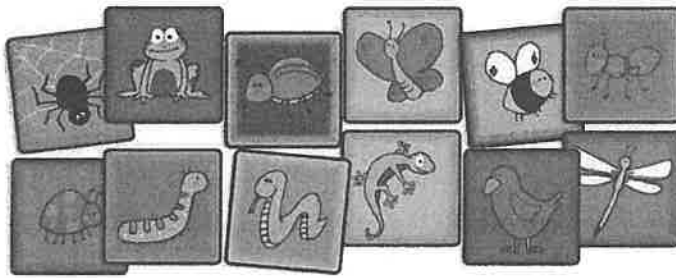
As our dealer, Culver-Newlin, Inc. is authorized to warrant bids, distribute, market, and install our full line of products for San Bernardino County Superintendent of Schools Bid No. 23/24-0005.

Sincerely,

A handwritten signature in black ink, appearing to read "Genevieve Lemire". The signature is stylized and cursive.

Genevieve Lemire  
Sales Director, North America  
BuzziSpace

[Genevieve.lemire@buzzi.space](mailto:Genevieve.lemire@buzzi.space)  
248.787.0303  
45 West 21st Street  
NY, NY 10010



Carpets for  
**KIDS**®  
etc...  
**When Quality Counts!**

June 13, 2023

In reference to: FURNITURE: SYSTEMS AND STAND ALONE BID NO. 23/24-0005

This letter shall serve as confirmation that Culver-Newlin is an authorized dealer of Carpets for Kids to bid on FURNITURE: SYSTEMS AND STAND ALONE BID NO. 23/24-0005 in San Bernardino County Superintendent's Office.

Culver-Newlin is authorized to provide installation service, warranty service work and/or maintenance service work.

Culver-Newlin is a dealer for our entire product line and not restricted in any way. They have a great relationship and partnership with Carpets for Kids in selling and servicing our products and is a dealer in good standing.

Please reach out to me should you need anything further.

Sincerely,

Kelli McPhee  
National Sales Manager  
Carpets for Kids  
248-514-5303



Claridge

PRODUCTS AND EQUIPMENT, INCORPORATED

805 Cottonwood Rd Annex 3  
HARRISON, ARKANSAS 72601  
E-MAIL: [claridge@claridgeproducts.com](mailto:claridge@claridgeproducts.com)

PHONE: 870-743-2200  
(800)434-4610  
FAX: 870-743-1908

June 19, 2023

Culver-Newlin, Inc  
520 E Rincon St.  
Corona, CA 92879

Subject: San Bernardino County Superintendent of Schools Bid No. 23/24-0005

To whom it may concern,

This letter is sent to confirm that the Company listed below is an authorized dealer in good standing with Claridge Products & Equipment LLC.

Culver-Newlin, Inc are certified in the installation of Claridge Products and Equipment products with the authority to preform warranty work as required.

If you need any additional information or if you have questions, please feel free to contact us.

Thank you

Marcus McNew  
President

CLARIDGE PRODUCTS AND EQUIPMENT, INC.



**Innovative Storage Solutions**  
**Technical Plastic Injection Moulders**

'ODC' Ohio Distribution Center  
11 Technology Way  
Wintersville, Ohio 43952  
Tel: 740-314-5874  
Fax: 740-314-5314  
Email: [info@certwood.com](mailto:info@certwood.com)  
[www.certwoodusa.com](http://www.certwoodusa.com)

**June 16<sup>th</sup> 2023**

**San Bernardino County**  
**Contract Culver Newlin / Certwood Limited.**

**Regarding: FURNITURE: SYSTEMS AND STAND ALONE BID NO. 23/24-0005**

**To whom it may concern,**

**In reference to the San Bernardino County FURNITURE: SYSTEMS AND STAND ALONE BID NO. 23/24-0005.**

**Culver-Newlin is an Authorized Dealer to sell and distribute our (Certwood Storsystem) products in California.**

**As of June 1<sup>st</sup> 2023, Culver-Newlin are in good financial standing with (Certwood Storsystem).**

**Sincerely,**

A handwritten signature in black ink, appearing to read "Chris Courtnell", written over a light-colored background.

**Chris Courtnell**  
**President**  
**Office: 740-314-5874**  
**Cell: 740-317-8247**  
**[chris@certwood.com](mailto:chris@certwood.com)**

**Registered in England 2024404**

**Registered Office:**  
**1 Victoria Street, Dunstable, Beds. UK**

June 12, 2023

Re: San Bernardino County Superintendent of Schools  
Furniture and Stand Alone, Bid No. 23/24-0005

To Whom It May Concern,

This letter serves as confirmation that as of June 1, 2023, Culver-Newlin is in good financial standing and an Approved and Authorized Dealer with Arcadia Chair Company.

Culver-Newlin is permitted to purchase, sell, market, and warrant all Products within Arcadia's & Encore's offerings and projects related to Arcadia Chair Company's product catalogs.

Should you require additional information, don't hesitate to reach out.

Sincerely,

*Pamela Angeles*

Pamela Angeles  
Contract Management Administrator  
[pam@arcadiacontract.com](mailto:pam@arcadiacontract.com)



12th June 2023

Culver Newlin  
500 E Rincon St, Ste 100  
CORONA CA 92879  
USA

To whom it may concern.

**In reference to: FURNITURE: SYSTEMS AND STAND ALONE BID NO. 23/24-0005**

As of June 1<sup>st</sup> 2023, Culver-Newlin is in good financial standing with Muzo and is authorized to sell and service our product. We do not foresee any changes in this business relationship.

Please feel free to contact me directly if you have questions or concerns.

Best Regards



Darren Buttle  
CEO

---

**Head Office**  
360 Kiwanis Blvd  
West Hazleton  
PA 18202

Tel: 800-670-2578

**Sales**  
[sales@muzo-works.com](mailto:sales@muzo-works.com)  
Interior Designer  
[erika@muzo-works.com](mailto:erika@muzo-works.com)  
Accounts  
[accounts@muzo-works.com](mailto:accounts@muzo-works.com)

**General Inquiries**  
[hello@muzo-works.com](mailto:hello@muzo-works.com)  
Production & Warehouse Manager  
[jordan@muzo-works.com](mailto:jordan@muzo-works.com)  
Customer Service  
[dev@muzo-works.com](mailto:dev@muzo-works.com)



June 14, 2023

San Bernardino Cty Superintendent of Schools  
Bid # 23/24-0005  
RE: Letter of Authorization for **Culver-Newlin**

To Whom It May Concern:

**Culver-Newlin** is an authorized dealer in good standing for Diversified Spaces and, thereby authorized to market, sell, distribute, warranty and supply our products on the above referenced bid/contract for all 50 States.

Please feel free to contact me should you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Sarah Hanson".

Sarah Hanson  
Contract Administration



**ERGONOMIC COMFORT DESIGN**  
*Leaders In Ergonomic Seating Solutions*

**June 13, 2023**

To whom it may concern,

In reference to the furniture, systems and stand-alone Bid #23/24-0005, our preferred dealer of choice is Culver-Newlin. They focus entirely on K-12 clients and we have worked successfully with them on previous piggyback contracts that are similar in nature to this bid. They are authorized to sell Ergonomic Comfort Design, Inc. products in California and they meet all of your bid requirements.

As of June 13, 2023, they are in good financial standing with Ergonomic Comfort Design, Inc. and we do not anticipate any changes thereof.

Thank You



Al Agramonte

President



June 15, 2023

RE: Letter of Authorization

San Bernardino County Schools

Bid 23/24 0005

Furniture: Systems & Stand Alone

To Whom It May Concern:

Culver Newlin is an authorized dealer in good standing for Hirsh Industries LLC and, thereby authorized to market, sell, distribute, warrant and supply our products.

Please feel free to contact me should you have any questions.

Sincerely,

A handwritten signature in cursive script that reads 'Jennifer Hester'.

Jennifer Hester  
National Sales Manager  
Hirsh Industries  
hesterj@hirshindustries.com  
(205)767-4930



**HON.**

**Make your space work.**

June 13, 2023

RE: Furniture: Systems and Stand Alone Bid No. 23/24-0005

This letter certifies that as of June 1, 2023, Culver-Newlin is in good financial standing with The HON Company and is authorized to sell and service our product. We do not foresee any changes in this business relationship.

For more information about The HON Company, please visit our website at [www.hon.com](http://www.hon.com).

Should you have further questions or need more information, please do not hesitate to reach out me or our local representative Nik Weigand at 657-307-5767.

Sincerely,

A handwritten signature in black ink, appearing to read "Shani A. Hart". The signature is written in a cursive, flowing style.

Sales Operations Manager  
[SalesOpsTeam@honcompany.com](mailto:SalesOpsTeam@honcompany.com)



Early Learning **KVDZ** Furniture  
*For learning, for a lifetime.*

Jonti-Craft, Inc.  
171 State Highway 68  
PO Box 30  
Wabasso, MN 56293

June 13, 2023

RE: FURNITURE: SYSTEMS AND STAND ALONE BID NO. 23/24-0005

To Whom It May Concern:

As of June 1st 2023, Culver-Newlin is in good financial standing with Jonti-Craft and is authorized to sell and service our product. We do not foresee any changes in this business relationship

Please reach out to me with any questions regarding this authorization.

Sincerely,

Matt Hinkle  
National Sales Manager  
Jonti-Craft, Inc.

507-342-6010  
[mhinkle@jonti-craft.com](mailto:mhinkle@jonti-craft.com)



*love what you do*

June 19, 2023

RE: Letter of Authorization for Culver-Newlin in reference to: Furniture: Systems and Stand Alone Bid No. 23/24-0005

To Whom It May Concern:

Please be advised that as of June 1, 2023, Culver-Newlin is a dealer in good financial standing with our company, Jasper Seating Company, Inc (dba JSI/Jasper Group) and is authorized and approved as an authorized dealer to quote, sell, and service JSI product. We do not foresee any changes in this business relationship.

If you have any questions, or need anything further, please let me know. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Amanda Keithley".

Amanda Keithley  
Contract Administrator



**CORPORATE OFFICE**  
225 CLAY STREET  
JASPER, INDIANA 47546



800.457.4511 **TOLL FREE**  
812.482.3204 **OFFICE**  
812.482.1548 **FAX**



JSIFURNITURE.COM

Lesro Industries, Inc.  
1 Griffin Road South  
Bloomfield, Connecticut 06002  
Phone: 860.243.3226  
Fax: 860.243.5392  
www.lesro.com



June 8, 2023

**RE: Letter of Authorization San Bernardino County Superintendent of Schools Bid No. 23/24-0005**

To Whom It May Concern:

This letter is to confirm that *Culver Newlin of Corona, CA* is an authorized dealer to market, sell, distribute, warrant, and supply all products and services offered by Lesro Industries, Inc. on the San Bernardino County Superintendent of Schools Bid No. 23/24-0005 furniture contract.

If I can be of further assistance, or if you have any questions, please do not hesitate to contact me directly.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Dunton", is written over a faint, illegible printed name.

Mark Dunton  
Technical Marketing Project Coordinator  
[mark@lesro.com](mailto:mark@lesro.com)  
860-243-3226 ext.7015 (phone) | 860-243-5392 (fax)





1770 East Keating Avenue  
Muskegon, MI 49442  
231.366.4791

Jay L. Krause, National Contracts Manager  
Tina M. Rader, Contracts Manager

June 13, 2023

San Bernardino City Unified School District  
777 North "F" Street  
San Bernardino, CA 92410

RE: Letter of Authorization / RFP - Contract #23/24-0005  
**Culver-Newlin**

Dear Procurement Professional:

Please be advised that the aforementioned dealer is in "Good Standing" with our firm. This being the case, I support their application for the contract listed above, and do hereby grant them permission to add their company as an authorized agent (to include: sales, service, warranty, installation, etc.) on our behalf.

If you have any questions, or if I can be of further assistance in any other capacity, please do not hesitate to contact me directly.

Sincerely,

A handwritten signature in black ink that reads "Jay L. Krause".

Jay L. Krause



**Corporate HQ & Manufacturing**

2885 Lorraine Ave. | Temple, TX 76501  
P: 800.749.2258 | F: 866.888.7483

**Showroom**

4930 S. Congress Ave. #305 | Austin, TX 78745  
P: 800.749.2258

June 13, 2023

RE: Letter of Authorization – Culver Newlin  
San Bernadino County Schools - #23/24-0005 Furniture: Systems and Stand Alone

To Whom It May Concern,

Culver Newlin is an authorized reseller and installer, in good standing, on behalf of MooreCo, Inc. They are authorized to sell, market, distribute, warrant and service our products and we hereby extend our full warranty to Culver Newlin for all MooreCo, Inc. products they sell on the above referenced contract.

Please do not hesitate to contact me should you have any questions or need any additional information.

Sincerely,

*Kenneth Fagan*

Kenny Fagan  
Bid/Contract Manager  
kfagan@moorecoinc.com  
Direct #: 254.239.7810





June 13, 2023

RE: FURNITURE: SYSTEMS AND STAND ALONE BID NO. 23/24-0005

To Whom it May Concern:

Please be advised that as of June 1st, 2023, Culver-Newlin, a preferred distributor, is in good financial standing with National Public Seating and is authorized to sell and service our product. We do not foresee any changes in this business relationship.

As a preferred distributor Culver-Newlin is recommended for industry leading service and project management.

If I can be of further assistance, please do not hesitate to contact me directly.

Respectfully,

*Leo Dreb*

National Public Seating  
800-261-4112 x 105

June 12, 2023

San Bernardino County SUPERINTENDENT of Schools  
ATTN: Front Desk Receptionist  
760 East Brier Drive  
San Bernardino, CA 92408

**Re: Bid #23/24-0005 for Furniture Systems and Standalone Furniture**

To Whom It May Concern:

This letter is to certify that Culver-Newlin is an Authorized Dealer in Good Standing with Palmer Hamilton, LLC.

Culver-Newlin is authorized to sell our products through Bid #23/24-0005 for Furniture Systems and Standalone Furniture.

If you desire additional information, don't hesitate to contact me at 262-274-4903 at any time or visit our website at <https://palmerhamilton.com>. Thank you for your interest in our product(s).

Sincerely,



Ty Maras  
Vice President of National Sales, PHDesign, PHabLAB, INVENTORCLOUD  
Palmer Hamilton, LLC  
TMaras@palmerhamilton.com



June 8, 2023

RE: San Bernardino County Superintendent of Schools Bid No. 23/24-0005

To Whom It May Concern:

This letter is to confirm that Culver-Newlin, Inc., 520 E. Rincon Street, Suite #102, Corona, CA 92879 is an authorized dealer for RightAngle™ Products by K & A Mfg., Inc. As our dealer, Culver-Newlin, Inc. is authorized to warrant bids, distribute, market and install our full line of products for San Bernardino County Superintendent of Schools Bid No. 23/24-0005.

Sincerely,

A handwritten signature in black ink that reads 'Beth Knighton'.



**Beth Knighton**

*Vice President*  
RightAngle™ Products

Email: [bethk@raproducts.com](mailto:bethk@raproducts.com)

Phone: 800-298-4351 ext.115

[raproducts.com](http://raproducts.com)

---



June 7, 2023

Re: Bid No. 23/24-0005

To Whom It May Concern:

This letter confirms Culver-Newlin is an authorized SAFCO dealer in good standing. As such, Culver-Newlin may market, sell, and install SAFCO products.

Please feel free to contact me with questions.

Sincerely,

Steve Fitzgerald  
Division Manager  
SAFCO Contract Furniture  
612-817-8685



CEF-Custom Educational Furnishings  
2696 NC Hwy.16S  
Taylorsville, NC 28681

San Bernardino County Superintendent of Schools  
760 East Brier Drive  
San Bernardino, CA 92408  
Bid # 23/24 0005 Furniture: Systems & Stand Alone

June 14, 2023

Re: Letter of Authorization for Culver Newlin

To whom it may concern,

Please be advised that we hereby provide authorization to market, sell, distribute, warrant, or supply any product or service offered by CEF (Custom Educational Furnishings) through Culver Newlin.

Sincerely,

A handwritten signature in black ink that reads 'Tracy Jahnke'. The signature is written in a cursive, flowing style.

Tracy Jahnke  
Regional Sales Manager



To whom it may concern,

In reference to: FURNITURE: SYSTEMS AND STANDALONE BID NO. 23/24-0005

As of June 1<sup>st</sup> 2023, Culver-Newlin is in good financial standing with Superior Recreational Products and is authorized to sell and service our product. We do not foresee any changes in this business relationship. They focus entirely on K-12 clients and we have worked successfully with them on a previous piggyback contract that is similar in nature to this bid. They are authorized to sell Superior Recreational Products in California and they meet all of your bid requirements, including:

-having a local warehouse and a local showroom

-they employ their own installers and all Culver-Newlin employees are fingerprinted and background-checked through the DOJ

Sincerely,

Jarrold Collins  
CSR / Account Manager  
918-329-1014  
Jarrod.collins@siibrands.com

770.832.6660 o  
1.800.327.8774  
770.832.6687 f

1050 Columbia  
Drive  
Carrollton, GA  
30117  
*buysii.com*





A GLOBAL COMPANY

---

June 14, 2023

San Bernardino City Unified  
777 North F St.  
San Bernardino, CA 92410-3017

RE: Letter of Authorization for Culver Newlin for FURNITURE: SYSTEMS AND STAND ALONE  
BID NO. 23/24-0005

To Whom It May Concern:

As of June 1, 2023 Culver Newlin is in good financial standing and is an authorized dealer for SICO America, Inc. and, thereby authorized to market, sell, distribute, warrant and supply our products in the state of California. We do not foresee any changes in this business relationship.

Please feel free to contact me at 952.941.1700, should you have any questions.

Sincerely,

Heidi Niesen  
Vice President Sales and Marketing  
SICO America, Inc.



June 13, 2023

San Bernardino County Superintendent of Schools  
760 East Brier Drive  
San Bernardino CA 92408

RE: Manufacturer Letter of Authorization for Bid # 23/24-0005 Furniture – Systems and Stand Alone

To Whom It May Concern:

Culver-Newlin is an authorized dealer in good standing for Smith System Manufacturing and, thereby authorized to market, sell, distribute, and supply our entire product line for the above referenced solicitation/contract. This includes providing installation, service, warranty service work, and/or maintenance service work for said product.

Please feel free to contact me should you have any questions.

Sincerely,

Lorrie Gibbs  
Contract Manager  
[lorries@smithsystem.com](mailto:lorries@smithsystem.com)  
972-398-4067

**Smith System®**



June 9, 2023

San Bernardino City Unified School District  
777 North "F" Street  
San Bernardino, CA 92410

RE: Letter of Authorization for Culver-Newlin  
Furniture: Systems and Stand Alone Bid No. 23/24-0005

To Whom It May Concern:

Culver-Newlin is an authorized dealer in good standing for Tenjam and, thereby authorized to market, sell, distribute, warrant and supply our products and services as required on the above referenced bid and resulting contract.

Please feel free to contact me should you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Michael Collins".

Michael Collins

President

Direct: 678-777-0034

Email: [mikec@tenjam.com](mailto:mikec@tenjam.com)

7790 Hastings Road, Baxter, Minnesota 56425  
Made in the U.S.A. Tenjam.com 1-855-4-TENJAM



VS America, Inc.  
1940 Abbott Street  
Unit 501  
Charlotte, NC 28203

VS America, Inc., Charlotte, NC 28203

San Bernardino County Superintendent of Schools  
601 North E Street  
San Bernardino, California 92415

6/15/23

To Whom It May Concern:

In reference to: FURNITURE: SYSTEMS AND STAND ALONE BID NO. 23/24-0005  
As of June 1st, 2023, Culver-Newlin is in good financial standing with VS America and  
is authorized to sell and service our product. We do not foresee any changes in this  
business relationship.

Best Regards,  
VS America, Inc.

A handwritten signature in black ink, appearing to read 'M Harvey', written over a white background.

Mark Harvey  
Chief Financial Officer



June 13, 2023

Ms. Devyn Goss, VP Sales & Marketing  
Culver-Newlin, Inc.  
520 E. Rincon Blvd, Ste 102  
Corona, CA 92879

**Reference:** San Bernardino County Superintendent of Schools Bid No. 23/24-0005 Furniture: Systems and Stand Alone

Dear Ms. Goss:

This letter confirms that as of June 1, 2023, Culver-Newlin, Inc. of Corona, CA is in excellent financial standing with Whitney Brothers® and is hereby authorized to sell and service our complete product portfolio to the San Bernardino County Superintendent of Schools Bid No. 23/24-0005 Furniture: Systems and Stand Alone.

Please know that because of its unique competency and proven customer-centric acumen, Culver-Newlin, Inc. carries the strongest recommendation from Whitney Brothers® for SBCSS to engage your organization on this contract in order to provide access to our brand's award-winning products at excellent prices.

After your review, I welcome your contact at any time if you have any questions or need additional information.

Our thanks again for Culver-Newlin's important business partnership ~



**Brian Vaillancourt**  
VP Sales & Marketing  
603.352.2610 x112  
[brianv@whitneybros.com](mailto:brianv@whitneybros.com)  
93 Railroad St., Keene NH 03431  
[www.whitneybros.com](http://www.whitneybros.com)





**We Can.**  
DESIGN. BUILD. DELIVER.

June 14, 2023

San Bernardino Cty Superintendent of Schools

RE: Letter of Authorization for **Culver-Newlin**

Bid 23/24-0005 – Furniture: Systems and Stand Alone

To whom It May Concern:

**Culver-Newlin**, is an authorized dealer in good standing for WB Manufacturing and, thereby authorized to market, sell, distribute, warranty and supply our products on the above referenced bid/contract.

Please feel free to contact me should you have any questions.

Sincerely,

Sarah Hanson

Contract Administrator



June 13, 2023

San Bernardino City USD

RE: Culver-Newlin Response to San Bernardino City USD FURNITURE: SYSTEMS AND STAND ALONE BID  
NO. 23/24-0005

To Whom It May Concern,

As of June 1<sup>st</sup> 2023, Culver-Newlin is in good financial standing with Workrite Ergonomics and is authorized to sell and service our product. We do not foresee any changes in this business relationship.

Please feel free to contact me if there are any questions.

Regards,

A handwritten signature in black ink, appearing to read "DB", written over a horizontal line.

Donna Bobalek  
National Government Contract Manager  
[dbobalek@workriteergo.com](mailto:dbobalek@workriteergo.com)  
571.565.5077



**CULVER-NEWLIN**

FURNITURE FOR SCHOOLS & OFFICES

**BID #23/24-0005 FURNITURE:  
SYSTEMS AND STAND ALONE**



**DAILY JOURNAL CORPORATION  
CALIFORNIA NEWSPAPER SERVICE BUREAU**

P.O. Box 54026 LOS ANGELES CALIFORNIA 90054-0026  
PHONE: (213) 229-5300 FAX (213) 229-5481  
FEDERAL TAX ID:95-4133299

**LEGAL ADVERTISING  
INVOICE**

|  |                  |
|--|------------------|
| Invoice Number<br>B3705158             | Date<br>6/6/2023 |
| Customer Account Number<br>1124126731  |                  |
| Customer Payment Reference<br>PO230000 |                  |
| Special Project                        |                  |


**Ordered by:**  
SAN BERNARDINO SUPERINTENDENT OF  
S.B. COUNTY SUPERINTENDENT OF SCHOOLS  
760 EAST BRIER DRIVE  
SAN BERNARDINO, CA 92408 USA

**For payment processing, please forward to:** Page 1 of 1  
ACCOUNTS PAYABLE  
S.B. COUNTY SUPERINTENDENT OF SCHOOLS  
760 E. BRIER DRIVE  
SAN BERNARDINO, CA 92408 USA

**DUE UPON RECEIPT.**

| Type    | Order No | Description  | Amount                       |
|---------|----------|--|------------------------------|
| Invoice | B3705158 | BID #23/24-0005 FURNITURE: SYSTEMS & STAND ALONE<br>BID NOTICE INVITING BIDS<br>89900 SAN BERNARDINO COUNTY SUN<br>05/30,06/06/2023<br><br>\$ 3.66 ** 84 AgateLines * 2 Ins * 1 Cols | 614.88<br><br><br><br>614.88 |

**To pay online, go to [adtech.dailyjournal.com/payment](http://adtech.dailyjournal.com/payment)**

|   |   |                            |                               |               |
|---|---|----------------------------|-------------------------------|---------------|
| <b>PLEASE PROCESS FOR PAYMENT IMMEDIATELY. DUE UPON RECEIPT.</b>  |   |                            | <b>Total:</b>                 | <b>614.88</b> |
| <b>Please make check payable to: Daily Journal Corporation</b>  |   |                            | <b>Payment:</b>               | <b>0.00</b>   |
|   |   |                            | <b>Please Pay:</b>            | <b>614.88</b> |
| To ensure proper credit please write your account number 1124126731 on your check. Also, please detach and return this portion of the invoice with your payment. For account support, please email: <a href="mailto:anthony_gutierrez@dailyjournal.com">anthony_gutierrez@dailyjournal.com</a> or call: 2132295584. | Invoice Date<br>6/6/2023  | Invoice Number<br>B3705158 | Customer Number<br>1124126731 |               |
| <br>* A 0 0 0 0 0 6 3 3 0 0 6 5 *   |   |                            |                               |               |
| Government Advertising - Division 1124  | Amount Due  |                            |                               | <b>614.88</b> |
| DAILY JOURNAL CORPORATION<br>CALIFORNIA NEWSPAPER SERVICE BUREAU<br>ATTN: ACCOUNTS RECEIVABLE<br>PO BOX 54026<br>LOS ANGELES, CA 90054-0026   | ACCOUNTS PAYABLE<br>S.B. COUNTY SUPERINTENDENT OF SCHOOLS<br>760 E. BRIER DRIVE<br>SAN BERNARDINO, CA 92408 USA |                            |                               |               |

**SAN BERNARDINO COUNTY SUN**

This space for filing stamp only

473 E CARNEGIE DR #200, SAN BERNARDINO, CA 92408  
Telephone (909) 889-9666 / Fax (909) 884-2536

SAN BERNARDINO SUPERINTENDENT OF  
S.B. COUNTY SUPERINTENDENT OF SCHOOLS  
760 EAST BRIER DRIVE  
SAN BERNARDINO, CA - 92408

SB #: 3705158

**PROOF OF PUBLICATION**

(2015.5 C.C.P.)

State of California )  
County of SAN BERNARDINO ) ss

Notice Type: BID - NOTICE INVITING BIDS

Ad Description:

BID #23/24-0005 FURNITURE: SYSTEMS & STAND ALONE

I am a citizen of the United States and a resident of the State of California; I am over the age of eighteen years, and not a party to or interested in the above entitled matter. I am the principal clerk of the printer and publisher of the SAN BERNARDINO COUNTY SUN, a newspaper published in the English language in the city of SAN BERNARDINO, county of SAN BERNARDINO, and adjudged a newspaper of general circulation as defined by the laws of the State of California by the Superior Court of the County of SAN BERNARDINO, State of California, under date 06/27/1952, Case No. 73081. That the notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

05/30/2023, 06/06/2023

Executed on: 06/07/2023  
At Riverside, California

I certify (or declare) under penalty of perjury that the foregoing is true and correct.



Signature



Email

\* A 0 0 0 0 0 6 3 3 0 0 6 6 \*

NOTICE CALLING FOR BIDS  
FURNITURE: SYSTEMS AND  
STAND ALONE BID NO. 23/24-0005  
BID DEADLINE: June 21, 2023 2:00  
P.M. PLACE OF OPENING: San  
Bernardino County  
SUPERINTENDENT of Schools  
ATTN: Front Desk Receptionist 760  
East Brier Drive San Bernardino,  
CA 92408 Notice is hereby given that  
the San Bernardino County  
Superintendent of Schools hereafter  
called SUPERINTENDENT, will  
receive sealed bids up to, but not  
later than, the time fixed above for  
procuring furniture: new or  
refurbished, systems, stand alone  
and classroom furniture as required  
by the SUPERINTENDENT. All  
bids shall be made on the bid form  
furnished by the  
SUPERINTENDENT. Each bid  
must conform and be responsive to  
all pertinent Bidding and Contract  
Documents. Bids shall remain open,  
valid and subject to acceptance  
anytime within ninety (90) days  
after the bid opening date and time  
unless otherwise stipulated. The  
successful VENDOR may be  
required to furnish a Performance  
Bond in the amount at a level to be  
determined by the  
SUPERINTENDENT. Sealed bids  
will be received by the Front Desk  
Receptionist, 760 East Brier Drive,  
San Bernardino, CA 92408, on or  
before the time and date stated  
above. Bids will remain sealed until  
the time and date stated. Bids must  
be sealed and clearly marked on the  
outside of the envelope in the lower  
left-hand corner "BID ENCLOSED -  
#23/24-0005 Furniture: Systems and  
Stand Alone" No VENDOR may  
withdraw his bid for a period of 90  
days after the date set for the  
opening thereof. To request a copy of  
the Bid document, please contact  
Procurement and Warehouse  
Services at (909) 386-9508 or visit  
<https://www.sbcss.k12.ca.us/index.php/business-services/business-support-services/procurement-and-warehouse-services/bids-upcoming>  
ELECTRONIC SUBMISSION OF  
BIDS WILL NOT BE ACCEPTED.  
Advertisement #1: May 30, 2023  
Advertisement #2: June 6, 2023  
Questions Due: June 13, 2023 Bids  
Due: June 21, 2023 2:00 p.m.  
5/30, 6/6/23

SBS-3705158#

| Manufacturer       | Percentage Off List |
|--------------------|---------------------|
| 9to5               | 50%                 |
| Alumni             | 40%                 |
| Arcadia            | 25%                 |
| Artopex            | 25%                 |
| BuzziSpace         | 25%                 |
| Carpets 4 Kids     | list +5%            |
| CEF                | 20%                 |
| Certwood           | 40%                 |
| Claridge           | 28%                 |
| Diversified        | 35%                 |
| ECD                | 52%                 |
| Encore             | 25%                 |
| Eurotech           | 25%                 |
| FireKing           | 35%                 |
| Fomcore            | 40%                 |
| FSR                | 15%                 |
| Hirsh              | 30%                 |
| Hon                | 40%                 |
| HPFI               | 40%                 |
| Humanscale         | 40%                 |
| Jontlcraft         | list +5%            |
| JSI                | 30%                 |
| Lesro              | 25%                 |
| LightCorp          | 20%                 |
| Maverick           | 50%                 |
| Mooreco            | 30%                 |
| Muzo-Works 10      | 10%                 |
| NPS                | 45%                 |
| Palmer Hamilton    | 15%                 |
| Platinum Visual    | 45%                 |
| Right Angle        | 40%                 |
| Safco              | 30%                 |
| Sico               | 15%                 |
| Smith System       | 25%                 |
| Tayco              | 35%                 |
| Tenjam             | 30%                 |
| VS                 | 5%                  |
| Wisconsin Bench    | 40%                 |
| Webcoat / Superior | 1.50%               |
| Whitney Bros       | 5%                  |
| Workrite           | 25%                 |



**CULVER-NEWLIN**  
FURNITURE FOR SCHOOLS & OFFICES

PLEASE NOTE: LARGE QUANTITY ORDERS MAY QUALIFY FOR A DEEPER DISCOUNT, WHICH WE WILL PASS ON DIRECTLY TO THE DISTRICT

Remit To:

Orbit Event Rentals  
9525 Sorensen Ave.  
Santa Fe Springs, CA 90670  
www.orbiteventrentals.com

# Invoice

|               |          |
|---------------|----------|
| Closed        | Invoice# |
| Wed 8/ 9/2023 | 51634    |

Bill to:

Customer #: 22819

**LOWELL JOINT SCHOOL DISTRICT**  
A/P DEPT  
11019 VALLEY HOME AVE.  
Whittier, CA 90603

Job Descr: 50x100 CANOPY PURCHASE - MAYBROOK CAMPUS

PO #: T99F0007

Date Out Wed 8/ 2/2023

|                  |               |
|------------------|---------------|
| Terms            | Aging Date    |
| Due upon receipt | Wed 8/ 9/2023 |

Fold Here

Fold Here

### Get your Party Off The Ground and into ORBIT!

Ordered By: DENISE M. SOTO 562 631-5440

Picked up by: DENISE M. SOTO

Sales Rep: Nori Guerrero 562-686-2247 nori@orbiteventrentals.com

| Qty                                  | Key      | Items   | Part# | Status     | Event End Date | Price       |
|--------------------------------------|----------|---|-------|------------|----------------|-------------|
| <b>50X100X8 USED CANOPY PURCHASE</b> |          |   |       |            |                |             |
| 1                                    | MSS      | 50x100x8 JUMBO ALUMINUM FRAME   |       | Sold       | Fri 7/21/2023  | \$30,195.00 |
|                                      |          | INCLUDES: 50X100 USED WHITE CANOPY TOP, PIPE, FITTINGS, STAKES, PINS. TENT WALLS, TIE DOWNS AND WATER BARRELS ADDITIONAL. |       |            |                |             |
| 30                                   | WB55B-1  | WATER BARREL 55 GALLON (BLUE)   |       | Sold Asset | Tue 8/ 1/2023  | \$1,498.50  |
|                                      |          | FOR SAFE ANCHORING OF CANOPY.   |       |            |                |             |
| 30                                   | CSTRAP-1 | CANOPY STRAP  |       | Sold Asset | Tue 8/ 1/2023  | \$660.00    |
|                                      |          | FOR ANCHORING TENT TO WATER BARRELS.  |       |            |                |             |
| 1                                    | 1000DEL  | FREIGHT/DELIVERY/INSTALLATION   |       | Sold       | Tue 8/ 1/2023  | \$500.00    |

### Delivery Wed 8/ 2/2023 8:00AM - 5:00PM

DENISE SOTO 562-902-4293  
MAYBROOK SCHOOL  
11700 Maybrook  
Whittier, CA 90604

DELIVERY & INSTALL CANOPY WED. AUG 3

WATER SOURCE REQUIRED WITHIN 50FT OF TENT

- QUOTE IS BASED ON PURCHASE OF TENT ONLY, NOT RENTAL.
- USED/AS IS CONDITION. ALL SALES ARE FINAL. BUY BACK OPTION AVAILABLE, CALL FOR MORE INFO.
- DELIVERY & INSTALLATION NOT INCLUDED WITH SALE OF CANOPY BUT AVAILABLE FOR ADDITIONAL FEE.
- ONCE DELIVERED OR INSTALLED, CANOPY BECOMES PROPERTY OF LOWELL JOINT SCHOOL DISTRICT.
- OER WILL NOT BE HELD LIABLE FOR BODILY HARM OR PROPERTY DAMAGE DUE TO PURCHASED TENTS.
- IF TENT CANNOT BE STAKED IN THE GROUND, 55 GAL WATER DRUMS REQUIRED FOR ANCHORING TENT.
- 55 GAL WATER DRUMS AVAILABLE @50.00 EACH. MINIMUM 30 BARRELS RECOMMENDED FOR ANCHORING A 50X100 TENT.
- MONTHLY TENT SAFETY INSPECTION HIGHLY RECOMMENDED FOR LONG TERM USAGE

ALL SALES FINAL

Payment Due upon receipt

Please pay from this invoice.

|                   |  |  |  |  |            |
|-------------------|--|--|--|--|------------|
| Rental and Sales: |  |  |  |  | Sales Tax: |
| \$36,208.50       |  |  |  |  | \$3,397.12 |

|               |             |           |            |            |        |           |             |
|---------------|-------------|-----------|------------|------------|--------|-----------|-------------|
| Total Amount: | \$39,605.62 | Discount: | \$3,355.00 | Total Paid | \$0.00 | Total Due | \$36,250.62 |
|---------------|-------------|-----------|------------|------------|--------|-----------|-------------|

562-696-8875

www.orbiteventrentals.com

562-696-8862

Signature:

DENISE M. SOTO



August 9, 2023

*Via E-Mail*  
*jcoombs@jbsd.org*

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

Orrick, Herrington & Sutcliffe LLP  
2050 Main Street  
Suite 1100  
Irvine, CA 92614-8255  
+1 949 567 6700  
orrick.com

Donald S. Field

E dfield@orrick.com  
D +1 949 852 7727  
F +1 949 567 6710

Re: 2024 Election and General Obligation Bonds

Dear Mr. Coombs:

On behalf of Orrick, Herrington & Sutcliffe LLP ("Orrick"), I would like to express our appreciation for your choice of our firm to serve as bond counsel ("Bond Counsel") and disclosure counsel ("Disclosure Counsel") to Lowell Joint School District (the "Issuer"), in connection with the seeking of voter approval and proposed issuance of general obligation bonds (the "Bonds") to finance school facilities projects (the "Project"). The purpose of this engagement letter and the attached Standard Terms of Engagement (collectively, the "Agreement") is to confirm the terms and conditions upon which Orrick will be providing legal services to the Issuer. We believe that a mutual understanding of these terms and conditions at the outset is fundamental to establishing a good working relationship.

Orrick's services as bond and disclosure counsel to the Issuer in this transaction will consist of the Customary Bond Counsel Services and Customary Disclosure Counsel Services described in the Standard Terms of Engagement attached hereto and the following additional services to the Issuer with respect to seeking voter approval of the Bonds: (i) coordination with the County of Los Angeles and the County of Orange (the "Counties") election officials to ensure that the necessary legal requirements are satisfied, (ii) preparation of the necessary resolution of the District's governing board (the "District Board") required to call the election and request consolidation with any other elections to be held on the same date, (iii) attendance at such meetings of the District Board and working group conference calls as Issuer may request, and assistance to Issuer staff in preparation of such explanations or presentations to the District Board as they may request regarding the election and proceedings therefor, (iv) preparation of the form of the tax information statement required to be distributed to voters, (v) review of the ballot arguments to be prepared by or on behalf of the Issuer, if requested, solely to evaluate whether or not statements summarizing the legal terms of the ballot measure are correct, and (vi) consultation with the Issuer and its staff, counsel, and financial advisor, and with the Counties and their staff, concerning the election proceedings.

In consideration of the Bond Counsel services set forth above, the Issuer shall pay to Orrick a fee of \$60,000 for the first series of Bonds and \$47,500 for each additional series of Bonds issued. In consideration of the Disclosure Counsel services set forth above, Orrick shall be paid a fee of \$27,500 for each series of Bonds.



Jim Coombs, Superintendent  
Lowell Joint School District  
August 9, 2023  
Page 2

These fees are based upon the assumption that each series of the Bonds will be issued on a single date, the scope of services will be limited and conform to the description thereof contained in this Agreement, the transaction will not have an extraordinary number of problems/issues, the parties will work to minimize the number of meetings, conference calls and document distributions, the Issuer will coordinate virtual attendance at meetings of the District Board which Orrick is requested to attend, the purposes of the financing and the structure of the transaction will not materially change after preparation of the documents has commenced, and the Bonds will be issued not later than six months from the date initial drafts of any of the bond issuance documents are distributed by Orrick. If any of these assumptions are incorrect, or if any unusual or unforeseen circumstances arise, and occasions substantial additional work or responsibility on the part of Orrick, Orrick will be entitled to seek additional compensation in such amount as the Issuer and Orrick shall mutually agree to be appropriate.

In addition to the fee provided above, Orrick shall be paid a fixed amount of \$2,500 for each series of Bonds to cover costs and expenses (direct and indirect) incurred in connection with the services rendered as set forth herein, including (without limitation) document reproduction and delivery, travel, long distance telephone, telecopy, word processing, computer research, secretarial overtime and other similar expenses; provided that legal publication charges and printing expenses shall be the responsibility of the Issuer.

Orrick's fees (together with expenses) shall be contingent and payable upon the issuance of the Bonds.

Invoices shall be payable by the Issuer upon issuance of the Bonds if payable from Bond proceeds and otherwise within 30 days of receipt. The obligation to pay our invoices is solely the Issuer's and is not contingent upon any right of the Issuer may have for reimbursement, indemnification or insurance; or the Issuer's receipt of any other form of payment the Issuer may claim or expect to receive from some other party.

This engagement letter and the attached Standard Terms of Engagement represent the entire understanding and agreement between the Issuer and Orrick with respect to the subject matter referred to herein. The Issuer acknowledges that this engagement letter and the attached Standard Terms of Engagement have been carefully reviewed and their content understood and that the Issuer agrees to be bound by all of the terms and conditions and represents that the person signing below has been authorized to do so on behalf of the Issuer. Furthermore, the Issuer acknowledges that Orrick has made no representations or guarantees to the Issuer regarding the successful issuance of the Bonds, the tax status of interest on the Bonds or the time necessary to complete the issuance of the Bonds.

Nothing in the Agreement or in any of the documents contemplated hereby, expressed or implied, is intended or shall be construed to give any person other than the Issuer and Orrick any legal or equitable



Jim Coombs, Superintendent  
Lowell Joint School District  
August 9, 2023  
Page 3

right or claim under or in respect of the Agreement or with respect to services contemplated hereby, and the Agreement shall inure to the sole and exclusive benefit of the Issuer and Orrick.

The provisions of this engagement letter may only be amended in writing and signed by both parties.

The Agreement will take effect upon execution of this engagement letter, but its effective date will be retroactive to the date Orrick first performed services. This engagement letter may be executed in counterparts, and an electronically transmitted signature shall be deemed to be the legal equivalent of an original signature.

If you have any questions, please feel free to contact the undersigned. If the foregoing, together with the attached Standard Terms of Engagement, is satisfactory, please sign and return a copy of this letter to me. We look forward to working with you and to a successful completion of this transaction.

Very truly yours,

Orrick, Herrington & Sutcliffe LLP

A handwritten signature in black ink, appearing to read "Donald S. Field".

Donald S. Field

ACKNOWLEDGED AND AGREED TO:

LOWELL JOINT SCHOOL DISTRICT

By \_\_\_\_\_

Name: Jim Coombs

Title: Superintendent



## STANDARD TERMS OF ENGAGEMENT

Except as modified in writing by the engagement letter accompanying these Standard Terms of Engagement (the "Engagement Letter") or in another agreement signed by Issuer (as defined in the Engagement Letter) and Orrick, Herrington & Sutcliffe LLP ("Orrick") the following provisions shall apply to the relationship between Orrick and Issuer.

### 1. Issuer

Orrick's engagement is only on behalf of Issuer. In performing the services set forth in the Engagement Letter, Orrick will act as special counsel to Issuer with respect to issuance of the Bonds; Orrick will assist Issuer's counsel in representing Issuer with respect to the Bonds in a manner consistent with Orrick's role set forth in the Engagement Letter. Orrick's representation of Issuer does not encompass any governing board member, officer or employee of Issuer; any agency, department or office part of or affiliated with Issuer; or any other person or entity affiliated with Issuer. If any of these persons or entities require the services of counsel in connection with the Bonds, Orrick would be pleased to discuss whether Orrick might be able to represent any of them, but any such representation would need its own engagement letter, and would depend on Orrick's review and disclosure to all concerned of any conflicts of interest that may arise in connection with any such concurrent representation, and on appropriate consents being obtained from Issuer and from those seeking such additional representation.

### 2. Scope of Engagement

The scope of Orrick's representation of Issuer is limited to the specific services identified in the Engagement Letter and such additional matters as Issuer and Orrick may in their mutual discretion agree to in writing from time to time (collectively, the "Matter"). In each case, Orrick's agreement to any expansion of the scope of its representation of Issuer will be subject, among other things, to such additional conflict checks, waivers, approvals and other arrangements as Orrick may in its professional judgment deem necessary or appropriate in the circumstances and may be conditioned upon such fee adjustments or retainers as Orrick may require. Except as otherwise expressly provided in any written engagement letter (or a written amendment of a prior engagement letter) between Orrick and Issuer entered into in connection with such expansion of the scope of Orrick's representation, the agreement reflected in these Standard Terms of Engagement and in the Engagement Letter applies to Orrick's current representation of Issuer and, to the fullest extent practicable, to any subsequent matters that Orrick agrees to undertake on Issuer's behalf. Orrick's services will not extend to other business or legal affairs of Issuer or to any other aspect of Issuer's activities. Orrick's receipt or use of confidential or other information from Issuer or others in the course of the representation described in the Engagement Letter does not mean that Orrick will render any advice or services other than those described in the Engagement Letter.

The parties agree that Orrick is not acting in a staff capacity or otherwise assuming the responsibilities for any public official currently designated in Issuer's conflict of interest code.

March 2021

4132-5821-2367.12

The parties also agree that Orrick is not being retained to, has no duty to, and will not, advise Issuer or otherwise be involved in Issuer's decisions as to (a) whether Issuer should issue the Bonds, (b) the principal amount, interest rate or other pricing terms of the Bonds, (c) what project(s) is/are to be financed or refinanced through the issuance of the Bonds (the "Project"), (d) whether Issuer should enter into contracts related to the possible issuance of the Bonds or (e) the financial terms to be included in the Bonds and/or any such contracts (collectively, the "Governmental Decisions"). Instead, Orrick is being retained to advise and to render opinions as to the validity of or other legal matters respecting the issuance or sale of the Bonds Issuer determines to issue and certain contracts Issuer determines to enter into in connection with the Bonds, as set forth in the Engagement Letter. Issuer also agrees that Orrick is not being retained, and has no duty, to provide financial advice of any kind to Issuer in connection with the foregoing. Issuer, through its governing board, staff and independent legal counsel, will be exercising its independent judgment regarding the Governmental Decisions. Issuer acknowledges that Orrick has not been involved with the preliminary discussions, evaluation, planning, drawing of plans and specifications and solicitation of bids related to the Project.

#### **Customary Bond Counsel Services**

When Orrick's role is Bond Counsel to Issuer, Orrick shall perform the following legal services to Issuer:

(1) Analysis of eligibility of the Project under state law and for interest on the Bonds to excluded from gross income for federal income tax purposes.

(2) Consultation with representatives of Issuer, Issuer's counsel, and any financial advisor or underwriters, and others, with respect to the timing, terms, and legal structure of the proposed Bonds.

(3) Preparation of the resolution of the governing board of Issuer approving the issuance and sale of the Bonds and the documents to be adopted or entered into by Issuer required for the issuance of the Bonds, including the bond resolution or the indenture of trust or trust agreement between Issuer and a trustee (or, if applicable, the supplement to an existing bond resolution, indenture or trust agreement) (the "Major Legal Documents").

(4) If the Bonds are to be sold through a competitive sale, preparation of the official notice of sale and the notice of intention to sell.

(5) In the case of a refunding, preparation of the refunding escrow agreement.

(6) Preparation of summaries of the Major Legal Documents included in the official statement for the Bonds (the "Official Statement").

(7) Participation in such meetings of Issuer and working group meetings or conference calls as Issuer may request.

(8) Preparation of final closing papers to be executed by Issuer required to effect delivery of the Bonds (including the Tax Agreement).

(9) Rendering of Orrick's customary form of final legal opinion to Issuer on the validity of the Bonds and the tax-exempt status of interest thereon, and, if required by the underwriters of the Bonds, Orrick's customary form of supplemental opinion to the underwriters on the accuracy of summaries contained in the Official Statement of the Major Legal Documents and the tax portion of said final legal opinion and certain other matters and, in the case of a refunding, Orrick's customary form of defeasance opinion.

(10) Providing, in electronic form, closing transcripts.

*Limitations*

Bond Counsel services are limited to those specifically set forth above. For example, Bond Counsel services do not include representation of Issuer or any other party in any litigation or other legal or administrative proceeding, audit or investigation involving the Bonds or any use or investment of the proceeds thereof, or any related matter. Additionally, Bond Counsel services do not include any responsibility for the preparation or content of any Official Statement or other disclosure document or presentation (other than preparation of a summary of the Major Legal Documents and of the portion of the opinion to be rendered by Bond Counsel concerning certain tax matters) or any rating agency or investor presentation or the preparation of any credit enhancement agreement, investment agreement or swap agreement. Bond Counsel services also do not include any responsibility for compliance with any federal or state securities laws, environmental, land use, procurement, real estate, construction, insurance or (except as required for tax exemption of the Bonds) tax laws or for title to, recording, filing or perfection or continuation of any liens or security interests in real or personal property. It is not the role or responsibility of Bond Counsel to assure that the interests of any parties other than Issuer are addressed or that any conditions to closing the transaction, other than as necessary in Bond Counsel's judgment to render the legal opinions delivered by Bond Counsel, have been satisfied or addressed. Neither Bond Counsel's role in the Bond closing nor Bond Counsel's provision of closing transcripts shall imply the completeness or adequacy of any items included in the closing transcript for any purpose other than as expressly addressed in the legal opinions delivered by Bond Counsel. Bond Counsel services are limited to legal advice and do not include any financial advice or analysis, including advice concerning whether or not to issue the Bonds, or adopt any Bond related resolutions or enter into any Bond related agreements. Bond Counsel services do not extend past the date of issuance of the Bonds and do not, for example, include services related to rebate or other post-issuance tax compliance, continuing disclosure, amendments to any of the

Bond related documents, post-issuance investments, interest rate swaps or management contracts entered into after the date of issuance of the Bonds, or redemption or defeasance of the Bonds. Any involvement by Bond Counsel in any of the matters referred to in this paragraph shall not constitute a waiver of any of the foregoing limitations on Bond Counsel's responsibilities unless otherwise agreed to in writing.

### **Customary Disclosure Counsel Services**

When Orrick's role is Disclosure Counsel to Issuer, Orrick shall perform the following legal services to Issuer:

(1) Assistance in preparing a preliminary official statement (the "Preliminary Official Statement") and a final official statement (the "Official Statement") for the Bonds. Such assistance will consist of participation in conferences with the Issuer, the underwriters of the Bonds (the "Underwriters"), their respective counsel, Issuer's financial advisor and other relevant participants, assistance in the preparation of information about the Bonds, Issuer and other material information and assistance in coordinating posting, printing or reproduction of the Preliminary Official Statement and the Official Statement, the cost of which shall be the responsibility of Issuer.

(2) Rendering, in Orrick's customary form, addressed only to the Underwriters, of a so-called "10b-5 letter" (subject to customary limitations and exclusions).

Unless Orrick is also bond counsel, Issuer will rely upon, and Orrick will assume the accuracy of, the opinion of bond counsel with respect to the validity of the Bonds and the Bond documents, the federal and state tax-exempt status of interest on the Bonds, exemption from registration of the Bonds under applicable securities laws, and other matters customarily covered by opinions of bond counsel and counsel to other parties, and Orrick will not undertake any independent consideration thereof or have any other responsibility therefor. Bond counsel will also be responsible for preparing summaries of legal documents for inclusion in the Preliminary Official Statement and the Official Statement and giving an opinion as to the accuracy of the summaries of the legal documents and the Bonds and of Orrick's tax opinion contained in the Official Statement.

In performing Disclosure Counsel services, in addition to relying on the opinions described above, Orrick will be entitled to rely on the accuracy and completeness of information provided and certifications made by Issuer, the financial advisor, consultants, accountants, the underwriters, various counsel and other parties, without independent investigation or verification. While Orrick will undertake certain activities in order to provide the negative conclusion that constitutes the so-called "10b-5 letter", such activities are inherently limited in character and in scope. They cannot and will not encompass all of the activities an underwriter may be required to undertake in order to establish a due diligence or reasonable investigation defense (if available), and the securities

laws do not permit an underwriter to delegate completely duties of due diligence or reasonable investigation it may have to counsel.

### *Limitations*

Disclosure Counsel services will be limited to those specifically set forth above and, for example, will not include other services, including but not limited to matters relating to the mode or manner of dissemination of the official statement, the accuracy of any printing or posting of the official statement, registration or qualification of the Bonds under federal or state securities laws, derivative products, regulatory matters (such as compliance with FINRA or MSRB rules or other broker-dealer regulations) or independent investigation of prior compliance with continuing disclosure undertakings, and will not include preparation or review of any rating agency or investor presentation or representation in any litigation or other legal or administrative proceeding, audit or investigation involving the Official Statement, the Bonds, the Project or any related matter. Disclosure Counsel services do not include any financial advice or analysis. Disclosure Counsel services are limited to legal advice and do not extend past the date of issuance of the Bonds and do not, for example, include services related to any post-issuance amendment of or supplement to the Official Statement or to any continuing disclosure. Any involvement by Disclosure Counsel in any of the matters referred to in this paragraph shall not constitute a waiver of any of the foregoing limitations on Disclosure Counsel's responsibilities unless otherwise agreed to in writing.

### **3. Costs and Expenses**

Unless otherwise provided in the Engagement Letter, Issuer will pay Orrick for costs and expenses (direct and indirect) incurred in connection with the services set forth in the Engagement Letter, including (without limitation) filing and publication, document reproduction and delivery, travel, long distance telephone, telecopy, word processing, computer research, secretarial overtime, closing transcript and other similar expenses. Indirect costs, such as word processing, document reproduction and transcript costs, shall be payable at Orrick's standard cost recovery rates from time to time in effect.

Any filing, publication or printing costs required in connection with the Bonds shall be paid directly by the Issuer, but if paid by Orrick on behalf of Issuer, Issuer shall reimburse Orrick for such costs upon demand.

If any claim or action is brought against Orrick or any of its personnel which alleges negligence or wrongdoing of Issuer, or if Orrick or any current or former attorney or employee of Orrick is asked or required by a third party to testify or produce documents as a result of Orrick's representation of Issuer, Issuer agrees to pay Orrick for any resulting costs or expenses, including

Orrick's time, even if Orrick's representation of Issuer has ended. This paragraph is not intended to apply to any claim brought by or on behalf of Issuer alleging wrongdoing by Orrick.

**4. Waiver of Conflicts of Interest**

Orrick's agreement to represent Issuer in connection with the Matter is conditioned upon the understanding that Orrick is free to represent any clients (including entities that may be adverse to the Issuer) and to take positions adverse to either Issuer or an affiliate in any matters (whether involving the same substantive area(s) of law for which Issuer has retained Orrick or some other unrelated area(s), and whether involving business transactions, patent prosecution and patent validity and infringement opinion work, counseling, litigation or otherwise). Orrick agrees, however, to not represent any party other than Issuer in connection with the Bond financing prior to the date of termination determined in accordance with Paragraph 9 hereof without the consent of Issuer. In this connection, Issuer should be aware that Orrick regularly provides legal services for many private and public entities in connection with a wide variety of matters. (A summary of Orrick's current practice areas and the principal industries in which Orrick represents clients can be found on Orrick's web site at [www.orrick.com](http://www.orrick.com).) For example, Orrick has represented, is representing or may in the future represent other public entities, underwriters, trustees, rating agencies, insurers, credit enhancement providers, lenders, borrowers, developers, contractors, suppliers, financial and other consultants/advisors, accountants, investment and swap providers/brokers, providers/brokers of derivative products and others who may have a role or interest in the Bond financing or the Project or that may be involved with or adverse to Issuer. In addition, Orrick's wholly-owned subsidiary BLX Group LLC may provide financial advisory services, including arbitrage rebate compliance and other post-issuance compliance services, to other parties involved in the Bond financing and Orrick may provide legal advice to such other parties in connection with such BLX Group LLC services. Orrick will, of course, hold in confidence Issuer's secrets and confidences. Similarly, Issuer understands that while Orrick may obtain confidential information from other clients that may be of interest to Issuer, Orrick cannot share such information with Issuer. Issuer acknowledges that it has had the opportunity to consult with its counsel about the consequences of the waiver set forth in this paragraph. Issuer consents to these other representations, agrees that it will not seek to disqualify Orrick from any such present or future representations, and waives any actual or potential conflict of interest that might arise or be deemed to arise, now or in the future, from this engagement of Orrick in the Matter and any past, current or future representations.

**5. Internal Communications**

The occasion might arise for Orrick, at Orrick's own expense, to consult regarding the Matter or this engagement with its own counsel (e.g., Orrick's General Counsel, other firm lawyers working with Orrick's General Counsel who do not perform work for Issuer in connection

with the services provided pursuant to this Engagement Agreement, or Orrick's own outside counsel). To the extent that Orrick is addressing its own rights or responsibilities, a conflict of interest might be deemed to exist between Orrick and Issuer as to such consultation or resulting communications, particularly if a dispute were ever to arise between Orrick and Issuer regarding the Matter. A condition of this engagement is that Issuer hereby consents to such consultation occurring, and waives any claim of conflict of interest based on such consultation or resulting communications that could otherwise disqualify Orrick from continuing to represent Issuer or from acting in Orrick's own behalf, even if such consultation or communications might be deemed adverse to the interests of Issuer. Issuer acknowledges and agrees that any such consulting and communications are protected from disclosure to Issuer by Orrick's own attorney-client privilege.

**6. Responsibilities of Orrick and Issuer**

Issuer shall have and will rely on Issuer's elected, appointed or retained chief legal officer or on outside counsel (other than Orrick) ("Issuer Counsel") to render day-to-day and ongoing general legal services and to advise Issuer with respect to all Governmental Decisions. Orrick shall circulate documents to and coordinate its services with Issuer Counsel to the extent requested by Issuer or Issuer Counsel. Orrick shall be entitled to assume that Issuer Counsel has reviewed all documents and matters submitted to Issuer for adoption or approval or to officers of Issuer for execution prior to such adoption, approval or execution.

In rendering opinions and performing legal services, Orrick shall be entitled to rely on the accuracy and completeness of information provided and certifications made by, and opinions provided by counsel to, Issuer and other parties, counsel and consultants, without independent investigation or verification. Knowledge of attorneys and non-attorneys at Orrick not working directly on the Matter will not be imputed to Orrick nor shall there be any duty on Orrick's part to make any inquiry of such other attorneys or non-attorneys.

Orrick will provide to Issuer legal counsel and assistance in accordance with the Engagement Letter and this Standard Terms of Engagement. Issuer will not look to or rely upon Orrick for any investment, accounting, financial or other non-legal advice or for any advice with respect to Governmental Decisions, including without limitation any advice regarding the character or credit of any person with whom Issuer may be dealing. Although Orrick will at times communicate with Issuer by e-mail, letter, or other written form, Orrick may provide much of its counsel and assistance in telephone conversations and meetings with Issuer. In addition, Orrick shall have the right, subject to applicable rules of professional responsibility, to discard any files or other materials relating to the Matter either before or after termination of Orrick's representation of Issuer.

For Orrick to represent Issuer effectively, Orrick needs Issuer to provide Orrick with complete and candid information regarding matters relating to the Bonds and the Project, and, if

Orrick is providing Disclosure Counsel Services, regarding financial, operating and other information material to prospective investors in the Bonds, to keep Orrick informed of relevant developments, to make decisions necessary for Orrick to fulfill its responsibilities with respect to the Bonds and otherwise to provide to Orrick Issuer's reasonable assistance and cooperation.

Orrick shall maintain errors and omissions insurance coverage applicable to the services to be rendered pursuant to the Engagement Letter.

The Engagement Letter and these Standard Terms and Conditions shall not be the basis of any breach of contract claim that would have the effect of extending any statute of limitations pertaining to legal malpractice to the statute of limitations pertaining to breach of contract.

Orrick will not be responsible for any services performed by, or acts or omissions of, any co-counsel or other transaction participant.

**7. Client Files (Cloud Storage, Retention and Disposition)**

Orrick recognizes that cloud computing services offer valuable tools to its clients and has entered into arrangements with certain providers of those services to host, process, and analyze data, including client data. Orrick's primary Data Management System is cloud based in all permissible jurisdictions.

Unless otherwise required by outside counsel guidelines or specific client instruction, Orrick will retain all hardcopy and electronic records for a period of years consistent with Orrick's internal records retention policy. When that time expires, Orrick's policy is to destroy all records related to the Matter in a manner that preserves confidentiality. Orrick will use its best efforts to contact Issuer, using the most up to date contact information in Orrick's possession, 60 days prior to the destruction of any of Issuer's records, so that Issuer may provide alternate retention instructions as necessary. Issuer understands and agrees that records related to the Matter will be destroyed in the absence of such alternate instruction or if Orrick is unable to establish contact with Issuer. If Issuer has a records retention policy in place with which outside counsel will need to comply, Issuer shall advise Orrick so that Orrick may so inform its records department.

Issuer understands that "materials" include paper files as well as information in other forms of storage, including voicemail, e-mail, printer files, electronic document files, facsimiles, dictation recordings, video files, and other formats. Orrick reserves the right, at Orrick's expense, to make copies of documents generated or received by Orrick in the course of Orrick's representation of Issuer. When Issuer requests copies of documents from Orrick, copies that Orrick generates will be made at Issuer's expense. Orrick will maintain the confidentiality of all documents throughout this process.



Orrick's own files pertaining to the Matter will be retained by Orrick (as opposed to being sent to Issuer) or destroyed. These files include, for example, internal communications, firm administrative records, time and expense reports, personnel and staffing materials, and credit and account records. For various reasons, including the minimization of unnecessary storage expenses, Orrick reserves the right to destroy or otherwise dispose of any of Orrick's own files within a reasonable time after Orrick's engagement pertaining to the Matter has concluded.

Orrick will not retain, use, or disclose the personal information we receive in connection with our representation of Issuer for any (i) purpose other than for the specific purpose of our representing Issuer and for our performance under the Engagement Letter, or as otherwise permitted by applicable privacy laws, or (ii) other commercial purpose unless otherwise required or permitted by outside counsel guidelines or specific Issuer instruction.

#### **8. Use of Artificial Intelligence Tools and Machine Learning**

Orrick strives to maximize the benefits that innovative tools and approaches can provide for Issuer. Orrick recognizes that cloud-based tools that use artificial intelligence or machine learning can be used to improve the efficacy and accuracy of legal services. Use of artificial intelligence and machine learning tools can also help to reduce the cost of providing legal services. Orrick has entered into arrangements with certain providers of artificial intelligence and machine learning tools to host, process, and analyze data, including client data, and, depending on the nature of the matter, will assess whether the use of such tools would benefit Issuer. Like online services or platforms, such tools are not immune from security or quality compromises, but all are subject to Orrick's cyber security vendor risk management program. Additionally, artificial intelligence or machine learning tools may not be configured to the precise parameters of the required work, as many have pre-built machine learning models that vary as the tool ingests data. Orrick may use data gathered by using these tools to improve budgeting, precedent libraries, template documents, and other data sets to improve client service. Data that is processed into artificial intelligence tools may also be used to improve machine learning algorithms at Orrick or in the tools of third-party vendors. If Issuer hereby consents to the use of cloud-based artificial intelligence or machine learning tools unless Issuer has advised Orrick not to do so.

#### **9. Termination**

Issuer may terminate Orrick's representation of Issuer at any time, with or without cause. Orrick may terminate its representation of Issuer at any time, with or without cause, subject to applicable rules of professional responsibility, including if, among other things, Issuer fails to cooperate or follow Orrick's advice on a material matter, or any fact or circumstance arises that, in Orrick's view, renders Orrick's continuing representation unlawful or unethical. Orrick may terminate or suspend its representation of Issuer, subject to applicable rules of professional responsibility, if the Issuer fails to make timely payment on any invoice. In the event of

termination by either Issuer or Orrick, Issuer shall pay Orrick fees and costs for work performed prior to termination and Orrick will have no responsibility or liability whatsoever for any subsequent use of documents prepared or advice provided by Orrick prior to termination. Issuer acknowledges that it has had an opportunity to consult with its counsel about the consequences of Orrick's disclaimer of responsibility and liability herein.

**10. Date of Termination**

Orrick's representation of Issuer will be considered terminated at the earliest of (i) Issuer's termination of the representation, (ii) Orrick's withdrawal from the representation, (iii) the substantial completion of Orrick's substantive work for Issuer; (iv) the issuance of the Bonds; or (vi) the Issuer's abandonment of the Bond financing.

**11. Arbitration Right – Applicable to Engagements Governed by New York law**

Please note that in the event that a dispute arises relating to Orrick's fees, Issuer may have the right to arbitration of the dispute pursuant to Part 137 of the Rules of the Chief Administrator of the Courts, a copy of which will be provided to Issuer upon Issuer's request.

**12. Disclosure for Promotional Purposes**

Except as Issuer may otherwise inform Orrick, and subject to any confidentiality arrangements or agreements of which Orrick is made aware between Issuer and any other party with respect to the Matter, Issuer agrees that Orrick may include, in a list of transactions and litigations which Orrick uses for promotional (including press releases and social media posting) and internal purposes, a summary description of publicly disclosed aspects of the Matter.

**LOWELL JOINT SCHOOL DISTRICT**

**RESOLUTION 2023-24 NO. 902**

**A RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE LOWELL JOINT SCHOOL DISTRICT  
OF LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,  
TO CERTIFY INFORMATION FOR STATE ALLOCATION BOARD  
(SAB) ADMINISTERED PROGRAM PROJECTS**

WHEREAS, Education Code established multiple programs to be administered by the Office of Public School Construction, under the Department of General Services, as staff to the State Allocation Board; and

WHEREAS, the Board of Trustees and Lowell Joint School District will be requesting eligibility, funding, and/or certifying information for one or more SAB-administered program projects pursuant to, but not limited to, Chapter 12.5, Part 10, and Article 7, Chapter 3, Part 10.5, under Division 1 and Title 1 commencing with Section 17070.10, et. seq. of the Education Code; and

WHEREAS, the Board of Trustees is required to identify the School District Representatives that will sign, submit, and certify documents and act as liaison with the Office of Public School Construction as staff to the State Allocation Board; and

WHEREAS, the Board of Trustees and Lowell Joint School District understand that the signing and submittal of forms on behalf of the school district commits the school district to comply with program requirements; and

WHEREAS, the Board of Trustees has identified the following positions, and the individuals currently serving in that capacity, as the District Representatives:

- ◆ Superintendent - Jim Coombs
- ◆ Assistant Superintendent, Business Services – David Bennett

NOW, THEREFORE, BE IT HEREBY RESOLVED the Board of Trustees and Lowell Joint School District authorizes the District Representative(s) to execute documents as necessary to carry out the provisions of this resolution.

**APPROVED AND ADOPTED** this 11<sup>TH</sup> day of September, 2023.

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


**NOES:** None

**ABSENT:** Melissa A. Salinas

**ABSTAIN:** None

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 11<sup>th</sup> day of September, 2023, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 11<sup>th</sup> day of September 2023.

  
\_\_\_\_\_  
Jim Coombs, Secretary to the Board of Trustees

**RESOLUTION 2023/24 No. 903**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
LOWELL JOINT SCHOOL DISTRICT OF LOS ANGELES AND ORANGE  
COUNTIES, CALIFORNIA,  
GANN AMENDMENT APPROPRIATIONS LIMIT**

**WHEREAS**, Article XIII B of the California Constitution provides certain limitations and controls on the total annual appropriations of any school district; and

**WHEREAS**, Division 9 (commencing with Section 7900) of Title I of the Government Code provides for the implementation of Article XIII B; and

**WHEREAS**, Government Code Section 7900 provides that the governing body of each school district shall annually adopt a resolution to identify the estimated appropriations limit for the district for the current fiscal year and the actual appropriations limit for the district for the preceding fiscal year.

**NOW, THEREFORE BE IT RESOLVED**, the Board of Trustees of the Lowell Joint School District hereby resolves and declares as follows:

The actual appropriations limit for 2022-23 was \$14,825,437.73 and the appropriations in the 2022-23 budget did not exceed the limitations imposed by Article XIII B of the California Constitution.

The appropriations limit for 2023-24 is estimated to be \$15,429,494.26 and the appropriations in the 203-24 budget do not exceed the limitations imposed by Article XIII B of the California Constitution.

**BE IT FURTHER RESOLVED** that the documentation used in determining the appropriations limit shall be available to the public at 11019 Valley Home Avenue, Whittier, CA 90603.

**APPROVED AND ADOPTED** by the Board of Trustees of the Lowell Joint School District the 11<sup>th</sup> day of September, 2023.

AYES: Karen L. Shaw, Anastasia M. Shackelford, Anthony A. Zegarra, Chrisitne J. Berg

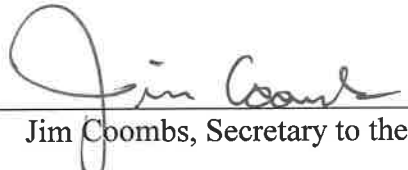
NOES: None

ABSTAIN: None

ABSENT: Melissa A. Salinas

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 of Trustees at a regular meeting thereof held on the 11<sup>th</sup> day of September, 2023 and passed by a unanimous vote of those present.

**IN WITNESS WHEREOF**, I have hereunto set my hand and seal this 11<sup>th</sup> day of September, 2023.

  
\_\_\_\_\_  
Jim Coombs, Secretary to the Board of Trustees

**LOWELL JOINT SD**  
**PURCHASE ORDER DETAIL REPORT**  
 BOARD OF TRUSTEES MEETING 09/11/2023

FROM 07/01/2023 TO 07/31/2023

| <u>PO NUMBER</u> | <u>VENDOR</u>                  | <u>PO TOTAL</u> | <u>ACCOUNT AMOUNT</u> | <u>ACCOUNT NUMBER</u> | <u>PSEUDO / OBJECT DESCRIPTION</u>                |
|------------------|--------------------------------|-----------------|-----------------------|-----------------------|---|
| T99F0001         | GRUETT TREE COMPANY            | 6,825.00        | 6,825.00              | 0100000100 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
| T99F0002         | EAST WHITTIER GLASS & MIRROR   | 2,364.00        | 2,364.00              | 0100000092 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
| T99F0003         | IMAGE APPAREL FOR BUSINESS     | 8,506.29        | 8,506.29              | 0100000098 5895       | GF-Unrest-Not Applicable / Uniforms               |
| T99F0004         | BACKFLOW TESTING SERVICE       | 11,529.00       | 992.00                | 0100000089 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                                |                 | 464.00                | 0100000090 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                                |                 | 928.00                | 0100000091 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                                |                 | 5,875.00              | 0100000093 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                                |                 | 3,270.00              | 0100000094 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
| T99F0005         | HUNTINGTON HARDWARE CO. INC.   | 1,658.88        | 1,658.88              | 0100000098 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
| T99F0006         | NEW MANAGEMENT INC             | 731.99          | 731.99                | 0100000098 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
| T99M0003         | AMERICAN EXPRESS               | 3,000.00        | 3,000.00              | 0100000317 4300       | / Materials and Supplies                          |
| T99M0006         | AMERICAN EXPRESS               | 830.86          | 830.86                | 0100000317 4300       | / Materials and Supplies                          |
| T99M0014         | AMERICAN EXPRESS               | 418.84          | 418.84                | 0100000317 4300       | / Materials and Supplies                          |
| T99M0017         | AMERICAN EXPRESS               | 199.00          | 199.00                | 0100000317 5810       | / Licenses/Technology                             |
| T99R0017         | MPI-MILLER PLUMBING INC        | 1,600.00        | 1,600.00              | 0100000317 4300       | / Materials and Supplies                          |
| T99R0018         | WHITTIER CHAMBER OF COMMERCE   | 539.00          | 539.00                | 0100000317 5300       | / Dues and Memberships                            |
| T99R0020         | COALITION FOR ADEQUATE SCHOOL  | 543.00          | 543.00                | 0100000065 5300       | GF-Unrest-Not Applicable / Dues and Memberships   |
| T99R0021         | LA HABRA AREA CHAMBER OF COMME | 360.00          | 360.00                | 0100000317 5300       | / Dues and Memberships                            |
| T99R0022         | SCHOOL SERVICES OF CALIFORNIA  | 295.00          | 295.00                | 0100000071 5200       | GF-Unrest-Not Applicable / Travel and Conferences |
| T99R0053         | SPORTS JACKETS UNLIMITED       | 44.10           | 44.10                 | 0100000317 4300       | / Materials and Supplies                          |
| T99R0062         | ACTION TROPHY                  | 12.50           | 12.50                 | 0100000317 4300       | / Materials and Supplies                          |
| T99R0065         | CALIFORNIA SCHOOL BOARDS ASSOC | 11,349.00       | 11,349.00             | 0100000317 5300       | / Dues and Memberships                            |
| T99U0001         | SOUTHERN CALIFORNIA GAS CO     | 47,150.00       | 4,000.00              | 0100000280 5520       | Utilities/LCAP G1 A5 / Natural Gas Services       |
|                  |                                |                 | 11,500.00             | 0100000281 5520       | Utilities/LCAP G1 A5 / Natural Gas Services       |

**LOWELL JOINT SD**  
**PURCHASE ORDER DETAIL REPORT**  
 BOARD OF TRUSTEES MEETING 09/11/2023

FROM 07/01/2023 TO 07/31/2023

| <u>PO NUMBER</u> | <u>VENDOR</u>              | <u>PO TOTAL</u> | <u>ACCOUNT AMOUNT</u> | <u>ACCOUNT NUMBER</u> | <u>PSEUDO / OBJECT DESCRIPTION</u>                |
|------------------|----------------------------|-----------------|-----------------------|-----------------------|---|
| T99U0001         | *** CONTINUED ***          |                 | 10,000.00             | 0100000282 5520       | Utilities/LCAP G1 A5 / Natural Gas Services       |
|                  |                            |                 | 3,000.00              | 0100000283 5520       | Utilities/LCAP G1 A5 / Natural Gas Services       |
|                  |                            |                 | 8,300.00              | 0100000284 5520       | Utilities/LCAP G1 A5 / Natural Gas Services       |
|                  |                            |                 | 600.00                | 0100000285 5520       | Utilities/LCAP G1 A5 / Natural Gas Services       |
|                  |                            |                 | 250.00                | 0100000286 5520       | Utilities/LCAP G1 A5 / Natural Gas Services       |
|                  |                            |                 | 500.00                | 0100000287 5520       | Utilities/LCAP G1 A5 / Natural Gas Services       |
|                  |                            |                 | 9,000.00              | 0100000288 5520       | Utilities/LCAP G1 A5 / Natural Gas Services       |
| T99U0002         | SOUTHERN CALIFORNIA EDISON | 415,000.00      | 56,000.00             | 0100000112 5510       | GF-Unrest-Not Applicable / Electricity Services   |
|                  |                            |                 | 28,000.00             | 0100000114 5510       | GF-Unrest-Not Applicable / Electricity Services   |
|                  |                            |                 | 51,000.00             | 0100000116 5510       | GF-Unrest-Not Applicable / Electricity Services   |
|                  |                            |                 | 58,000.00             | 0100000118 5510       | GF-Unrest-Not Applicable / Electricity Services   |
|                  |                            |                 | 53,000.00             | 0100000119 5510       | GF-Unrest-Not Applicable / Electricity Services   |
|                  |                            |                 | 30,000.00             | 0100000120 5510       | GF-Unrest-Not Applicable / Electricity Services   |
|                  |                            |                 | 29,000.00             | 0100000122 5510       | GF-Unrest-Not Applicable / Electricity Services   |
|                  |                            |                 | 100,000.00            | 0100000123 5510       | GF-Unrest-Not Applicable / Electricity Services   |
|                  |                            |                 | 10,000.00             | 0100000125 5510       | GF-Unrest-Not Applicable / Electricity Services   |
| T99X0007         | SOUTHWEST SCHOOL SUPPLY    | 1,500.00        | 1,500.00              | 0100000098 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
| T99Z0001         | WARE DISPOSAL              | 47,800.00       | 3,500.00              | 0100000112 5560       | GF-Unrest-Not Applicable / Waste Disposal         |
|                  |                            |                 | 3,500.00              | 0100000114 5560       | GF-Unrest-Not Applicable / Waste Disposal         |
|                  |                            |                 | 3,500.00              | 0100000116 5560       | GF-Unrest-Not Applicable / Waste Disposal         |
|                  |                            |                 | 3,500.00              | 0100000118 5560       | GF-Unrest-Not Applicable / Waste Disposal         |
|                  |                            |                 | 3,500.00              | 0100000119 5560       | GF-Unrest-Not Applicable / Waste Disposal         |
|                  |                            |                 | 2,500.00              | 0100000120 5560       | GF-Unrest-Not Applicable / Waste Disposal         |
|                  |                            |                 | 2,800.00              | 0100000122 5560       | GF-Unrest-Not Applicable / Waste Disposal         |
|                  |                            |                 | 20,000.00             | 0100000123 5560       | GF-Unrest-Not Applicable / Waste Disposal         |
|                  |                            |                 | 5,000.00              | 0100000125 5560       | GF-Unrest-Not Applicable / Waste Disposal         |
| T99Z0002         | BROTHERS AUTOMOTIVE INC    | 1,000.00        | 1,000.00              | 0100000098 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |

**LOWELL JOINT SD  
PURCHASE ORDER DETAIL REPORT  
BOARD OF TRUSTEES MEETING 09/11/2023**

FROM 07/01/2023 TO 07/31/2023

| <u>PO NUMBER</u> | <u>VENDOR</u>                  | <u>PO TOTAL</u> | <u>ACCOUNT AMOUNT</u>  | <u>ACCOUNT NUMBER</u>   | <u>PSEUDO / OBJECT DESCRIPTION</u>   |
|------------------|--------------------------------|-----------------|--|---|--|
| T99Z0003         | HUNTINGTON HARDWARE CO. INC.   | 2,500.00        | 2,500.00   | 0100000098 4300   | GF-Unrest-Not Applicable / Materials and Supplies  |
| T99Z0004         | CITY OF LA HABRA               | 38,000.00       | 18,000.00<br>18,000.00<br>2,000.00   | 0100000098 4360<br>0100000108 4360<br>1353100052 4360   | GF-Unrest-Not Applicable / Tires, Fuel and Oil<br>GF-Unrest-Not Applicable / Tires, Fuel and Oil<br>/ Tires, Fuel and Oil  |
| T99Z0005         | THE HOME DEPOT PRO INSTITUTION | 94,000.00       | 17,000.00<br>12,000.00<br>12,000.00<br>12,000.00<br>12,000.00<br>12,000.00<br>12,000.00<br>17,000.00 | 0100000089 4300<br>0100000090 4300<br>0100000091 4300<br>0100000092 4300<br>0100000093 4300<br>0100000096 4300<br>0100000098 4300 | GF-Unrest-Not Applicable / Materials and Supplies<br>GF-Unrest-Not Applicable / Materials and Supplies<br>GF-Unrest-Not Applicable / Materials and Supplies<br>GF-Unrest-Not Applicable / Materials and Supplies<br>GF-Unrest-Not Applicable / Materials and Supplies<br>GF-Unrest-Not Applicable / Materials and Supplies<br>GF-Unrest-Not Applicable / Materials and Supplies<br>GF-Unrest-Not Applicable / Materials and Supplies |
| T99Z0006         | HOME DEPOT CREDIT SERVICES     | 16,000.00       | 2,000.00<br>2,000.00<br>2,000.00<br>2,000.00<br>2,000.00<br>2,000.00<br>2,000.00                     | 0100000089 4300<br>0100000090 4300<br>0100000091 4300<br>0100000092 4300<br>0100000093 4300<br>0100000095 4300<br>0100000096 4300 | GF-Unrest-Not Applicable / Materials and Supplies<br>GF-Unrest-Not Applicable / Materials and Supplies<br>GF-Unrest-Not Applicable / Materials and Supplies<br>GF-Unrest-Not Applicable / Materials and Supplies<br>GF-Unrest-Not Applicable / Materials and Supplies<br>GF-Unrest-Not Applicable / Materials and Supplies<br>GF-Unrest-Not Applicable / Materials and Supplies  |
| T99Z0007         | AAA ELECTRIC MOTOR SALES & SER | 5,600.00        | 800.00<br>800.00<br>800.00<br>800.00<br>800.00<br>800.00   | 0100000089 4300<br>0100000090 4300<br>0100000091 4300<br>0100000092 4300<br>0100000093 4300<br>0100000096 4300                    | GF-Unrest-Not Applicable / Materials and Supplies<br>GF-Unrest-Not Applicable / Materials and Supplies<br>GF-Unrest-Not Applicable / Materials and Supplies<br>GF-Unrest-Not Applicable / Materials and Supplies<br>GF-Unrest-Not Applicable / Materials and Supplies<br>GF-Unrest-Not Applicable / Materials and Supplies   |
| T99Z0008         | AC PRO                         | 4,500.00        | 500.00<br>500.00   | 0100000089 4300<br>0100000090 4300  | GF-Unrest-Not Applicable / Materials and Supplies<br>GF-Unrest-Not Applicable / Materials and Supplies   |



**LOWELL JOINT SD**  
**PURCHASE ORDER DETAIL REPORT**  
 BOARD OF TRUSTEES MEETING 09/11/2023

FROM 07/01/2023 TO 07/31/2023

| <u>PO NUMBER</u> | <u>VENDOR</u>                | <u>PO TOTAL</u> | <u>ACCOUNT AMOUNT</u> | <u>ACCOUNT NUMBER</u> | <u>PSEUDO / OBJECT DESCRIPTION</u>                |
|------------------|------------------------------|-----------------|-----------------------|-----------------------|---|
| T99Z0008         | *** CONTINUED ***            |                 | 500.00                | 0100000091 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                              |                 | 500.00                | 0100000092 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                              |                 | 500.00                | 0100000093 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                              |                 | 500.00                | 0100000095 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                              |                 | 1,000.00              | 0100000096 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                              |                 | 500.00                | 0100000098 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
| T99Z0009         | AUTOZONE                     | 750.00          | 750.00                | 0100000098 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
| T99Z0010         | BEE GONE BEE REMOVAL SERVICE | 4,000.00        | 500.00                | 0100000100 5570       | GF-Unrest-Not Applicable / Pest Control           |
|                  |                              |                 | 500.00                | 0100000101 5570       | GF-Unrest-Not Applicable / Pest Control           |
|                  |                              |                 | 500.00                | 0100000102 5570       | GF-Unrest-Not Applicable / Pest Control           |
|                  |                              |                 | 500.00                | 0100000103 5570       | GF-Unrest-Not Applicable / Pest Control           |
|                  |                              |                 | 500.00                | 0100000104 5570       | GF-Unrest-Not Applicable / Pest Control           |
|                  |                              |                 | 500.00                | 0100000105 5570       | GF-Unrest-Not Applicable / Pest Control           |
|                  |                              |                 | 500.00                | 0100000106 5570       | GF-Unrest-Not Applicable / Pest Control           |
|                  |                              |                 | 500.00                | 0100000108 5570       | GF-Unrest-Not Applicable / Pest Control           |
| T99Z0011         | BEST LAWNMOWER INC.          | 1,500.00        | 1,500.00              | 0100000108 5633       | GF-Unrest-Not Applicable / Repairs/Tools          |
| T99Z0012         | BUG FLIP                     | 4,800.00        | 600.00                | 0100000113 5570       | GF-Unrestricted / Pest Control                    |
|                  |                              |                 | 600.00                | 0100000115 5570       | GF-Unrestricted / Pest Control                    |
|                  |                              |                 | 600.00                | 0100000117 5570       | GF-Unrestricted / Pest Control                    |
|                  |                              |                 | 600.00                | 0100000121 5570       | GF-Unrestricted / Pest Control                    |
|                  |                              |                 | 600.00                | 0100000137 5570       | GF-Unrestricted / Pest Control                    |
|                  |                              |                 | 600.00                | 0100000139 5570       | GF-Unrestricted / Pest Control                    |
|                  |                              |                 | 600.00                | 0100000141 5570       | GF-Unrestricted / Pest Control                    |
|                  |                              |                 | 600.00                | 0100000142 5570       | GF-Unrestricted / Pest Control                    |
| T99Z0013         | BUG FLIP                     | 4,800.00        | 500.00                | 0100000113 5570       | GF-Unrestricted / Pest Control                    |
|                  |                              |                 | 700.00                | 0100000115 5570       | GF-Unrestricted / Pest Control                    |
|                  |                              |                 | 500.00                | 0100000117 5570       | GF-Unrestricted / Pest Control                    |

**LOWELL JOINT SD**  
**PURCHASE ORDER DETAIL REPORT**  
 BOARD OF TRUSTEES MEETING 09/11/2023

FROM 07/01/2023 TO 07/31/2023

| <u>PO NUMBER</u> | <u>VENDOR</u>                | <u>PO TOTAL</u> | <u>ACCOUNT AMOUNT</u> | <u>ACCOUNT NUMBER</u> | <u>PSEUDO / OBJECT DESCRIPTION</u>                |
|------------------|------------------------------|-----------------|-----------------------|-----------------------|---|
| T99Z0013         | *** CONTINUED ***            |                 | 700.00                | 0100000121 5570       | GF-Unrestricted / Pest Control                    |
|                  |                              |                 | 700.00                | 0100000137 5570       | GF-Unrestricted / Pest Control                    |
|                  |                              |                 | 1,000.00              | 0100000139 5570       | GF-Unrestricted / Pest Control                    |
|                  |                              |                 | 200.00                | 0100000141 5570       | GF-Unrestricted / Pest Control                    |
|                  |                              |                 | 500.00                | 0100000142 5570       | GF-Unrestricted / Pest Control                    |
| T99Z0014         | CANNINGS HARDWARE LA HABRA   | 3,500.00        | 500.00                | 0100000089 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                              |                 | 500.00                | 0100000090 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                              |                 | 500.00                | 0100000091 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                              |                 | 500.00                | 0100000092 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                              |                 | 500.00                | 0100000095 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                              |                 | 500.00                | 0100000096 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                              |                 | 500.00                | 0100000098 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
| T99Z0015         | CASE PARTS COMPANY           | 500.00          | 500.00                | 0100000098 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
| T99Z0016         | DANGELO COMPANY              | 8,000.00        | 1,000.00              | 0100000089 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                              |                 | 1,000.00              | 0100000090 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                              |                 | 1,000.00              | 0100000091 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                              |                 | 1,000.00              | 0100000092 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                              |                 | 1,000.00              | 0100000093 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                              |                 | 1,000.00              | 0100000095 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                              |                 | 1,000.00              | 0100000096 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                              |                 | 1,000.00              | 0100000098 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
| T99Z0017         | DANIELS TIRE SERVICE INC.    | 10,000.00       | 10,000.00             | 0100000098 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
| T99Z0018         | EAST WHITTIER GLASS & MIRROR | 12,000.00       | 1,500.00              | 0100000089 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                              |                 | 1,500.00              | 0100000090 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                              |                 | 1,500.00              | 0100000091 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                              |                 | 1,500.00              | 0100000092 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                              |                 | 1,500.00              | 0100000093 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |

**LOWELL JOINT SD**  
**PURCHASE ORDER DETAIL REPORT**  
 BOARD OF TRUSTEES MEETING 09/11/2023

FROM 07/01/2023 TO 07/31/2023

| <u>PO NUMBER</u> | <u>VENDOR</u>             | <u>PO TOTAL</u> | <u>ACCOUNT AMOUNT</u> | <u>ACCOUNT NUMBER</u> | <u>PSEUDO / OBJECT DESCRIPTION</u>                |
|------------------|---------------------------|-----------------|-----------------------|-----------------------|---|
| T99Z0018         | *** CONTINUED ***         |                 | 1,500.00              | 0100000094 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                           |                 | 1,500.00              | 0100000096 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                           |                 | 1,500.00              | 0100000098 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
| T99Z0019         | GLASBY MAINTENANCE SUPPLY | 140,000.00      | 20,000.00             | 0185100004 4300       | RRMA-Cust/Jordan / Materials and Supplies         |
|                  |                           |                 | 20,000.00             | 0185100005 4300       | RRMA/Cust-Macy / Materials and Supplies           |
|                  |                           |                 | 20,000.00             | 0185100006 4300       | RRMA-Cust/MG / Materials and Supplies             |
|                  |                           |                 | 20,000.00             | 0185100007 4300       | RRMA-Cust/Olita / Materials and Supplies          |
|                  |                           |                 | 10,000.00             | 0185100009 4300       | RRMA-Cust/D.O. / Materials and Supplies           |
|                  |                           |                 | 10,000.00             | 0185100017 4300       | RRM-Custodial-Fac/M&O / Materials and Supplies    |
|                  |                           |                 | 20,000.00             | 0185100022 4300       | RRMA-Custodial/Maybrook / Materials and Supplies  |
|                  |                           |                 | 20,000.00             | 1851000003 4300       | RRMA-Cust/EP / Materials and Supplies             |
| T99Z0020         | JAMES HARDWARE COMPANY    | 8,000.00        | 1,000.00              | 0100000089 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                           |                 | 1,000.00              | 0100000090 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                           |                 | 1,000.00              | 0100000091 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                           |                 | 1,000.00              | 0100000092 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                           |                 | 1,000.00              | 0100000093 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                           |                 | 1,000.00              | 0100000095 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                           |                 | 1,000.00              | 0100000096 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                           |                 | 1,000.00              | 0100000098 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
| T99Z0021         | LOWES                     | 8,000.00        | 1,000.00              | 0100000089 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                           |                 | 1,000.00              | 0100000090 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                           |                 | 1,000.00              | 0100000091 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                           |                 | 1,000.00              | 0100000092 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                           |                 | 1,000.00              | 0100000093 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                           |                 | 1,000.00              | 0100000095 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                           |                 | 1,000.00              | 0100000096 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                           |                 | 1,000.00              | 0100000098 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
| T99Z0022         | NAPA AUTO PARTS           | 500.00          | 500.00                | 0100000098 4300       | GF-Unrest-Not Applicable / Materials and Supplies |

**LOWELL JOINT SD**  
**PURCHASE ORDER DETAIL REPORT**  
 BOARD OF TRUSTEES MEETING 09/11/2023

FROM 07/01/2023 TO 07/31/2023

| <u>PO NUMBER</u> | <u>VENDOR</u>                  | <u>PO TOTAL</u> | <u>ACCOUNT AMOUNT</u> | <u>ACCOUNT NUMBER</u> | <u>PSEUDO / OBJECT DESCRIPTION</u>                |
|------------------|--------------------------------|-----------------|-----------------------|-----------------------|---|
| T99Z0023         | PDQ EQUIPMENT RENTAL           | 15,000.00       | 15,000.00             | 0100000098 5610       | GF-Unrest-Not Applicable / Rentals & Leases       |
| T99Z0024         | PEST OPTION INC.               | 4,800.00        | 800.00                | 0100000113 5570       | GF-Unrestricted / Pest Control                    |
|                  |                                |                 | 800.00                | 0100000115 5570       | GF-Unrestricted / Pest Control                    |
|                  |                                |                 | 800.00                | 0100000117 5570       | GF-Unrestricted / Pest Control                    |
|                  |                                |                 | 800.00                | 0100000121 5570       | GF-Unrestricted / Pest Control                    |
|                  |                                |                 | 800.00                | 0100000137 5570       | GF-Unrestricted / Pest Control                    |
|                  |                                |                 | 800.00                | 0100000139 5570       | GF-Unrestricted / Pest Control                    |
| T99Z0025         | PEST OPTION INC.               | 2,250.00        | 750.00                | 0100000113 5570       | GF-Unrestricted / Pest Control                    |
|                  |                                |                 | 750.00                | 0100000115 5570       | GF-Unrestricted / Pest Control                    |
|                  |                                |                 | 750.00                | 0100000117 5570       | GF-Unrestricted / Pest Control                    |
| T99Z0026         | PLUMBING WHOLESALE OUTLET      | 12,000.00       | 1,500.00              | 0100000089 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                                |                 | 1,500.00              | 0100000090 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                                |                 | 1,500.00              | 0100000091 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                                |                 | 1,500.00              | 0100000092 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                                |                 | 1,500.00              | 0100000093 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                                |                 | 1,500.00              | 0100000095 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                                |                 | 1,500.00              | 0100000096 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                                |                 | 1,500.00              | 0100000098 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
| T99Z0027         | SOUTHEAST CONSTRUCTION PRODUCT | 8,000.00        | 1,000.00              | 0100000089 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                                |                 | 1,000.00              | 0100000090 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                                |                 | 1,000.00              | 0100000091 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                                |                 | 1,000.00              | 0100000092 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                                |                 | 1,000.00              | 0100000093 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                                |                 | 1,000.00              | 0100000095 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                                |                 | 1,000.00              | 0100000096 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                                |                 | 1,000.00              | 0100000098 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
| T99Z0028         | THE SHERWIN-WILLIAMS CO.       | 14,000.00       | 2,000.00              | 0100000089 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                                |                 | 2,000.00              | 0100000090 4300       | GF-Unrest-Not Applicable / Materials and Supplies |

**LOWELL JOINT SD**  
**PURCHASE ORDER DETAIL REPORT**  
 BOARD OF TRUSTEES MEETING 09/11/2023

FROM 07/01/2023 TO 07/31/2023

| <u>PO NUMBER</u> | <u>VENDOR</u>                  | <u>PO TOTAL</u> | <u>ACCOUNT AMOUNT</u> | <u>ACCOUNT NUMBER</u> | <u>PSEUDO / OBJECT DESCRIPTION</u>                |
|------------------|--------------------------------|-----------------|-----------------------|-----------------------|---|
| T99Z0028         | *** CONTINUED ***              |                 | 2,000.00              | 0100000091 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                                |                 | 2,000.00              | 0100000092 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                                |                 | 2,000.00              | 0100000093 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                                |                 | 500.00                | 0100000095 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                                |                 | 2,000.00              | 0100000096 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                                |                 | 1,500.00              | 0100000098 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
| T99Z0030         | UNITED REFRIGERATION INC.      | 7,500.00        | 1,000.00              | 0100000089 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                                |                 | 1,000.00              | 0100000090 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                                |                 | 1,000.00              | 0100000091 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                                |                 | 1,000.00              | 0100000092 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                                |                 | 1,000.00              | 0100000093 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                                |                 | 500.00                | 0100000095 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                                |                 | 1,000.00              | 0100000096 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                                |                 | 1,000.00              | 0100000098 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
| T99Z0031         | UNITED RENTALS (NORTH AMERICA) | 5,000.00        | 5,000.00              | 0100000098 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
| T99Z0032         | ICS SERVICE COMPANY            | 4,500.00        | 750.00                | 0100000089 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                                |                 | 750.00                | 0100000090 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                                |                 | 750.00                | 0100000091 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                                |                 | 750.00                | 0100000092 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                                |                 | 750.00                | 0100000093 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                                |                 | 750.00                | 0100000096 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
| T99Z0033         | TURF STAR INC.                 | 10,000.00       | 10,000.00             | 0100000108 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
| T99Z0034         | VERNES PLUMBING                | 33,000.00       | 5,000.00              | 0100000089 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                                |                 | 5,000.00              | 0100000090 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                                |                 | 5,000.00              | 0100000091 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                                |                 | 5,000.00              | 0100000092 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                                |                 | 5,000.00              | 0100000093 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |

**LOWELL JOINT SD**  
**PURCHASE ORDER DETAIL REPORT**  
 BOARD OF TRUSTEES MEETING 09/11/2023

FROM 07/01/2023 TO 07/31/2023

| <u>PO NUMBER</u> | <u>VENDOR</u>              | <u>PO TOTAL</u> | <u>ACCOUNT AMOUNT</u> | <u>ACCOUNT NUMBER</u> | <u>PSEUDO / OBJECT DESCRIPTION</u>                |
|------------------|----------------------------|-----------------|-----------------------|-----------------------|---|
| T99Z0034         | *** CONTINUED ***          |                 | 1,500.00              | 0100000095 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                            |                 | 5,000.00              | 0100000096 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                            |                 | 1,500.00              | 0100000098 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
| T99Z0035         | GRAINGER                   | 4,000.00        | 500.00                | 0100000089 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                            |                 | 500.00                | 0100000090 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                            |                 | 500.00                | 0100000092 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                            |                 | 500.00                | 0100000093 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                            |                 | 500.00                | 0100000095 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                            |                 | 500.00                | 0100000096 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                            |                 | 500.00                | 0100000098 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
| T99Z0036         | AMERICAN TIME              | 3,500.00        | 500.00                | 0100000089 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                            |                 | 500.00                | 0100000090 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                            |                 | 500.00                | 0100000091 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                            |                 | 500.00                | 0100000092 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                            |                 | 500.00                | 0100000093 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                            |                 | 500.00                | 0100000095 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                            |                 | 500.00                | 0100000096 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
| T99Z0037         | ABES PLUMBING INC.         | 15,000.00       | 2,000.00              | 0100000089 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                            |                 | 2,000.00              | 0100000090 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                            |                 | 2,000.00              | 0100000091 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                            |                 | 2,000.00              | 0100000092 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                            |                 | 2,000.00              | 0100000093 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                            |                 | 2,000.00              | 0100000095 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                            |                 | 2,000.00              | 0100000096 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
|                  |                            |                 | 1,000.00              | 0100000098 5630       | GF-Unrest-Not Applicable / Repairs or Maintenance |
| T99Z0039         | WALTERS WHOLESALE ELECTRIC | 14,500.00       | 1,500.00              | 0100000089 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                            |                 | 1,500.00              | 0100000090 4300       | GF-Unrest-Not Applicable / Materials and Supplies |

**LOWELL JOINT SD  
PURCHASE ORDER DETAIL REPORT  
BOARD OF TRUSTEES MEETING 09/11/2023**

FROM 07/01/2023 TO 07/31/2023

| <u>PO NUMBER</u> | <u>VENDOR</u>       | <u>PO TOTAL</u> | <u>ACCOUNT AMOUNT</u> | <u>ACCOUNT NUMBER</u> | <u>PSEUDO / OBJECT DESCRIPTION</u>                |
|------------------|---------------------|-----------------|-----------------------|-----------------------|---|
| T99Z0039         | *** CONTINUED ***   |                 | 1,500.00              | 0100000091 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                     |                 | 1,500.00              | 0100000092 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                     |                 | 1,500.00              | 0100000093 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                     |                 | 1,500.00              | 0100000095 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                     |                 | 3,500.00              | 0100000096 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                     |                 | 2,000.00              | 0100000098 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
| T99Z0040         | BEST LAWNMOWER INC. | 9,000.00        | 500.00                | 0100000096 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                     |                 | 500.00                | 0100000100 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                     |                 | 500.00                | 0100000101 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                     |                 | 500.00                | 0100000102 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                     |                 | 500.00                | 0100000103 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                     |                 | 500.00                | 0100000104 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                     |                 | 500.00                | 0100000106 4300       | GF-Unrest-Not Applicable / Materials and Supplies |
|                  |                     |                 | 5,500.00              | 0100000108 4300       | GF-Unrest-Not Applicable / Materials and Supplies |

**Fund 01 Total: 1,070,256.46**  
**Fund 13 Total: 2,000.00**  
**Fund 18 Total: 20,000.00**  
**Total Amount of Purchase Orders: 1,092,256.46**

**LOWELL JOINT SD**  
**Consolidated Check Register**  
 from 7/1/2023 to 7/31/2023

| Check       | Payee ID | Payee Name                     | Reference       | Subs | Check Date | Cancel Date | Type | Status | Check Amount |
|-------------|----------|--------------------------------|-----------------|------|------------|-------------|------|--------|--------------|
| 99 00003840 | V9900010 | ALLIANCE OF SCHOOLS FOR COOPER | JULY23VLFBU     | OH   | 07/12/2023 |             | MW   | IS     | 1,282.76     |
| 99 00003841 | V9900010 | ALLIANCE OF SCHOOLS FOR COOPER | JULY23VSR       | OH   | 07/12/2023 |             | MW   | IS     | 6,297.29     |
| 99 00003842 | V9900010 | ALLIANCE OF SCHOOLS FOR COOPER | JULY23DDR       | OH   | 07/12/2023 |             | MW   | IS     | 29,572.85    |
| 99 00003843 | V9900013 | AMERICAN EXPRESS               | SCHLS2WCHJUNE   | OH   | 07/12/2023 |             | MW   | IS     | 9,009.89     |
| 99 00003844 | F9900011 | BEST LAWNMOWER INC.            | 108610          | OH   | 07/12/2023 |             | MW   | IS     | 435.08       |
| 99 00003845 | F9900033 | GLASBY MAINTENANCE SUPPLY      | 334557A         | OH   | 07/12/2023 |             | MW   | IS     | 442.40       |
| 99 00003846 | U9900004 | SOUTHERN CALIFORNIA EDISON     | 0530062723      | OH   | 07/12/2023 |             | MW   | IS     | 12,275.27    |
| 99 00003847 | U9900005 | SOUTHERN CALIFORNIA GAS CO     | 0526062723      | OH   | 07/12/2023 |             | MW   | IS     | 751.91       |
| 99 00003848 | U9900006 | SUBURBAN WATER SYSTEMS         | 180090722397    | OH   | 07/12/2023 |             | MW   | IS     | 14,223.42    |
| 99 00003849 | U9900008 | T-MOBILE                       | 0521062023      | OH   | 07/12/2023 |             | MW   | IS     | 163.04       |
| 99 00003850 | F9900059 | THE HOME DEPOT PRO INSTITUTION | 752758854       | OH   | 07/12/2023 |             | MW   | IS     | 1,217.27     |
| 99 00003851 | U9900009 | VERIZON WIRELESS-LA            | 9937423064      | OH   | 07/12/2023 |             | MW   | IS     | 561.57       |
| 99 00003852 | F9900069 | WALTERS WHOLESALE ELECTRIC     | S123418626.001  | OH   | 07/12/2023 |             | MW   | IS     | 61.69        |
| 99 00003853 | U9900010 | WARE DISPOSAL                  | 1268907-B       | OH   | 07/12/2023 |             | MW   | IS     | 8,802.93     |
| 99 00003854 | V9903601 | WHITTIER AREA COMMUNITY CHURCH | 02              | OH   | 07/12/2023 |             | MW   | IS     | 600.00       |
| 99 00003855 | V9903631 | CHRISTINA LOPEZ                | JUNE2023        | OH   | 07/12/2023 |             | MW   | IS     | 192.17       |
| 99 00003856 | V9900013 | AMERICAN EXPRESS               | UNITEDMARTINE   | OH   | 07/12/2023 |             | MW   | IS     | 1,220.03     |
| 99 00003857 | V9900010 | ALLIANCE OF SCHOOLS FOR COOPER | JULY23VSR       | OH   | 07/12/2023 |             | MW   | IS     | 13.55        |
| 99 00003858 | V9900010 | ALLIANCE OF SCHOOLS FOR COOPER | JULY23DDR       | OH   | 07/12/2023 |             | MW   | IS     | 65.22        |
| 99 00003859 | F9900019 | CITY OF LA HABRA               | LH23-541AR      | OH   | 07/13/2023 |             | MW   | IS     | 2,675.33     |
| 99 00003860 | F9900047 | LOWES                          | 902278-LDFRGM   | OH   | 07/13/2023 |             | MW   | IS     | 15.40        |
| 99 00003861 | F9900019 | CITY OF LA HABRA               | LH23-541AR      | OH   | 07/13/2023 |             | MW   | IS     | 221.76       |
| 99 00003862 | F9900037 | HUNTINGTON HARDWARE CO. INC.   | 1299781-03      | OH   | 07/14/2023 |             | MW   | IS     | 2,180.22     |
| 99 00003863 | V9900086 | ILLUMINATE EDUCATION INC.      | INVIE0100224    | OH   | 07/14/2023 |             | MW   | IS     | 500.00       |
| 99 00003864 | V9900087 | IMAGE APPAREL FOR BUSINESS     | 308282          | OH   | 07/14/2023 |             | MW   | IS     | 59.88        |
| 99 00003865 | V9903404 | IMAGINE LEARNING LLC           | 320701          | OH   | 07/14/2023 |             | MW   | IS     | 32,175.00    |
| 99 00003866 | V9900134 | OCDE                           | 94S15285        | OH   | 07/14/2023 |             | MW   | IS     | 1,800.00     |
| 99 00003867 | U9900010 | WARE DISPOSAL                  | 1268907-A       | OH   | 07/14/2023 |             | MW   | IS     | 4,337.58     |
| 99 00003868 | V9903652 | CA DEPT. OF SOCIAL SERVICES    | MAYBROOK LIC    | OH   | 07/14/2023 |             | MW   | IS     | 363.00       |
| 99 00003869 | V9903651 | DEPARTMENT OF SOCIAL SERVICES  | OLITA LIC FEE   | OH   | 07/14/2023 |             | MW   | IS     | 484.00       |
| 99 00003870 | V9903628 | RONICA DIXON                   | RONICA D. REIMB | OH   | 07/14/2023 |             | MW   | IS     | 266.79       |
| 99 00003871 | N9900015 | Continental Sales              | JUNE2023FINAL   | OH   | 07/14/2023 |             | MW   | IS     | 362.50       |
| 99 00003872 | N9900004 | DRIFTWOOD DAIRY                | JUNE2023FINAL   | OH   | 07/14/2023 |             | MW   | IS     | 653.95       |
| 99 00003873 | N9900007 | GOLD STAR FOODS                | JUNE2023FINAL   | OH   | 07/14/2023 |             | MW   | IS     | 27.89        |



**LOWELL JOINT SD**  
**Consolidated Check Register**  
 from 7/1/2023 to 7/31/2023

| Check       | Payee ID | Payee Name                     | Reference         | Subs Check Date | Cancel Date | Type | Status | Check Amount |
|-------------|----------|--------------------------------|-------------------|-----------------|-------------|------|--------|--------------|
| 99 00003874 | F9900045 | LADY BUGS ENVIRONMENTAL TERMIT | 150547            | OH 07/14/2023   |             | MW   | IS     | 55.00        |
| 99 00003875 | V9903559 | ELITE AIR CONDITIONING INC     | MG                | OH 07/14/2023   |             | MW   | IS     | 3,375.00     |
| 99 00003876 | V9903559 | ELITE AIR CONDITIONING INC     | HVAC-DO 6262023   | OH 07/14/2023   |             | MW   | IS     | 16,150.00    |
| 99 00003877 | F9900037 | HUNTINGTON HARDWARE CO. INC.   | 1293686-02        | OH 07/14/2023   |             | MW   | IS     | 644.78       |
| 99 00003878 | V9903601 | MPI-MILLER PLUMBING INC        | APP-2             | OH 07/14/2023   |             | MW   | IS     | 5,528.05     |
| 99 00003879 | V9903606 | POST BROS. CONSTRUCTION CO.    | APP#2-03-122420   | OH 07/14/2023   |             | MW   | IS     | 32,863.59    |
| 99 00003880 | F9900038 | ICS SERVICE COMPANY            | 37610             | OH 07/17/2023   |             | MW   | IS     | 60.00        |
| 99 00003881 | V9900123 | MONOPRICE INC.                 | 23471434          | OH 07/17/2023   |             | MW   | IS     | 2,264.74     |
| 99 00003882 | F9900042 | KOURY ENGINEERING & TESTING    | 955354            | OH 07/17/2023   |             | MW   | IS     | 15,707.50    |
| 99 00003883 | V9903590 | Anaheim Union High School Dist | 64SI0581          | OH 07/18/2023   |             | MW   | IS     | 400.00       |
| 99 00003884 | V9900006 | ASSOCIATION OF CALIF. SCHOOL A | 23/24 DUES-       | OH 07/18/2023   |             | MW   | RV     | 2,588.19     |
| 99 00003885 | V9903648 | Behavioral Emotional & Academi | 1790              | OH 07/18/2023   |             | MW   | IS     | 4,000.00     |
| 99 00003886 | V9900077 | FULLERTON SCHOOL DISTRICT      | 22SI1365          | OH 07/18/2023   |             | MW   | IS     | 1,860.00     |
| 99 00003887 | E9900112 | KIMBERLY RICKENBACKER          | EP-EXP REIMB      | OH 07/18/2023   |             | MW   | IS     | 45.45        |
| 99 00003888 | V9900148 | QUADRIENT FINANCE USA INC.     | 6-5-23-W11685071  | OH 07/18/2023   |             | MW   | IS     | 1,061.95     |
| 99 00003889 | V9900156 | RENAISSANCE LEARNING INC.      | INV5285072        | OH 07/18/2023   |             | MW   | IS     | 5,910.00     |
| 99 00003890 | V9900180 | SPARKLETT'S                    | 15734879070223JU  | OH 07/18/2023   |             | MW   | IS     | 5.49         |
| 99 00003891 | V9900206 | WHITTIER CHAMBER OF COMMERCE   | 42605             | OH 07/18/2023   |             | MW   | IS     | 539.00       |
| 99 00003892 | I9900006 | DEBRA AMOS dba FEEDING DREAMS  | 23-06 JUNE 2023   | OH 07/18/2023   |             | MW   | IS     | 1,650.00     |
| 99 00003893 | B9900013 | HAUFFE COMPANY                 | 467               | OH 07/18/2023   |             | MW   | IS     | 19,712.00    |
| 99 00003894 | V9903598 | RED WAVE COMMUNICATIONS & ELEC | APP2 03-122420    | OH 07/18/2023   |             | MW   | IS     | 257,568.75   |
| 99 00003895 | V9903599 | SPEC. CONSTRUCTION CO. INC     | APP#2- 03-122420  | OH 07/18/2023   |             | MW   | IS     | 55,551.25    |
| 99 00003896 | V9903470 | WHITTIER CHRISTIAN HIGH SCHOOL | 150063            | OH 07/18/2023   |             | MW   | IS     | 18,150.00    |
| 99 00003897 | B9900013 | HAUFFE COMPANY                 | 468               | OH 07/18/2023   |             | MW   | IS     | 12,500.00    |
| 99 00003898 | V9900090 | INCIDENT IQ LLC                | 6031              | OH 07/21/2023   |             | MW   | IS     | 7,383.58     |
| 99 00003899 | V9900099 | LA HABRA AREA CHAMBER OF COMME | 7489              | OH 07/21/2023   |             | MW   | IS     | 360.00       |
| 99 00003900 | V9903418 | Library World inc              | 12418             | OH 07/21/2023   |             | MW   | IS     | 2,970.00     |
| 99 00003901 | V9900127 | NASSP                          | 9001663099        | OH 07/21/2023   |             | MW   | IS     | 385.00       |
| 99 00003902 | V9900190 | THE LIBRARY STORE INC.         | 638973            | OH 07/21/2023   |             | MW   | IS     | 180.90       |
| 99 00003903 | V9900020 | ATKINSON ANDELSON LOYA RUUD &  | 686807-JUNE 2023  | OH 07/24/2023   |             | MW   | IS     | 4,742.19     |
| 99 00003904 | E9900084 | JIM COOMBS                     | LDRSHPASSOC612OH  | 07/24/2023      |             | MW   | IS     | 122.10       |
| 99 00003905 | E9900084 | JIM COOMBS                     | SCHLS2WCHJUNE OH  | 07/24/2023      |             | MW   | IS     | 494.96       |
| 99 00003906 | V9900251 | MARINA CARDENAS                | CLINTERVWS 6-26OH | 07/24/2023      |             | MW   | IS     | 36.35        |
| 99 00003907 | E9900150 | MIN YI                         | SCHLS2WCHJUNE OH  | 07/24/2023      |             | MW   | IS     | 198.55       |

**LOWELL JOINT SD**  
**Consolidated Check Register**  
 from 7/1/2023 to 7/31/2023

| Check       | Payee ID                        | Payee Name                     | Reference         | Subs Check Date | Cancel Date | Type | Status | Check Amount |
|-------------|---------------------------------|--------------------------------|-------------------|-----------------|-------------|------|--------|--------------|
| 99 00003908 | V9900123                        | MONOPRICE INC.                 | 23543285          | OH 07/24/2023   |             | MW   | IS     | 3,486.93     |
| 99 00003909 | V9900124                        | MOSAIC NETWORK INC.            | 2023.053          | OH 07/24/2023   |             | MW   | IS     | 8,117.00     |
| 99 00003910 | E9900151                        | MYRA PADILLA                   | MILEAGEOCDE62     | OH 07/24/2023   |             | MW   | IS     | 31.44        |
| 99 00003911 | E9900214                        | WHITNEY TAKACS                 | SCHLS2WCHJUNE     | OH 07/24/2023   |             | MW   | IS     | 540.77       |
| 99 00003912 | V9903521                        | YMCA OF ORANGE COUNTY          | JUNE23ELOPPGR     | OH 07/24/2023   |             | MW   | IS     | 66,909.42    |
| 99 00003913 | V9903215                        | QUIEL SCHOOL SIGNS             | PAY APP 1 -RS2122 | OH 07/24/2023   |             | MW   | IS     | 19,648.00    |
| 99 00003914 | V9900084                        | HOUGHTON MIFFLIN HARCOURT      | 955807793         | OH 07/25/2023   |             | MW   | IS     | 362.83       |
| 99 00003915 | V9903580                        | GRAINGER                       | 9644273402        | OH 07/26/2023   |             | MW   | IS     | 51.88        |
| 99 00003916 | F9900037                        | HUNTINGTON HARDWARE CO. INC.   | 1306789-01        | OH 07/26/2023   |             | MW   | IS     | 1,844.49     |
| 99 00003917 | F9900052                        | PDQ EQUIPMENT RENTAL           | 783471            | OH 07/26/2023   |             | MW   | IS     | 1,890.40     |
| 99 00003918 | U9900004                        | SOUTHERN CALIFORNIA EDISON     | 0612071223        | OH 07/26/2023   |             | MW   | IS     | 20,465.59    |
| 99 00003919 | U9900005                        | SOUTHERN CALIFORNIA GAS CO     | 0613071323        | OH 07/26/2023   |             | MW   | IS     | 331.15       |
| 99 00003920 | F9900066                        | UNITED RENTALS (NORTH AMERICA) | 220456972-001     | OH 07/26/2023   |             | MW   | IS     | 4,089.99     |
| 99 00003921 | V9900008                        | ADMINISTRATIVE SERV. CO-OP     | 2023615           | OH 07/27/2023   |             | MW   | IS     | 31,463.20    |
| 99 00003922 | E9900220                        | ALISON GARDNER                 | SCHLS2WCHJUNE     | OH 07/27/2023   |             | MW   | IS     | 538.04       |
| 99 00003923 | B9990003                        | AMERICAN TIME                  | 867807            | OH 07/27/2023   |             | MW   | IS     | 1,055.58     |
| 99 00003924 | S9990001                        | BEHAVIOR AND EDUCATION INC     | 6308155           | OH 07/27/2023   |             | MW   | IS     | 8,909.00     |
| 99 00003925 | F9900011                        | BEST LAWNMOWER INC.            | 108598            | OH 07/27/2023   |             | MW   | IS     | 168.32       |
| 99 00003926 | F9900014                        | BUG FLIP                       | 66687             | OH 07/27/2023   |             | MW   | IS     | 165.00       |
| 99 00003927 | VOID.CONTIVoid - Continued Stub |                                | CONTINUE          | OH 07/27/2023   |             | VM   | VD     | 0.00         |
| 99 00003928 | VOID.CONTIVoid - Continued Stub |                                | CONTINUE          | OH 07/27/2023   |             | VM   | VD     | 0.00         |
| 99 00003929 | VOID.CONTIVoid - Continued Stub |                                | CONTINUE          | OH 07/27/2023   |             | VM   | VD     | 0.00         |
| 99 00003930 | VOID.CONTIVoid - Continued Stub |                                | CONTINUE          | OH 07/27/2023   |             | VM   | VD     | 0.00         |
| 99 00003931 | VOID.CONTIVoid - Continued Stub |                                | CONTINUE          | OH 07/27/2023   |             | VM   | VD     | 0.00         |
| 99 00003932 | V9999999                        | CALIFORNIA DEPARTMENT OF TAX A | WLH048892         | OH 07/27/2023   |             | MW   | IS     | 1,001.69     |
| 99 00003933 | F9900027                        | EAST WHITTIER GLASS & MIRROR   | 19266             | OH 07/27/2023   |             | MW   | IS     | 2,364.00     |
| 99 00003934 | S9990002                        | GALLAGHER PEDIATRIC THERAP     | 10829             | OH 07/27/2023   |             | MW   | IS     | 3,739.27     |
| 99 00003935 | E9900089                        | JULIE MAYHEW                   | SCHLS2WCHJUNE     | OH 07/27/2023   |             | MW   | IS     | 493.22       |
| 99 00003936 | V9900134                        | OCDE                           | 94SI5168          | OH 07/27/2023   |             | MW   | IS     | 3,687.80     |
| 99 00003937 | V9903654                        | CITY OF LA HABRA COMMUNITY SER | 1342022 - LJ1     | OH 07/27/2023   |             | MW   | IS     | 41,600.00    |
| 99 00003938 | V9903642                        | KWIPPED INC                    | R3886-P19575      | OH 07/27/2023   |             | MW   | IS     | 4,976.49     |
| 99 00003939 | V9999999                        | CALIFORNIA DEPARTMENT OF TAX A | APP#2-03-122420   | OH 07/27/2023   |             | MW   | RV     | 3,368.52     |
| 99 00003940 | V9900037                        | CENGAGE LEARNING               | 81439795          | OH 07/28/2023   |             | MW   | IS     | 32,471.51    |
| 99 00003941 | V9900104                        | LEADER SERVICES                | 6358              | OH 07/28/2023   |             | MW   | IS     | 406.78       |

**LOWELL JOINT SD**  
**Consolidated Check Register**  
 from 7/1/2023 to 7/31/2023

| Check       | Payee ID | Payee Name                     | Reference      | Subs Check Date | Cancel Date | Type | Status | Check Amount |
|-------------|----------|--------------------------------|----------------|-----------------|-------------|------|--------|--------------|
| 99 00003942 | V9900129 | NCS PEARSON INC.               | 22056636       | OH 07/28/2023   |             | MW   | IS     | 1,939.02     |
| 99 00003943 | V9900085 | HOWARD INDUSTRIES INC          | 23-00584600    | OH 07/28/2023   |             | MW   | IS     | 14,167.99    |
| 99 00003944 | R9900001 | BRENT ALLSMAN                  | AUG 2023       | OH 07/31/2023   |             | MW   | IS     | 603.64       |
| 99 00003945 | R9903247 | CAROLYN KANE                   | AUG 2023       | OH 07/31/2023   |             | MW   | IS     | 1,358.28     |
| 99 00003946 | R9900014 | EDDY VEGA                      | AUG 2023       | OH 07/31/2023   |             | MW   | IS     | 603.64       |
| 99 00003947 | U9900002 | FRONTIER                       | 0610080923     | OH 07/31/2023   |             | MW   | IS     | 29.83        |
| 99 00003948 | R9900007 | GAYLE ROGERS                   | AUG 2023       | OH 07/31/2023   |             | MW   | IS     | 269.02       |
| 99 00003949 | V9903420 | Granite Telecommunications LLC | 608976419      | OH 07/31/2023   |             | MW   | IS     | 1,520.33     |
| 99 00003950 | R9900015 | KATHRYN ALLSMAN                | AUG 2023       | OH 07/31/2023   |             | MW   | IS     | 603.64       |
| 99 00003951 | R9900013 | MARGARET DUMADAG               | AUG 2023       | OH 07/31/2023   |             | MW   | IS     | 603.64       |
| 99 00003952 | R9900009 | NANCY WHITE                    | AUG 2023       | OH 07/31/2023   |             | MW   | IS     | 1,358.28     |
| 99 00003953 | R9900010 | PENNY MAYERCHECK               | AUG 2023       | OH 07/31/2023   |             | MW   | IS     | 1,358.28     |
| 99 00003954 | R9900011 | RONALD RANDOLPH                | AUG 2023       | OH 07/31/2023   |             | MW   | IS     | 689.04       |
| 99 00003955 | V9900166 | SAN JOAQUIN COUNTY OFFICE OF E | 241700         | OH 07/31/2023   |             | MW   | IS     | 800.00       |
| 99 00003956 | R9900012 | SHELLEY MARKER                 | AUG 2023       | OH 07/31/2023   |             | MW   | IS     | 603.64       |
| 99 00003957 | U9900005 | SOUTHERN CALIFORNIA GAS CO     | 0619071923     | OH 07/31/2023   |             | MW   | IS     | 156.79       |
| 99 00003958 | U9900008 | T-MOBILE                       | 0604070323     | OH 07/31/2023   |             | MW   | IS     | 75.00        |
| 99 00003959 | V9900188 | THE HARTFORD                   | P9900492234-Q3 | OH 07/31/2023   |             | MW   | IS     | 170.79       |
| 99 00003960 | U9900009 | VERIZON WIRELESS-LA            | 9939793558     | OH 07/31/2023   |             | MW   | IS     | 640.74       |
| 99 00003961 | R9900002 | BRUCE PATTILLO                 | AUG 2023       | OH 07/31/2023   |             | MW   | IS     | 603.64       |

**Issued:** 894,752.84  
**Reversed:** 5,956.71  
**99 Bank Total:** 900,709.55

**Grand Total:** 900,709.55

LOWELL JOINT SCHOOL DISTRICT  
EMPLOYER-EMPLOYEE RELATIONS/PERSONNEL REPORT 2023/24 #2

September 11, 2023

I. CERTIFICATED EMPLOYEES

A. CHANGE OF STATUS

| NAME                  | <u>EFFECTIVE DATE</u> | <u>END DATE</u> | SITE | COMMENTS                              |
|-----------------------|-----------------------|-----------------|------|---------------------------------------|
| Van der Lee, Michelle | 08/14/2023            | 09/25/2023      | MG   | (AB375) FMLA Medical Leave            |
| Simons, Rebecca       | 08/14/2023            | 10/06/2023      | MG   | (AB375) FMLA Baby Bonding Leave       |
| Simons, Rebecca       | 10/09/2023            | 12/23/2023      | MG   | (AB375) FMLA Leave of Absence         |
| Okoorian, Naomi       | 08/21/2023            | 08/25/2023      | MG   | (AB375) FMLA Personal Necessity Leave |
| Rutledge, Stephanie   | 09/01/2023            | 10/01/2023      | MA   | (AB375) FMLA Medical Leave            |
| Russell, Anne         | 11/30/2023            | 12/15/2023      | OL   | (AB375) FMLA Personal Necessity Leave |
| Cacioppo, Bianca      | 09/22/2023            | 09/29/2023      | EP   | (AB375) FMLA Baby Bonding Leave       |
| Cacioppo, Bianca      | 11/27/2023            | 12/22/2023      | EP   | (AB375) FMLA Baby Bonding Leave       |
| Razo, Becca           | 11/13/2023            | 11/17/2023      | EP   | (AB375) FMLA Personal Necessity Leave |
| Liles, Amy            | 09/20/2023            | 09/28/2023      | JO   | (AB375) FMLA Medical Leave            |

B. CERTIFICATED SALARIES

| NAME             | <u>EFFECTIVE DATE</u> | <u>END DATE</u> | SITE | COMMENTS  |
|------------------|-----------------------|-----------------|------|---|
| Gonzalez, Leslie | 08/14/2023            | 05/31/2024      | EP   | Class 2 / Step 1. Units to move. Correction of EER #11 2022-2023  |
| Valdez, Michelle | 08/14/2023            | 05/31/2024      | MA   | Class 5 / Step 10. Units to move. Correction of EER #11 2022-2023 |

C. CONTRACTS

| NAME            | <u>EFFECTIVE DATE</u> | <u>END DATE</u> | SITE | COMMENTS                        |
|-----------------|-----------------------|-----------------|------|---------------------------------|
| Takacs, Linda   | 08/01/2023            | 05/31/2024      | DO   | Induction Program Coordinator   |
| Hensley, Sharon | 08/01/2023            | 05/31/2024      | DO   | CARE Intern Program Coordinator |

D. 2023/2024 Stipends

| NAME            | <u>EFFECTIVE DATE</u> | <u>CLASS/COL/STEP</u> | SITE | COMMENTS   |
|-----------------|-----------------------|-----------------------|------|--|
| Peloquin, Karen | 08/14/2023            | 05/31/2024            | OL   | To be paid \$300.00 per month, not to exceed \$3,000.00 for serving as an Intervention Coordinator. To be paid from Supplemental Funds |

|                 |            |            |    |   |
|-----------------|------------|------------|----|---|
| Takacs, Linda   | 08/01/2023 | 05/31/2024 | DO | To be paid \$4,000.00 per month, not to exceed \$40,000.00 for serving as Induction Program Coordinator. To be paid from General Fund/Educator Effectiveness Grant. |
| Hensley, Sharon | 08/012/023 | 05/31/2024 | DO | To be paid \$4,000.00 per month, not to exceed \$40,000.00 for serving as Intern Program Coordinator CARE. To be paid from Out of Home Care Funds                   |

\* It is further recommended that these individuals be approved for substitute teaching at the rate of \$200.00 per day and/or \$50.00 an hour rate (not to exceed six hours) as applicable and to include: Professional Development, Saturday School, Site Support Duties, Intervention, and PowerSource, Power Up, ESY

\*\*It is further recommended that the individuals listed in Certificated Salaries for 2023-2024 is approved to instruct in the Intervention Programs. The rate of pay is \$50.00/hour and will be paid from Title I or LCFF Supplemental Grant Funds.

\*\*It is further recommended that individuals listed in Certificated Salaries for 2023-2024 serve as home school teachers, if needed, for the 2023-2024 school year at a rate of \$50.00/hour, not to exceed five hours per week, per student. Mileage will be paid at the IRS Standard Mileage Rate for the 2023-2024 school year.

E. Employment of substitutes effective 07/01/2023 for the 2023-2024 school year @ \$200 per day and \$100.00 per half day rate, \$250.00 long term sub rate, and \$50.00 per hour\* (not to exceed six hours) as applicable and to include: professional development, Saturday school, site support duties, Saturday School. Intervention, PowerUp, ESY and Power Source.

|                             |                   |                        |
|-----------------------------|-------------------|------------------------|
| Bolanos, Vanessa            | Santillan, Ana    | Buechler, Cary         |
| Venegas, Kristen            | Behura, Alexander | Abarcha Hildago, Arely |
| Shupe, Violeta              | Villa, Xiomara    | Kang, Yisul (Janice)   |
| Laws, Paige                 | Bement, Michael   | Hunter, Abigail        |
| Villanueva Ramirez, Anthony | Allsman, Kathryn  | Craton, Cole           |
| Ducoulombier, Jennifer      | Russell, Joshua   | Valdez, Bob            |

F. SUBSTITUTE CHANGE OF PAY

| NAME                 | EFFECTIVE DATE | END DATE   | SITE | COMMENT  |
|----------------------|----------------|------------|------|--|
| Carr, Candice        | 08/14/2023     | 10/06/2023 | DO   | To be paid Long term rate of \$250 daily as sixth grade teacher at MG                      |
| Carr, Candice        | 10/09/2023     | 12/22/2023 | DO   | To be paid Long term rate of \$250 daily as sixth grade teacher at MG                      |
| Shupe, Violetta      | 08/21/2023     | 09/25/2023 | DO   | To be paid Long term rate of \$250 daily as 4 <sup>th</sup> grade teacher MG               |
| Buckner, Iris        | 08/14/2023     | 05/30/2024 | DO   | To be paid Long term rate of \$250 daily as Intervention OL                                |
| Montemayor, Kathleen | 09/01/2023     | 09/29/2023 | DO   | To be paid Long term rate of \$250 daily as Virtual Academy Teacher Macy Elementary        |
| Vega, Sandy          | 11/30/2023     | 12/15/2023 | DO   | To be paid Long term rate of \$250 daily as Special Education Teacher Olita Elementary     |
| Sturgill, Berea      | 08/21/2023     | 08/25/2023 | DO   | To be paid Long daily rate of \$200 daily as First Grade Teacher Meadow Green Elementary   |
| Kang, Janice         | 09/22/2023     | 09/29/2023 | DO   | To be paid daily rate of \$200 daily as Special Education Teacher El Portal Elementary     |
| Kang, Janice         | 11/27/2023     | 12/22/2023 | DO   | To be paid Long term rate of \$250 daily as Special Education Teacher El Portal Elementary |

|               |            |            |    |  |
|---------------|------------|------------|----|--|
| Kang, Janice  | 11/13/2023 | 11/17/2023 | DO | To be paid daily rate of \$200 daily as Special Education Teacher El Portal Elementary |
| Warner, Ellie | 09/20/2023 | 09/28/2023 | DO | To be paid Long term rate of \$250 daily as 2 / 3 combo teacher at Jordan Elementary   |

G. CERTIFICATED JOB DESCRIPTIONS

Addition: Board Certified Behavioral Analyst

II. CLASSIFIED EMPLOYEES September 11, 2023

A. MONTHLY – GENERAL FUND

B. HOURLY – GENERAL FUND

| <u>NAME/<br/>EMPLOYEE ID#</u> | <u>EFFECTIVE<br/>DATE</u> | <u>END<br/>DATE</u> | <u>RANGE/<br/>STEP</u> | <u>SITE</u> | <u>COMMENTS</u>  |
|-------------------------------|---------------------------|---------------------|------------------------|-------------|--|
| Abbond, Karey                 | 8/14/23                   |                     |                        | RS          | Resignation: Cafeteria Worker  |
| Allsman, Katelyn              | 8/16/23                   |                     | R16/S2                 | RS          | Step Increase : Instructional Aide   |
| Allsman, Marcella             | 8/16/23                   |                     | R14/S5                 | OL          | Step Increase : Instructional Aide   |
| Allstun, Brenda               | 8/31/23                   |                     |                        | RS          | Retirement : Instructional Aide<br>SE/MOD  |
| Anaya, Arlene                 | 8/10/23                   |                     | R14/S2                 | EP          | Promotion: Instructional Aide to<br>Instructional Aide Early Learning TK<br>3.75 hours/5 days/ 10 months |
| Anaya, Arlene                 | 8/16/23                   |                     | R14/S2                 | EP          | Step Increase : Instructional Aide   |
| Aparicio, Gina                | 8/16/23                   |                     | R15/S2                 | MG          | Step Increase : Instructional Aide   |
| Armijo, Jessica               | 8/7/23                    |                     | R21/S8                 | RS          | Step Increase: Day Custodian   |
| Barahona, Krystina            | 8/3/23                    |                     | R18/S8                 | MA          | Step Increase: Night Custodian   |
| Brena, Lisa                   | 8/5/23                    |                     | R23/S6                 | MG          | Step Increase : Office Manager   |
| Brown, Matthew                | 8/16/23                   |                     |                        | JO          | Longevity : 10 years Classified  |
| Brown, Matthew                | 8/16/23                   |                     |                        | JO          | Step Increase : Day Custodian  |

|                      |            |                |    |  |
|----------------------|------------|----------------|----|--|
| Cacioppo, Sherrie    | 8/14/23    | R7/S7          | MG | Step Increase: Cafeteria Worker  |
| Cantrell, Kristen    | 8/1/23     |                | MA | Resignation: Noon Duty Aide  |
| Cardenas, Eva        | 8/15/23    | R14/S2         | JO | Promotion: Substitute Instructional Aide to DLI Instructional Aide 3.75 hours/5 days/10 months |
| Cardenas, Lauren     | 8/15/23    | R14/S1         | MA | Promotion: Café Worker to Child Development Assistant  |
| Cardenas, Marina     | 8/29/23    | CONF N/S7      | DO | Step Increase: Administrative Assistant – Administrative Services/CL Personnel                 |
| Castro, Claudia      | 8/10/23    | R16/S2         | JO | Step Increase: Clerk Typist  |
| Coelho, Julie        | 8/15/23    | R18/S2         | OL | Reclass: Expanded Learning Site Coordinator  |
| Connolly, Luz        | 7/31/23    |                | DO | Additional Assignment: Substitute Bilingual Instructional Aide                                 |
| Coronado, Jessica    | 6/2/23     |                | JO | Resignation: Child Development Assistant   |
| Costello, Jennifer   | 8/17/23    |                | MG | Step Increase: Satellite Cafeteria Worker  |
| Costello, Jennifer   | 8/11/23    |                | DO | Additional Assignment: Substitute Expanded Learning Site Coordinator                           |
| Coutts, Carrie       | 7/27/23    |                | DO | Additional Assignment: Substitute Health Tech  |
| Coutts, Carrie       | 08/15/2023 | R16/S1         | EP | Promotion: Noon Duty Aide to Instructional Aide ABA  |
| Cramer, Samantha     | 8/8/23     | R20/S2         | JO | Step Increase : Preschool Teacher  |
| Cunningham, Susan    | 7/27/23    |                | DO | Resignation: Substitute Noon Duty Aide   |
| Daleo-DeSmith, Janet | 08/20/23   |                | DO | Resignation: Substitute Noon Duty Aide   |
| Del Cid, Maria       | 8/17/23    | R15/S4         | JO | Step Increase: Instructional Aide  |
| Delorbe, Ruth        | 8/14/23    | R18/S3         | RS | Promotion: Café Worker to Cafeteria Manager  |
| Dominguez, Martin    | 8/1/23     | R18/S6         | JO | Step Increase : Night Custodian  |
| Dorling, Jane        | 8/14/23    | R20/S3         | RS | New Hire: Library Media Technician 8 hours/5 days/11months                                     |
| Espinoza, Karina     | 8/14/23    | R18/S1         | EP | New Hire: Expanded Learning Site Coordinator   |
| Espinoza, Karina     | 8/15/23    | R15/S1         | EP | Resignation: Expanded Learning Site Coordinator  |
| Fonti, Caitlian      | 8/2/23     |                | DO | Additional Assignment: Substitute Instructional Aide   |
| Fonti, Caitlian      | 8/16/23    | R14/S1         | MA | Promotion: Substitute Noon Duty Aide to Permanent Noon Duty Aide 1.50 hours/5 days/ 10 months  |
| Garica, Melissa      | 8/16/23    | R7/S6          | JO | Step Increase: Cafeteria Worker  |
| Garcia, Olivia       | 7/27/23    |                | MG | Resignation : Instructional Aide SE/MOD  |
| Gaitan, Wendy        | 8/15/23    | CL MG<br>R7/S2 | OL | Step Increase: Site Supervisor/Preschool Teacher Preschool                                     |

|                            |         |                |    |   |
|----------------------------|---------|----------------|----|---|
| Gomez-Longo, Stephanie     | 8/15/23 | R14/S1         | EP | Promotion: Noon Duty Aide to Instructional Aide Early Learning TK 3.75 hours/5 days/10 months |
| Gonzalez, Kayla            | 8/14/23 | R20/S3         | OL | New Hire: Preschool Teacher 8 hours/5 days/10 months  |
| Hernandez, Frances         | 8/18/23 | R18/23         | MG | Step Increase : Clerk Typist  |
| Hernandez, Frances         | 8/9/23  | R23/S1         | JO | Long Term Sub: Office Manger  |
| Hoffman, Tabatha           | 8/3/23  |                | OL | Resignation: Instructional Aide SH/MOD  |
| Hoffman, Tabatha           | 8/28/23 | R14/S1         | DO | Rehire as Substitute Instructional Aide SESA  |
| Kim, Elizabeth             | 8/22/23 |                | DO | Additional Assignments: Substitute Instructional Aide   |
| Kim, Hannah                | 8/9/23  | R16/S2         | OL | Promotion: Substitute Clerk Typist to Permanent Clerk Typist 3.75 hours/ 5 days/10 months     |
| Kennedy, Joelle            | 8/7/23  |                | OL | Resignation : Instructional Aide SESA   |
| Lord, Dixie                | 8/7/23  | R23/S7         | RS | Step Increase : Office Manger   |
| Lujano Arteaga, Jose Raul  | 8/22/23 |                | MA | Longevity : 10 years Classified   |
| Marquez, Francisco         | 8/15/23 | R15/S2         | OL | Promotion: Substitute Instructional Aide to Permanent Instructional Aide SE/MOD               |
| Martin, Jordan             | 8/12/23 | CL MG<br>R4/S7 | DO | Step Increase : Occupational Therapist  |
| Mize, Kelly                | 8/14/23 | R14/S7         | EP | Step Increase: Instructional Aide   |
| Mora, Jill                 | 8/16/23 | R14/S2         | JO | Step Increase : Instructional Aide  |
| Mularkey, Elaine           | 8/16/23 | R14/S2         | OL | Step Increase : Instructional Aide  |
| Munoz, Rae-Lynn            | 8/16/23 | R14/S2         | MA | Step Increase : Instructional Aide  |
| Nunez, Marie               | 8/15/23 | R14/S2         | JO | New Hire: Child Development Assistant 3.75 hours/5 days/10 months                             |
| Ortiz, Irene               | 8/22/23 |                | DO | Additional Assignments: Substitute Instructional Aide   |
| Osorio, Diego Leon Carmona | 8/26/23 |                | OL | Longevity : 10 years Classified   |
| Padilla, Yvette            | 8/7/23  |                | DO | Resignation : Substitute Instructional Aide   |
| Pardo, Cristian            | 8/16/23 | CL MGNT/S5     | DO | New Hire: Network & Data Systems Technology Supervisor 8 hours/5 days/12 months               |
| Paz, Carrie                | 8/16/23 | R15/S2         | MG | Step Increase: Health Tech  |
| Perez, Shari               | 8/17/23 | R14/S3         | OL | Step Increase: Instructional Aide   |



|                          |         |            |    |  |
|--------------------------|---------|------------|----|--|
| Perez, Stephanie         | 8/1/23  | CL MGNT/S1 | MA | New Hire: Site Supervisor/Preschool Teacher  |
| Qureshi, Lovely          | 8/16/23 | R15/S2     | OL | Step Increase: Health Tech   |
| Ramirez, Donald          | 8/2/23  |            | DO | Additional Assignment: Substitute Expanded Learning Site Coordinator                   |
| Rodia, Susan             | 8/29/23 |            | OL | Longevity : 20 years Classified  |
| Rodriguez, Sierra        | 8/16/23 | R14/S1     | OL | New Hire: Child Development Assistant 3.75 hours/5 days/10 months                      |
| Sainz, Geana             | 8/15/23 | R16/S4     | EP | New Hire: Instructional Aide ABA 3.75 hours/5 days/ 10 months                          |
| Sanchez, Alexandra       | 8/16/23 | R14/S2     | MA | Step Increase : Instructional Aide   |
| Sanchez, Kris            | 8/14/23 | R14/S6     | MA | Step Increase: Satellite Cafeteria Worker  |
| Sanford-Williams, Carol  | 8/29/23 |            | OL | Longevity : 20 years Classified  |
| Sato, Kay                | 8/16/23 | R14/S2     | MA | Step Increase : Instructional Aide   |
| Schafer, Michelle        | 8/15/23 | R14/S2     | MA | New Hire: Instructional Aide SESA 3.75 hours/5 days/10 months                          |
| Scott, Susan             | 8/29/23 |            | OL | Longevity : 20 years Classified  |
| Solorzano Fonseca, Casta | 8/16/22 | R14/S2     | RS | Step Increase: Instructional Aide  |
| Spurgeon, Tamera         | 8/16/23 | R14/S3     | MG | Step Increase: Instructional Aide  |
| Straffon, Santy          | 8/15/23 | R15/S8     | JO | Change of Assignment: Instructional Aide SESA to Early Learning Instructional Aide DLI |
| Vazquez, Maricela        | 8/12/23 | R16/S6     | RS | Step Increase: Instructional Aide  |
| Vibanco, Andrea          | 8/14/23 | R20/S3     | MA | New Hire: Preschool Teacher 8 hours/5 days/ 10 months                                  |
| Villarino, Pilar         | 8/15/23 | R15/S5     | MA | Change of Assignment: Instructional Aide SE/MOD and increase in FTE 5.5 hours          |
| Westerhold, Paul         | 8/15/23 | R14/S2     | RS | Promotion: Substitute Instructional Aide to Permanent Instructional Aide SE/MOD        |
| Winik, Rebecca           | 8/29/23 |            | RS | Longevity : 20 years Classified  |
| Yamamoto, Yumi           | 8/12/23 |            | JO | Longevity : 10 years Classified  |
| Zarate, Laurie           | 8/15/23 | R14/S8     | JO | New Hire: Child Development Assistant 3.75 hours/5 days/10 months                      |
| Zepeda, Jennifer         | 8/11/23 |            | DO | Additional Assignment: Substitute Instructional Aide                                   |

C. CLASSIFIED JOB DESCRIPTIONS

Addition: Revised Cafeteria Manager Job Description (Reduced to 5 hours)



## LOWELL JOINT SCHOOL DISTRICT BOARD CERTIFIED BEHAVIOR ANALYST



### DEFINITION

Under direction of the Director of Special Education, provides and coordinates consultation, support and advisory services to District personnel regarding the planning, designing, and monitoring of the implementation of positive behavior interventions and supports for all students within the District, including students with behavior needs that are receiving special education and related services through an Individualized Education Program (IEP). Provide training and support in appropriate behavior intervention management techniques, Applied Behavior Analysis (ABA), data collection and analysis and support strategies.

### REPRESENTATIVE DUTIES

Develop, implement, coordinate, monitor, revise, document, evaluate and provide consultation and technical assistance to faculty and staff with the development and implementation of behavior plans, ABA programs and other appropriate programs for all students that present behavior/learning challenges; Conduct functional behavior assessments (FBA) of behaviors for students with complex and/or severe behaviors; Coordinate, plan, revise and oversee the development and implementation of programs, policies, and best practices related to instruction using the principles of PBIS, ABA, and Evidenced-Based Practices for all students receiving special education services, as well as students on 504 plans and general education students.

Perform a variety of specialized duties in the monitoring, analysis, and treatment of identified students with behavioral challenges; assure programs meet the intensive and changing needs of students; establish and maintain behavioral goals and objectives for individual students; Participate, interpret, evaluate, and write detailed and concise Behavior Support Plans (BSP), Behavioral Intervention Plans (BIP's) and Individualized Educational Programs (IEP's) to meet individual student needs, strategies, goals and objectives; prepare and maintain various records and reports related to assigned activities.

Conduct classroom observations, collect data, and prepare a variety of reports for the purpose of documenting case history, need for services, and progress towards goals. Observe and analyze student behavior in the classroom; assess classroom structure, and existing behavior management systems; develop and implement treatment plans according to individual student behavioral challenges, needs and issues. Develop, implement, train, and monitor appropriate behavior management plans and crisis prevention and intervention plans for students. Coordinate, Plan, develop and implement procedures and best practices with the implementation of response to intervention.

Manage assaultive behavior. Provide Crisis Prevention Institute (CPI) and/or other evidenced-based methodologies related to addressing the needs of students with behavior difficulties; Design and deliver behavior intervention plan training and other related in-service programs, including student-specific intervention training to staff; prepare and deliver oral presentations; prepare and distribute related training and informational materials. Provide behavioral assessments and reports for individual students. Develop materials and provide professional learning to administrators, educators, paraprofessionals, and parent's/guardians in Applied Behavior Analysis (ABA).

Participate in the development and implementation of behavior management communication systems, methodologies, theories, and techniques; assist in evaluating and developing curriculum standards to meet student needs. Provide technical information and assistance to the Director regarding assigned functions and related needs and issues; assist in the formulation and development of policies, procedures, and

programs. Communicate with District personnel, outside agencies, families and the public to exchange information, coordinate activities and resolve issues or concerns.

#### OTHER RESPONSIBILITIES

- Participate in faculty meetings and committees
- Work in a collaborative setting within the school setting
- Perform other related duties as assigned

#### KNOWLEDGE OF

- Federal and state laws that apply to the assessment of students referred due to disruptive or assaultive behaviors; IDEA and Behavior Analyst Certification Board (BACB) guidelines to address behavior and develop positive behavioral support plans.
- General Education and Special Education classroom environments and standards of learning.
- Non-violent crisis intervention techniques, including verbal de-escalation and physical interventions.
- Characteristics of various special education eligibilities, and possible social, emotional or behavioral manifestations of specific disabilities.
- Principles of behavioral management and Applied Behavior Analysis (ABA).

#### ABILITY TO

- Conduct assessments that conform to the IDEA and Behavior Analyst Certification Board (BACB) to address behavior, including functional analysis assessments, and functional behavior assessments.
- Provide recommendations to the IEP team based on the findings of each assessment and specific to the identified disability of the student as it relates to the classroom performance and ability for the student to access the core curriculum.
- Collaborate professionally with administrators, teachers, paraprofessionals, parents and other team members.
- Develop, implement, and conduct in-services and training sessions.
- Provide consultation and technical assistance concerning behavior management strategies.
- Perform clerical duties related to assessment, preparing reports, and maintaining records.
- Effectively work independently with little direction and as a member of a team.
- 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

#### EDUCATION/EXPERIENCE QUALIFICATIONS:

- Possession of a Master's Degree or higher from an accredited institution of higher learning.
- BCBA Certification Required.
- Experience working in K-12 educational setting within the specialized field of Applied Behavior Analysis, with increasing levels of responsibility.
- Possession of California Pupil Personnel Services Credential or Education Specialist Credential preferred.
- Must have a valid California Driver's License and a reliable means of transportation.



**LOWELL JOINT SCHOOL DISTRICT**  
**BOARD CERTIFIED BEHAVIOR ANALYST**



**PRE-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**

*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 under 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.*

**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 to noisy.

**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.

**SALARY RANGE**

Appropriate placement on the Certificated Management and Supervisory Salary Schedule

**PERIOD OF SERVICE**

Work Calendar as adopted by the Board of Trustees. 187 days of the year with the option of an additional 30 days of service at the position daily rate.



**LOWELL JOINT SCHOOL DISTRICT  
CAFETERIA MANAGER**

Classified Salary Schedule  
Range 18

**JOB SUMMARY:** Under general supervision of the Director of Nutrition Services, using highly significant food service related skills to coordinate food production and distribution to school sites of all meals from the central kitchen. Manage the daily operation of the central kitchen and assist in the preparation 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.*

- Ensures that all meals served in the school nutrition program meet the current nutrition standards and meal pattern requirements including children with special needs diets.
- Maintains integrity and accountability of the school nutrition program through compliance with all Federal, State, and local regulations.
- Responsible for portion control as established by the Federal and State Nutrition Guidelines.
- Provide leadership to ensure a safe work environment.
- 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 Director of Nutrition Services, trains and provides input for personnel evaluations.
- 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 student helpers and volunteers.
- 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 decrease 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 two to 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.



LOWELL JOINT SCHOOL DISTRICT  
CAFETERIA MANAGER

Classified Salary Schedule  
Range 18

**PHYSICAL STANDARDS AND WORKING CONDITIONS:**

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

**Physical Demands:**

Physical demands of this position include 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 dependent 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:**

10 months per year, 5 days per week, 5 hours per day

Board Approved: October 2007; May 7, 2012;  
Revised: March 2012; June 2023

## LOWELL JOINT SCHOOL DISTRICT 2022/2023 CLASSIFIED MANAGEMENT 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 Superintendent Salary Schedule  
 Effective December 12, 2022 New Maintenance and Operations Supervisor Salary Schedule  
 Effective March 6, 2023 New Nutrition Services Supervisor Salary Schedule  
 Effective August 1, 2023 New Network and Data Systems Technology Supervisor

| 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  | 12,522  | 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   |
| <b>Supervisor Positions</b>                         |         |         |         |         |         |         |         |         |
| Network and Data Systems Technology Supervisor      | 5,610   | 5,938   | 6,285   | 6,653   | 7,042   | 7,454   | 7,980   | 8,352   |
| 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 |

11/1/23  




**LOWELL JOINT SCHOOL DISTRICT  
2022/23 CERTIFICATED MANAGEMENT AND SUPERVISORY SALARY SCHEDULE  
Effective July 1, 2022**

*Effective July 1, 2022, employees shall receive a 3.5% increase to base salary earnings (excluding stipends and other remuneration).  
Effective September 1, 2023 New Board Certified Behavioral Analyst (BCBA) Position Added to Salary Schedule*

| MANAGEMENT POSITIONS                             | DAYS | COLUMN 1 | COLUMN 2 | COLUMN 3 | COLUMN 4 | COLUMN 5 | COLUMN 6 | COLUMN 7 |
|--|------|----------|----------|----------|----------|----------|----------|----------|
| Assistant Superintendent of Educational Services | 248  | 174,278  | 176,980  | 179,674  | 182,374  | 185,069  | 187,760  | 190,462  |
| Intermediate Principal                           | 217  | 138,828  | 140,979  | 143,124  | 145,276  | 147,423  | 149,567  | 151,718  |
| Elementary Principal                             | 200  | 124,826  | 126,789  | 128,754  | 130,719  | 132,679  | 134,647  | 136,609  |
| Assistant Principal                              | 204  | 117,056  | 119,273  | 121,268  | 123,263  | 125,480  | 127,476  | 129,693  |
| Director of Special Education                    | 217  | 148,324  | 150,625  | 152,919  | 155,214  | 157,513  | 159,801  | 162,103  |
| Director of Educational Services                 | 217  | 148,324  | 150,625  | 152,919  | 155,214  | 157,513  | 159,801  | 162,103  |

**SUPERVISORY POSITIONS**

|  |     |         |         |         |         |         |         |         |
|--|-----|---------|---------|---------|---------|---------|---------|---------|
| Psychologist / Board Certified Behavioral Analyst (BCBA) | 187 | 105,277 | 107,238 | 109,205 | 111,175 | 113,118 | 115,100 | 118,273 |
| Coordinator of Early Childhood Program                   | 204 | 117,056 | 119,273 | 121,268 | 123,263 | 125,480 | 127,476 | 129,693 |
| Coordinator of Expanded Learning Opportunities Program   | 204 | 117,056 | 119,273 | 121,268 | 123,263 | 125,480 | 127,476 | 129,693 |
| Program Specialist                                       | 205 | 117,677 | 119,765 | 121,862 | 123,960 | 126,055 | 128,155 | 130,256 |

| Management       | Supervisory      |
|------------------|------------------|
| 5 years \$4,000  | 5 years \$2,500  |
| 10 years \$5,000 | 10 years \$3,000 |
| 15 years \$6,000 | 15 years \$3,500 |
| 20 years \$7,000 | 20 years \$4,000 |

Management Employees and Supervisory Employees who have served in that capacity the following number of years will receive amounts as listed, in addition to their annual salary:

*9/11/23  
D. Green*

LOWELL JOINT SCHOOL DISTRICT

October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Submission of Williams Litigation Settlement – ACTION  
Quarterly Uniform Complaint Report for 1<sup>st</sup> Quarter July  
1 – September 30, 2023

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

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

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

To meet the Uniform Complaint Reporting requirements per *Education Code* Section 35186(d), the October 2, 2023, Board agenda will include a Report on the Nature and Resolution of All *Williams Settlement* Complaints received from July 1 through September 30, 2023.

It is recommended that the submission of the Williams Litigation Settlement – Quarterly Uniform Complaint Report for Quarter July 1 – September 30, 2023, with zero complaints, be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

---

Superintendent’s Comment:

APPROVAL RECOMMENDED.



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

**Williams Lawsuit Settlement  
Quarterly Report on Uniform Complaints 2023-2024**

District Name: Lowell Joint School District

Date: October 2, 2023

Person completing this form: Jim Coombs

Title: Superintendent of Schools

Quarter covered by this report (Check One Below):

- |   |                          |                       |
|---|--------------------------|-----------------------|
| <input checked="" type="checkbox"/> 1st QTR | July 1 to September 30   | Due: October 13, 2023 |
| <input type="checkbox"/> 2nd QTR            | October 1 to December 31 | Due: January 12, 2024 |
| <input type="checkbox"/> 3rd QTR            | January 1 to March 31    | Due: April 12, 2024   |
| <input type="checkbox"/> 4th QTR            | April 1 to June 30       | Due: July 12, 2024    |

Date for information to be reported publicly at governing board meeting: October 2, 2023

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints:

|                                   | Number of Complaints Received in Quarter | Number of Complaints Resolved | Number of Complaints Unresolved |
|-----------------------------------|--|-------------------------------|---------------------------------|
| Instructional Materials           | 0  | 0                             | 0                               |
| Facilities                        | 0  | 0                             | 0                               |
| Teacher Vacancy and Misassignment | 0  | 0                             | 0                               |
| TOTAL                             | 0  | 0                             | 0                               |

Print Name of District Superintendent Jim Coombs

Signature of District Superintendent \_\_\_\_\_ Date October 2, 2023

Submit the **Quarterly Summary** using Canvas Account:  
<https://lacoepd.instructure.com/courses/715>

**or mail to:**

Los Angeles County Office of Education  
c/o Francisco Jimenez, Williams Instructional Materials  
9300 Imperial Highway, ASM/Williams ECW 284  
Downey, CA 90242

Telephone: (562) 803-8382  
FAX: (562) 803-8325  
E-Mail: [Jimenez\\_Francisco@laoe.edu](mailto:Jimenez_Francisco@laoe.edu)



Orange County Department of Education  
Educational Services Division

**Williams Settlement Legislation  
Quarterly Report of Uniform Complaints  
2023-24**

District: Lowell Joint School District

District Contact: Jim Coombs

Title: Superintendent of Schools

- Quarter #1      July 1 – September 30, 2023      **Report due by October 31, 2023**
- Quarter #2      October 1 – December 31, 2023      **Report due by January 31, 2024**
- Quarter #3      January 1 – March 31, 2024      **Report due by April 30, 2024**
- Quarter #4      April 1 – June 30, 2024      **Report due by July 31, 2024**

**Check the box that applies:**

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of the complaints.

| Type of Complaint                     | Total # of Complaints | # Resolved | # Unresolved |
|---------------------------------------|-----------------------|------------|--------------|
| Textbooks and Instructional Materials | 0                     |            |              |
| Teacher Vacancies or Misassignments   | 0                     |            |              |
| Facility Conditions                   | 0                     |            |              |
| <b>TOTALS</b>                         | <b>0</b>              |            |              |

Name of Superintendent: Jim Coombs

Signature of Superintendent: \_\_\_\_\_ Date: October 2, 2023

**Please submit to:**

Orange County Department of Education  
P.O. Box 9050, Costa Mesa, CA 92628-9050  
Attention: Alicia Gonzalez, Sr. Administrative Assistant/R101

Phone: (714) 966-4336      Email: [aliciagonzalez@ocde.us](mailto:aliciagonzalez@ocde.us)

LOWELL JOINT SCHOOL DISTRICT  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Resolution 2023/2024 No. 904 Proclaiming October 8 – 14, 2023, as “Week of the School Administrator” ACTION/  
(RESOLUTION)

The State of California has declared in *Education Code* 44015.1, the second full week of each October as the “Week of the School Administrator.” All school leaders in the Lowell Joint School District are to be commended for contributions they make to successful student achievement.

It is recommended that Resolution 2023/2024 No. 904 proclaiming October 8 – 14, 2023, as “Week of the School Administrator” be adopted, and that the Superintendent or designee be authorized to execute the resolution.

---

Superintendent’s Comment:

ADOPTION BY MAJORITY ROLL CALL VOTE.

**LOWELL JOINT SCHOOL DISTRICT**

**RESOLUTION 2023/2024 NO. 904**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
LOWELL JOINT SCHOOL DISTRICT OF LOS ANGELES  
AND ORANGE COUNTIES, CALIFORNIA,  
PROCLAIMING OCTOBER 8 – 14, 2023, AS  
“WEEK OF THE SCHOOL ADMINISTRATOR”**

**WHEREAS**, leadership matters for California’s public education system and the more than 6 million students it serves; and

**WHEREAS**, school administrators are passionate, lifelong learners who believe in the value of quality public education, and

**WHEREAS**, the title school administrator is a broad term used to define many education leadership posts. Superintendents, assistant superintendents, principals, assistant principals, special education and adult education leaders, curriculum and assessment leaders, school business officials, classified educational leaders, and other school district employees are considered administrators; and

**WHEREAS**, providing quality service for student success is paramount for the profession; and

**WHEREAS**, most school administrators began their careers as teachers. The average administrator has served in public education for more than a decade. Most of California’s superintendents have served in education for more than 20 years. Such experience is beneficial in their work to effectively and efficiently lead public education and improve student achievement; and

**WHEREAS**, public schools operate with lean management systems. Across the nation, public schools employ fewer managers and supervisors than most public and private sector industries including transportation, food service, manufacturing, utilities, construction, publishing and public administration; and

**WHEREAS**, school leaders depend on a network of support from school communities, fellow administrators, teachers, parents, students, businesses, community members, board of trustees, colleges and universities, community and faith-based organizations, elected officials and district and county staff and resources to promote ongoing student achievement and school success; and

**WHEREAS**, research shows great schools are led by great principals, and great districts are led by great administrators. These site leaders are supported by extensive administrative networks throughout the state; and

**WHEREAS**, the State of California has declared the second full week of October as the “Week of the School Administrator” in *Education Code 44015.1*; and

**WHEREAS**, the future of California’s public education system depends upon the quality of its leadership;

**THEREFORE, BE IT RESOLVED**, that we, the Board of Trustees on behalf of the students, parents, and community at large, hereby recognize October 8 – 14, 2023, as “Week of the School Administrator” and that all school leaders in the Lowell Joint School District be commended for the contributions they make to successful student achievement.

**APPROVED AND ADOPTED** this 2<sup>nd</sup> day of October, 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 2<sup>nd</sup> day of October, 2023, and passed by a unanimous vote of those present.

**IN WITNESS WHEREOF**, I have hereunto set my hand and seal this 2<sup>nd</sup> day of October, 2023.

---

Jim Coombs, Secretary to the Board of Trustees





**LOWELL JOINT SCHOOL DISTRICT**

**RESOLUTION 2023/2024 NO. 905**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
LOWELL JOINT SCHOOL DISTRICT  
OF LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,  
PROCLAIMING "RED RIBBON WEEK"  
OCTOBER 23 THROUGH OCTOBER 31, 2023**

**WHEREAS**, alcohol and other drug abuse has reached epidemic stages in the United States; and

**WHEREAS**, the effects of drug and alcohol abuse are devastating to young people's lives and their futures, to their families, to society, and to the educational environment; and

**WHEREAS**, schools are an appropriate place to educate youth about the harmful effects of drug and alcohol abuse and to assist them in learning positive ways to make healthy choices in their lives; and

**WHEREAS**, schools should provide a safe harbor for students so that our youth can be safe and learn effectively; and

**WHEREAS**, the Red Ribbon Campaign will be celebrated in every community in America during "**RED RIBBON WEEK**," October 23 through October 31, 2023, to offer our citizens the opportunity to demonstrate their commitment to drug-free lifestyles; and

**WHEREAS**, business, government, law enforcement, schools, religious institutions, service organizations, youth, medical, senior citizens, military, sports teams, and individuals will demonstrate their commitment to drug-free, healthy lifestyles by wearing and displaying red ribbons during this week-long campaign;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Lowell Joint School District does hereby proclaim October 23 through October 31, 2023, as "**RED RIBBON WEEK**," and encourages its citizens to participate in drug prevention education activities, making a visible statement that we are firmly committed to a drug-free community and will continue to make drug and alcohol abuse prevention a high priority.

**FURTHER RESOLVED**, that the Lowell Joint School District Board of Trustees will foster cooperative relationships among teachers, parents, students, law enforcement and other community agencies to accomplish this goal.

**APPROVED AND ADOPTED** this 2<sup>nd</sup> day of October, 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 2<sup>nd</sup> day of October, 2023, and passed by a unanimous vote of those present.

**IN WITNESS WHEREOF**, I have hereunto set my hand and seal this 2<sup>nd</sup> day of October, 2023.

---

Jim Coombs, Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT

October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of the Lowell Joint School District Core Values and Guiding Goals and Vision 2030 Road Map ACTION

The Lowell Joint School District has long stood for excellence and Traditional Core American Values since 1906, which the Board of Trustees has continued to use as a guide to direct our district focus and purpose. The Board of Trustees and Superintendent have revisited these Core Values and Guiding Goals over the past few months and jointly reaffirm our 100% commitment to these fundamental Core Values and Guiding Goals, which will continue to guide our overall educational, decision-making, and operational practices.

It is recommended that the Lowell Joint School District Core Values and Guiding Goals and Vision 2030 Road Map be officially approved, and that the Superintendent or designee be authorized to execute the necessary documents.

---

Superintendent's Comment:

APPROVAL RECOMMENDED.



# CORE VALUES

"...the philosophy of the school room in one generation will be the philosophy of government in the next." Abraham Lincoln

"...the education of one generation develops the leaders and government of the next generation..." Mrs. Janet B. Averill

Moral and Civic Values: The Board of Trustees of the Lowell Joint School District subscribes to the belief that public education must foster in students an understanding of the moral values and civic responsibilities that form the foundation of our American Heritage and Society. It is important that all school personnel promote in students the acceptance of commonly held **Core Values** of right and wrong, concern for the welfare of others, and respect for democratic practices. On September 11, 2017, the Board of Trustees endorsed the following list of moral and civic values and the accompanying definitions which are stated as behaviors exemplified by students and staff living up to these values.



## EXCELLENCE

Exhibits patience and hard work in achieving goals; works, learns, and pursues constructive goals, even in the face of adversity.



## PERSONAL INTEGRITY

Exhibits sound moral principles, virtues, and good character demonstrating honesty and trustworthiness in the community.



## SOCIAL RESPONSIBILITY & RESPECT

Treats others justly, fairly, and with dignity; shows high regard for others and treating them as they would like to be treated. Affirms the worth of self, others, property, and the environment through attitudes and actions. Accepts the necessity of being accountable and the consequences of individual actions, reactions, and decisions; honors commitments; demonstrates an active commitment to the welfare of self and others.



## RESPECT FOR NATIONAL HERITAGE

Exhibits a value of and commitment to our American National Heritage and the public good; works for the community and cooperates with others; respects and participates in the democratic process; observes all laws and rules; and resolves conflicts peacefully.



## FAMILY - TEAMWORK

Works well together combining individual talents and strengths, supporting each other, and then working cooperatively to achieve mutual objectives. Demonstrates caring, concern, and sensitivity; exhibits tolerance; treats others politely, mercifully, and with respect and dignity; and renders service when needed.



## TRADITIONAL VALUES

Tells truth; does not cheat, intentionally mislead, or steal; possesses the courage to behave and conduct interactions with integrity; exhibits consistency between words and actions; behaves in a fair and straightforward manner; and conscientiously pursues and scrutinizes evidence that supports the truth.

**Mission Statement** The Lowell Joint School District is committed to providing a strong academic program of 21st Century Skills with a well-rounded program of diverse and innovative subject offerings. All District Schools emphasize the importance of education, the family, and traditional values. We stress the value of personal integrity, social responsibility, and a respect for our national heritage. The Lowell Joint School District envisions a culture where technology empowers all members of the school community to achieve success and expand learning beyond the walls of the classroom. All stakeholders will utilize technology to become highly competent in a technological world through continuous improvement in academics, career, and life.

LOWELL JOINT SCHOOL DISTRICT

*A Tradition of Excellence Since 1906*



# GUIDING GOALS

"...the education of one generation develops the leaders and government of the next generation..." Mrs. Janet B. Averill

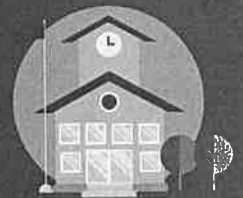
## DISTRICT GOAL 1: Academic Excellence – Learning for All Students

Vision: Every student experiences educational success at the highest levels of achievement. We believe that each student has a unique ability to learn in an environment that is enriched with a challenging curriculum, where learning is modeled and expectations are both known and high. We expect all students to demonstrate continued and improved academic achievement, through Collaboration, Communication, Critical thinking, and Creativity, to be college and career ready, and to become lifelong learners.



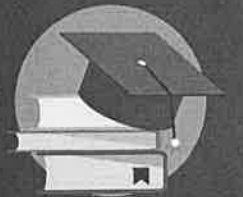
## DISTRICT GOAL 2: Safe, Orderly, Positive, Respectful Learning Environments

Vision: All campuses provide an aesthetic, orderly environment that is organized to ensure learning. We believe in a collaborative spirit of place where all feel safe, welcomed, valued, and respected. We foster a culture that promotes the emotional health, safety, well-being and involvement of students, staff, family and community.



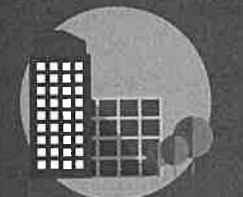
## DISTRICT GOAL 3: Highly Qualified Staff Providing High Quality Service

Vision: All staff possesses the appropriate knowledge, skills, and attitudes needed to provide high quality services leading to high quality results. We believe that high quality service is achieved when staff is well trained, proactive, responsive, and collaborative. We attract, train, and retain high performing staff that actively engage, collaborate, and support students in effective instruction and the use of current technologies.



## DISTRICT GOAL 4: School/Family/Community Partnerships & Communication

Vision: High quality student learning is supported by partnerships. We believe these partnerships are enhanced through effective communication and collaboration. We establish a culture which encourages positive relationships among our students, staff, and families as well as educational, business, and community partners. We believe these partnerships and communication must be nurtured to optimize opportunities for learning and personal growth for students.



## DISTRICT GOAL 5: Acquisition & Allocation of Resources to Support Fiscal Excellence

Vision: Resources are focused to achieve district goals. We believe that public schools deserve sufficient resources to achieve high quality student learning. We believe that efficiency, transparency, and cost-effective practices must characterize District and school operations to ensure that resources are aligned and applied to achieve established goals. We are committed to remaining fiscally solvent by effectively managing resources and pursuing new revenue sources.



LOWELL JOINT SCHOOL DISTRICT

*A Tradition of Excellence Since 1906*

# LOWELL JOINT SCHOOL DISTRICT

*"(A Tradition of Excellence Since 1916)"*  
*"Home of Scholars and Champions"*

## GUIDING GOALS – VISION 2025

Board Adopted:  
 October, 2017  
 October, 2018  
 October, 2019



"What do we want our students & staff to master?"

### ACADEMIC EXCELLENCE-LEARNING FOR ALL STUDENTS

- Classroom Instruction: EDI, GLAD, Write From Begin./Thinking Maps
- Instructional Curriculum: Instructional Pacing Guide, Benchmark Assessments (Summative, Formative), Report Cards
- Data Dashboards: Student, Classroom, School, District
- C.R.E.W. - Internship Program
- R.E.A.C.H. Program
- Instructional Technology: Learning Tool
- LJSJ-MTSS: Multi-Tier System of Support
- LJSJ PASS PORT Project (21<sup>st</sup> Century College & Career)

### ACADEMIC EXCELLENCE-ACADEMIC PROGRAMMING

- Character Education & Patriotism
- Instructional Technology: Instructional Tool- STEAM Innovation Labs (TK-6<sup>th</sup>), Tinker, Google Classroom
- LJSJ PASS PORT Project: 21<sup>st</sup> Century College & Career
- Engineering-Coding-Robotics Pathway (TK-6<sup>th</sup>) and Academy (7<sup>th</sup>-8<sup>th</sup>)
- **ARTS FOR ALL** (TK -6<sup>th</sup>) and **COFA** Academy (7<sup>th</sup>, 8<sup>th</sup>)
- Pre-AP Heritage/IB Honors Academy (7<sup>th</sup>-8<sup>th</sup>)
- Full-Day Kindergarten & TK
- LJSJ Pre-School/Child Development Center
- **HORIZONS** (Gate/High Achievers)
- Special Education Program Review & Enhance.- Blue Ribbon Action Team
- C.R.E.W. - Counseling & Psychologist Internship Program
- **HORIZONS** Summer Honors Camp
- Lowell Literacy Project

"How do we know if they have mastered it?"

### SCHOOL/FAMILY/COMMUNITY PARTNERSHIP & COMMUNICATION

- Parent Volunteer Recognition Program
- Parent University
- LJSJ Communication & Marketing Plan
- BIOLA Educational Partnership
- Lowell Educational Foundation: partnership and recognition Legends Project
- Instructional Technology: Communication Tool
- School/District Award Applications: Golden Bell, Mega, Dist. School, etc
- Re-design and development of District & Site webpages
- State of the District Presentations: City Counsels, Service Clubs, PTSA, et.

### ACQUISITION & ALLOCATION OF RESOURCES TO SUPPORT FISCAL EXCELLENCE

- Financial stability
- LJSJ Master Facility Plan
- Substitute: recruitment, retention, compensation
- LJSJ Pre-School Program/Child Development Center
- Re-design and development of District & Site webpages
- Revised Inter- & Intra- District permit process
- Saturday Enrichment/Enhancement/Engagement Program
- Bond Measure (LL)
- Methods to generate revenue

"What to we do for those who have or have not mastered it?"

### HIGHLY QUALIFIED STAFF-HIGH QUALITY SERVICE

- WELCOME BACK RALLY & PD
- SPRING CELEBRATION & PD RALLY
- Instructional Technology: Instructional Tool
- LJSJ Staff Awards/Recognition
- LJSJ Master Teacher Series
- Review of HR protocols (certificated and classified)
- Instructional Leader PD and Future Instructional Leaders
- Technology Trail Blazers & Google Certifications
- Re-design staff website
- Comprehensive Systemic Prof. Development Plan

### SAFE, ORDERLY, POSITIVE, RESPECTFUL LEARNING ENVIRONMENT

- Character Education & Patriotic Educational Program
- Strategic Educational Facility Plan
- LJSJ Inter- & Intra- District permit protocol
- After-school clubs and competition groups
- Saturday Enrichment/Enhancement/Engagement Program
- Review and systemized student code of conduct
- Landscaping enhance, Educational center, Professional Learning Center
- Enhancement and update of Board Room
- LCAP Surveys: Parent, Staff, Student
- Review and update of Board Policies

### Conditions We Control

- Program
- Procedures
- Policies
- Fixed vs Flexible
- Attitude/Approach

### GRIT

- Why it Matters: Showing Up, Distracted by Talent, Effort counts Twice, Grit Grows Growing from Inside Out: Interest, Practice, Purpose, Hope Growing from Outside In: Parenting, Playing Fields, Culture

### LJSJ CORE VALUES

- Excellence
- Personal Integrity
- Social Responsibility & Respect
- Respect for National Heritage
- Family - Teamwork
- Traditional values

### Good To Great

- Good is Enemy of Great
- Level 5 Leadership
- First Who...Then What
- Brutal Facts
- Hedgehog Concept
- Culture of Discipline
- Tech Accelerators
- Flywheel & Doom Loop
- Built to Last

### Patriotic

- American Heritage
- Good Citizen
- American form of Government
- Respect for National Heritage

LOWELL JOINT SCHOOL DISTRICT  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approve that the Scope of the Work and the Letter  
of Agreement with True North, Inc., to Conduct a  
Voter Survey regarding the possible Issuance of  
General Obligation Bonds

ACTION

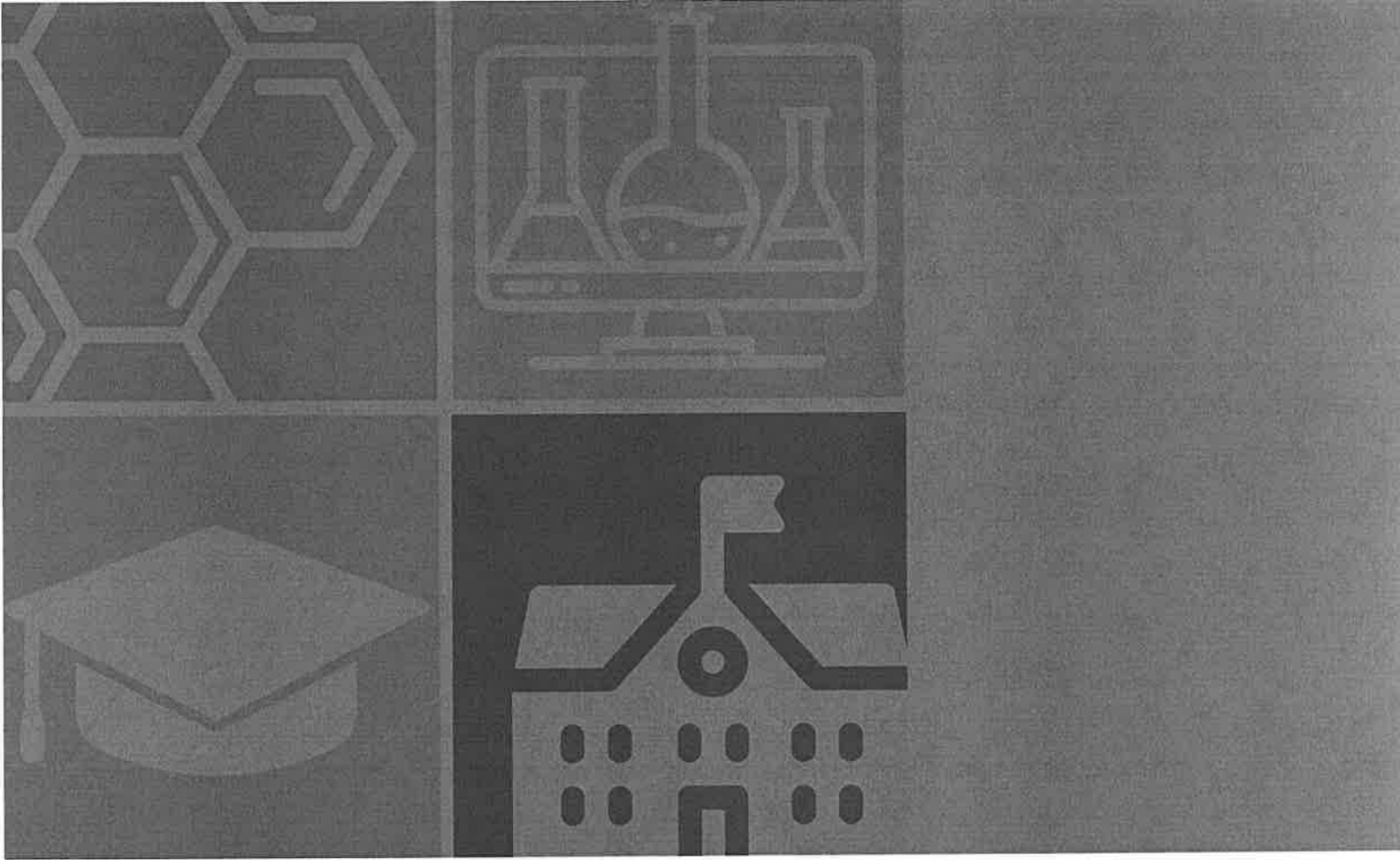
The Board of Trustees desires to investigate the possibility of calling for a general obligation bond election in the near future. The services of a consultant with expertise in the area of voter surveys are necessary. Government Code Section 53060 allows for contracting with persons specially trained and experienced and competent to perform special services. True North, Inc., possesses such expertise.

It is recommended that the scope of work and Letter of Agreement with True North, Inc., to conduct a voter survey regarding the possible issuance of general obligation bonds be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

---

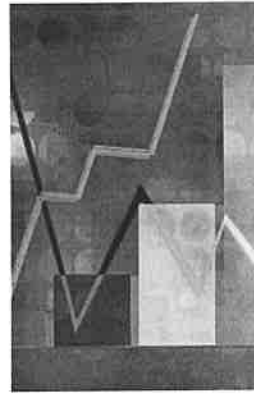
Superintendent's Comment:

APPROVAL RECOMMENDED.



**VOTER OPINION SURVEY**  
PROPOSAL FOR RESEARCH & CONSULTING

PREPARED FOR  
**LOWELL JOINT SCHOOL DISTRICT**



AUGUST 2023



**TRUENORTH**  
RESEARCH

1592 N COAST HIGHWAY 101  
ENCINITAS CA 92024  
760.632.9900 [WWW.TN-RESEARCH.COM](http://WWW.TN-RESEARCH.COM)



## RESEARCH PROPOSAL

True North Research, Inc. (True North) is pleased to present this proposal to provide voter opinion research and bond measure planning services to the Lowell Joint School District (District). Our recent conversations about the District's interest in a potential November 2024 bond (and our experience assisting the District with Measure LL) have been quite helpful to our understanding of the District's objectives and needs with respect to the proposed research, and we have crafted this summary description of the proposed work scope and associated costs accordingly. However, if we missed an important detail—or if other issues have arisen that should be factored into the study—please feel free to contact us (760.632.9900) and we'll be happy to revise this estimate.

**PROJECT UNDERSTANDING, CHALLENGES & APPROACH** Creating revenue measures that are ultimately approved by the necessary percentage of voters is difficult, especially in the State of California. Successful measures require insightful research and sound, strategic advice. The overriding objective of the survey is thus to produce an *unbiased, statistically reliable* evaluation of voters' interest in supporting a local bond measure, as well as identify how best to align the measure with community priorities and position it for voter approval.

If the ultimate goal of this study is to enable the District to make sound, strategic decisions based upon the data that is collected, it is critical that the data be collected according to rigorous methodological standards. Indeed, although it may be easy to conduct a 'survey', it is quite challenging to design and implement a survey that A) produces *valid*<sup>1</sup> and *reliable*<sup>2</sup> measures of the opinions and behaviors of interest, and B) produces data that is *representative*<sup>3</sup> of the population of individuals that is the focus of a study. Only by satisfying each of these conditions will the proposed study produce data that is trustworthy and thus a sound basis for making decisions.

Meeting the aforementioned conditions has become more difficult in recent years. Much has changed in terms of how the public receives information, the accessibility of residents through traditional recruiting methods, and their willingness to participate in community surveys. Caller-ID, SPAM filters, habitual call-screening, and busy lifestyles have made it more difficult to reach respondents in general, leading to lower response rates and greater response bias when relying on just one or two recruiting methods. In order to continue producing statistically reliable measures of their voters' opinions, priorities and behaviors, the research methodologies that public agencies employ for surveys must adapt to these new challenges.

- 
1. Validity refers to the degree to which a question actually measures the underlying attitude or construct that it was designed to measure. For example, asking people whether they own "stock" to measure their financial savings behavior is sufficiently ambiguous such that it has low validity. Research has shown that people in farming communities are more likely to interpret "stock" to mean livestock—not financial stocks.
  2. Reliability refers to the degree to which the observed results for a survey question are free of measurement errors and thus accurately measure the true value among the survey participants.
  3. In this context, representative refers to the degree to which the results found among the survey participants match what would have been found if all likely November 2022 voters participated in the survey. A probability-based sample free from the many possible sources of selection bias is the key to obtaining representative results.

The methodology that we propose is designed to do just that—adapt to these challenges by employing innovative techniques that will ensure statistically reliable results. We propose to use a **stratified and clustered random sampling methodology** that ensures a representative sample of likely November 2024 voters within the district regardless of whether they use mobile phones, land lines, email, or all of the above. We also recommend using **three recruiting methods** (email invitations, text invitations, and telephone calls) to recruit participation in the survey and a **mixed-method data collection methodology** that allows sampled respondents the flexibility of participating online at a password protected web site, or by telephone if preferred. Designed, tested and refined by True North over the past 10 years, our recommended survey approach has proven to increase participation rates, reduce response bias, better engage traditionally hard-to-reach subgroups, and increase the overall accuracy and reliability of voter survey results when compared to using fewer recruiting methods.

**SCOPE OF WORK** The scope of services that we propose to perform for the District includes all tasks associated with designing, conducting and analyzing the survey, as well as presenting the results. Briefly, the scope of services includes:

- Meet with the District to thoroughly discuss the research objectives and methodology for the study, as well as discuss potential challenges, concerns, and issues that may surround the study.
- Develop a stratified and clustered random sample of voters who—based on their voting history and registration status—are likely to participate in the election of interest (November 2024) on the natural or through targeted outreach efforts.
- Develop a draft questionnaire for the District’s review and make revisions as needed until all parties approve of the instrument.
- Pre-test the survey instrument to ensure its integrity.
- Professionally translate the survey and invitations into Spanish to allow for data collection in English and Spanish.
- Web program the finalized survey instrument to allow respondents to participate online at a secure, password-protected survey site.
- CATI (Computer Assisted Telephone Interviewing) program the same survey instrument to ensure accurate and reliable data collection for respondents who prefer to participate by telephone.<sup>4</sup>
- Recruit voters to participate in the survey using a combination of email invitations, text invitations, and telephone calls.
- Collect at least 400 quality interviews according to the sampling plan and a strict interviewing protocol. A sample of this size will produce results with a statistical margin of error due to sampling of +/-4.8% at the 95% confidence level. If productivity exceeds our conservative estimate, any additional interviews beyond 400 will be provided to the District at not additional cost. It is expected that the average interview will last between 15 to 17 minutes.
- Process the data, which includes conducting validity checks, cleaning, recoding, coding open-end responses, and adjusting for strategic oversampling (if used) through a statistical procedure known as ‘weighting’.
- Prepare an initial topline report which presents the overall findings of the survey.

---

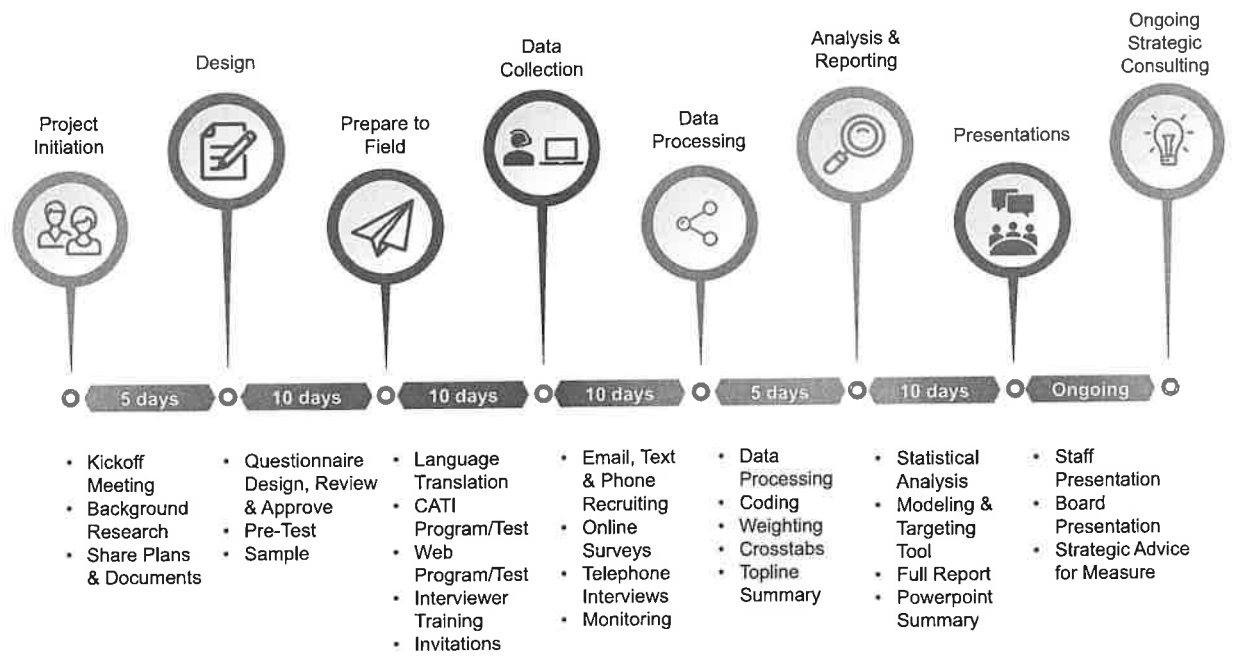
4. All recruiting and data collection conducted by telephone is performed by live, professional interviewers. We do not use robocalls.

- Prepare a thorough report on the findings, including a detailed question-by-question analysis, description of the methodology, an executive summary of the key findings and conclusions/recommendations, as well as a comprehensive set of crosstabulations showing how the answers varied by subgroups of voters. The report will include extensive full-color graphics displaying the findings, as well as insightful narrative discussion of the results and their implications.
- Prepare an electronic copy of the final report to allow the District to reproduce the report as needed.
- Prepare a PowerPoint presentation of the results and present the results to the District via Zoom or similar platform.
- Be available to assist and provide advice to the District after the survey is complete.

**CGSTS** True North’s fixed-fee cost estimate to design and conduct the survey as described in this proposal is \$27,450. This cost is inclusive—there will be no additional charges associated with the study. Although we guarantee at least 400 completed interviews, we will likely exceed that amount. Any additional interviews beyond 400 will be provided to the District at no additional cost.

**SURVEY TIME LINE** True North will work with the Lowell Joint School District to establish a project schedule that meets the District’s needs. Below is a recommended schedule that shows the stages of the survey project, the number of days that we anticipate devoting to each stage, as well as the key research tasks that are completed in each stage. We have the flexibility and resources to adjust this time line if the District desires, and can accelerate this time line if needed.

**FIGURE 1 PROPOSED TIME LINE**



**FIRM OVERVIEW** For the past 20 years, True North has specialized in providing school districts and other public agencies with statistically accurate research and insightful strategic advice. To date, our team has designed and conducted over 1,200 survey research studies for public agencies in California, including more than 400 revenue measure feasibility studies that captured the pieces of information needed for estimating the feasibility of a measure and—if feasible—identifying how best to package the measure for success. We have the highest *verifiable* success rate in the industry for bonds and tax measures over the past decade (95%), including 100% success in six of the past eight election cycles including November 2020 and June 2022. In total, the research that True North has conducted has led to over \$35 billion in successful local revenue measures.

**PROJECT MANAGER** True North's President (Timothy McLarney, Ph.D.) will serve as the Project Manager for the proposed survey. He will be the District's day-to-day contact for all matters related to the study and will lead all design, analysis, reporting, and presentation tasks. Approximately 75% of the research tasks will be performed directly by Dr. McLarney.

Dr. McLarney has more than 25 years of experience in survey methodology, statistics, public opinion analysis, and providing data-driven strategic advice to public agencies. During his career, he has occupied a lead role in over 1,200 research studies, more than 400 of which had research objectives similar to those of the Lowell Joint School District.

Dr. McLarney is a nationally recognized expert in survey research methodology, sampling theory, weighting, and the use of statistical methods to generalize survey results. His research has been published in academic journals and has earned him honors including the title of Visiting Scholar at the Institute of Governmental Studies at UC Berkeley. He has also served as an independent expert witness in survey research methodology for California legal cases. Dr. McLarney earned his Ph.D. and M.A. in Government from Cornell University with an emphasis in survey methodology, sampling theory and public opinion analysis, as well as a Bachelor's degree in Politics from the University of California, Santa Cruz.

# LETTER OF AGREEMENT

This proposal and the standard business terms (see below) will serve as a letter of agreement between True North Research and the Lowell Joint School District for the services described previously. In fulfillment of this agreement, True North will perform the services described in the *Scope of Work* on page 2. True North will invoice the full amount of the contract upon delivery of the report, with full payment due within 30 days of receiving the invoice.

Sincerely,

Agreed to and accepted by:



Timothy McLarney, Ph.D.  
President  
True North Research  
1592 N Coast Highway 101  
Encinitas CA 92024

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

**BUSINESS TERMS** Contracts and agreements between True North Research and its clients include the following general terms and conditions unless otherwise specified in a contract or agreement.

*Flat Fees* Unless otherwise specified, True North Research charges a flat fee for all or a portion of its services to a client in lieu of hourly charges.

*Notices* Any and all notices, demands, or other communications required or desired to be given hereunder by any party shall be documented in writing.

*Confidentiality* True North Research acknowledges that during the engagement it will have access to and possibly become acquainted with trade secrets, inventions, innovations, processes, information, records, and specifications owned or licensed by the Client in connection with the operation of its business including, business and product processes, methods, customer lists, accounts, and procedures. True North Research agrees that it will not disclose any of the aforesaid, directly or indirectly, or use any of them in any manner, either during the term of this Agreement or at any time thereafter, except as required in the course of this engagement with the client, or without written consent from the client.

*Acting as Agent* In compliance with California sales tax regulation, True North Research is designated as an Agent for the acquisition of tangible personal property and services as they apply to its clients' marketing activities.

|                               |   |
|-------------------------------|---|
| <i>Merger</i>                 | The merger or consolidation of the client into or with any other entity shall not terminate or otherwise modify this Agreement.   |
| <i>Ownership of Materials</i> | In producing finished products, it is expressly understood that ownership of all materials purchased by True North Research to complete the materials to be produced passes to its clients at the time of purchase and prior to any use by True North Research. |
| <i>Independent Contractor</i> | This Agreement shall not render True North Research an employee, partner, agent of, or joint venturer for the client for federal, state or local tax purposes, or for any other purpose.  |
| <i>Amendment Provision</i>    | This contract contains the entire agreement between the parties, and is subject to and will be construed under the laws of the State of California, and may be amended only in writing signed by both parties.  |
| <i>Successors</i>             | Any agreement between the agency and a client shall be binding upon, the heirs, successors and assignors of the parties.  |
| <i>Termination</i>            | The contract may be terminated by mutual consent of both parties, or by 10 days notice by either party. If the agreement is terminated, True North Research will bill the client for all work completed to date (including subcontractors' work).               |
| <i>Attorneys' Fees</i>        | Should any action be brought by one party against the other party to enforce any agreement, the prevailing party shall be entitled to recover from the other party its reasonable attorneys' fees, costs and expenses.  |
| <i>Governing Law</i>          | Any agreement between True North and a client shall be governed by California law and any action arising out of it shall be instituted and prosecuted in the Municipal or Superior Court of the County of San Diego.  |

LOWELL JOINT SCHOOL DISTRICT  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Revision and Adoption of Student – Intradistrict Enrollment  
and Transfers Board Policies BP 5116.1, BP 5117.1 AR  
5116.1, 5116.2, AR 5517, AR 5118 ACTION

The Board of Trustees recognizes the importance of school choice as it relates to the inter- and intra-district process. These updated policy revisions provide current legal and operational directions for the implementation of the Lowell Joint inter- and intra- district permit process. These are in accordance with current state and county law guidelines.

2023-2024

|             |   |
|-------------|---|
| BP-5116.1 - | Intradistrict-Open-Enrollment                 |
| AR-5116.1 - | Choice-of-School                              |
| AR-5116.2 - | Transfer-of-Students-for-Disciplinary-Reasons |
| AR-5117 -   | Interdistrict-Attendance                      |
| BP-5117.1 - | Interdistrict-Open-Enrollment                 |
| AR-5118 -   | Transfers                                     |

It is recommended that the Revised Administrative Regulations and Board Policies for Intradistrict Enrollment and Transfers, Board Policies BP 5116.1, BP 5117.1 AR 5116.1, 5116.2, AR 5517, AR 5118, be adopted, and that the Superintendent or designee be authorized to execute the necessary documents

The revised board policies are attached for approval.

---

Superintendent's Comment:

APPROVAL RECOMMENDED

V-F1-1



## **Students**

### **Intradistrict Enrollment**

The Board of Trustees of the Lowell Joint School District (LJSD), in alignment with the LJSD Core Values, endorse the concept of the neighborhood school. School attendance boundaries are established by the Board to, among other things, optimize the use of existing facilities, avoid overcrowding conditions, maintain local neighborhood identities, give consideration to geographic barriers, establish and maintain balance in schools and programs, and maintain safe and reasonable walking conditions and distance to and from schools. The Board desires to provide enrollment options that meet the diverse needs and interests of district students. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy and administrative regulation.

(cf. 5117 - Interdistrict Attendance)

(cf. 5117.1 - Interdistrict Attendance Agreements)

(cf. 5117.2 - Alternative Interdistrict Attendance Program)

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district. (Education Code 35160.5)

(cf. 5111.1 - District Residency)

(cf. 5111.11 - Residency of Students with Caregiver)

(cf. 5111.13 - Residency for Homeless Children)

### Enrollment Priorities

Consideration for attendance outside a student's attendance area shall be given as follows:

1. If a district school receiving Title I funds is identified for program improvement, corrective action or restructuring, all students enrolled in that school shall be provided an option to transfer to another district school or charter school. (20 USC 6316)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 6171 - Title I Programs)

(cf. 0450 - Comprehensive Safety Plan)

2. If while on school grounds a student becomes a victim of a violent criminal offense, as defined by the State Board of Education, or attends a school designated by the California Department of Education as *persistently dangerous*, he/she shall be provided an option to transfer to another district school. (20 USC 7912)

(cf. 0450 – Comprehensive Safety Plan)



**Intradistrict Enrollment (continued)**

3. The Superintendent or designee may approve a student's transfer to a district school that is at capacity and otherwise closed to transfers upon finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student.

To grant priority under these circumstances, the Superintendent or designee must have received either: (Education Code 35160.5)

- a. A written statement from a representative of an appropriate state or local agency, including but not limited to a law enforcement official or social worker, or a properly licensed or registered professional, including, but not limited to, a psychiatrist, psychologist or marriage and family therapist
  - b. A court order, including a temporary restraining order and injunction
4. Priority may be given to siblings of students already in attendance in that school.
  5. Priority shall be given to students whose parent/guardian is assigned to that school as his/her primary place of employment.

For all other applications for enrollment outside a school's attendance area, the Superintendent or designee may use a random, unbiased selection process to determine who shall be admitted whenever a school receives admission requests that are in excess of the school's capacity. (Education Code 35160.5)

Enrollment decisions may not be based on a student's academic and/or social performance. Academic performance may be used to determine eligibility for, or placement in, programs for Horizons (GATE/High Achieving) students. (Education Code 35160.5)

(cf. 6172 - Gifted and Talented Student Program)

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

Terms and Conditions

Transfer students and their parents/guardians are expected to follow all applicable District policies, procedures and regulations, and all school rules. An Intradistrict transfer may be revoked at any time for violating the conditions stipulated in the administrative regulation. (cf. 5116 - School Attendance Boundaries)



## **Students**

**BP 5116.1 (c)**

### **Intradistrict Enrollment (continued)**

#### Transportation

The district is not obligated to provide transportation for students who attend school outside their attendance area. The Superintendent or designee may authorize transportation contingent upon available space and funds.

#### GENERAL PROVISIONS, INTRADISTRICT TRANSFERS

The principal may recommend student transfers within the District for one or more of the following reasons:

1. Administrative Transfer
2. Return to School of Residence There are special situations in which it is determined by the site Principal to be in the best interest of a student that he/she be transferred to a different school within the District. There may be a conflict with another student that after mediation the issue has not been resolved and one or both of the students will benefit from a change of schools. There may be personal reasons shared by the student/parent/guardian with the Principal that lead the Principal to determine that a change of schools is appropriate. This permission is granted only by the site Principal and/or Superintendent.
3. The District offers the Open Enrollment process to allow students living within the boundaries of the entire school District to annually select their school of attendance. In January of each school year, the student and their parent/guardian submit the application for selection of their school of attendance for the subsequent school year. (See District Open Enrollment Policy\*). Once the process is complete, the student's new school of attendance becomes the school of attendance for the entire school year. Should there be a "change of heart" by the student and/or parent/guardian, the parent/guardian may submit, in writing to the Principal, a request to be allowed to return to the original school of residence at the next quarter, based on proof of residence. The request may not be for a transfer to any other school within the District. It will be at the discretion of the Principal to grant permission.
4. Discipline Administrative Transfer (in lieu of recommendation for expulsion)  
The District understands that from time to time students make poor choices, which could result in expulsion (per Education Code 48900) from all schools within the District. Under the concept of Restorative Practices and Progressive Discipline, the Principal may recommend a Discipline Administrative Transfer as an option before recommending expulsion. A discipline transfer may be used once during a given school year. If the student continues with subsequent poor behavior, the student may face the expulsion process.

(cf. 3250 - Transportation Fees)

(cf. 3540 - Transportation)

## Students

BP 5116.1 (d)

### Legal Reference:

EDUCATION CODE

35160.5 District policies; rules and regulations

35291 Rules

35351 Assignment of students to particular schools

48980 Notice at beginning of term

UNITED STATES CODE, TITLE 20

6316 Transfers from program improvement schools

7912 Transfers from persistently dangerous schools

CODE OF FEDERAL REGULATIONS, TITLE 34

200.36 Dissemination of information

200.37 Notice of program improvement status, option to transfer

200.39 Program improvement, transfer option

200.42 Corrective action, transfer option

200.43 Restructuring, transfer option

200.44 Public school choice, program improvement schools

200.48 Transportation funding for public school choice

Policy Adopted: March 23, 1987

Policy Revised: Sept. 26, 2005; October 2, 2023



**Students**

**Intradistrict Open Enrollment**

Choice of School

The Lowell Joint School District is committed to providing the best educational program for all the pupils in the District. We recognize that each child is an individual whose educational program may be enhanced by attending a school other than his neighborhood school of residence. The Board of Trustees hereby adopts a policy of intradistrict attendance that affords parents an opportunity of enrolling their child in any school of the District. The primary purpose of this policy is to allow parents of kindergarten through sixth grade students to choose a particular style within the existing options available, pending space available. The policy includes the following provisions:

1. Requests for intradistrict attendance must be initiated by parents at the school of residence. Forms for this purpose are available at any school office.
2. Parents requesting intradistrict attendance should first discuss the request with the principal of the school of residence.
3. Requests will be honored whenever possible, provided that;
  - a. Space is available at the class and/or grade at the school of request;
  - b. Where space is limited, preference will be given to pupils residing in the existing attendance area;
  - c. When limitations need to be placed on the number of new pupils entering a school, preference is given to requests in the order of date of receipt of application by the school of choice;
  - d. Pupils will be expected to attend the choice of school for the full year;
  - e. Necessary transportation will not be provided by the District, but is the responsibility of the parent.
4. Applications for intradistrict attendance must be completed by May 1 of any school year. Applications initiated and completed after May 1 will be placed on a waiting list and honored if possible.
5. Information regarding the different instructional programs at each of the District's schools may be obtained from the Superintendent, Assistant Superintendent of Educational Services or principals.

**Intradistrict Open Enrollment (continued)**

6. Intradistrict attendance agreements may be revoked during the school year upon recommendation of the principal and approval of the Superintendent.

**Enrollment under the No Child Left Behind Act**

Within a reasonable amount of time after a student becomes the victim of a violent criminal offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. The Superintendent or designee shall consider the student's needs and parent/guardian preferences in making the school assignment. If the parents/guardians choose to transfer their child, the transfer shall be completed as soon as practicable.



## Students

AR 5116.2

### **Intradistrict Open Enrollment**

#### Transfer of Students for Disciplinary Reasons

The Superintendent or designee, upon recommendation of a student's principal, may administratively transfer a student from his/her school of residence or from any other school to another school in the district. The transfer may be in lieu of or in addition to a suspension of the student from all schools in the District. Prior to the transfer becoming effective, the student's parents shall be given not less than five (5) days' notice of the transfer and the reasons for the transfer. The parents/guardians shall also be informed that they shall be responsible for the transportation of the student to and from the new school location. The parents/guardians may request a conference with the Superintendent or designee and the principal concerning the reasons for and the appropriateness of the transfer.

DRAFT



## Students

### Interdistrict Attendance

The District reserves the right to revoke an interdistrict attendance permit for any of the following reasons:

1. Enrollment in the grade exceeds space available during the year.
2. Unsatisfactory attendance of the student, which includes punctuality relative to school starting and ending times, as well as excessive absenteeism. Unsatisfactory attendance is further defined as being classified as truant.
3. Unsatisfactory citizenship by the student, defined as continual breaking of school rules or upon the commitment of an act warranting one or more days of suspension in any one school year or more than one unsatisfactory rating on the effort section of any report card.
4. Unsatisfactory scholarship from the student, clarified to be achievement below a "C" average on any report card.
5. Determination that the conditions under which the original transfer request was granted no longer apply.
6. A finding that false, misleading or the deliberate omission of information was provided by the parents and used as a basis for the securing or renewing of a permit.
7. A determination that space, facilities, services, or supplies are or will be insufficient at a given site to accommodate resident students or anticipated new resident students within the attendance area.
8. Unwillingness to cooperate with school officials by the student or parent.
9. Any other reasons exist as determined by Education Code or district policy.

### Appeal Procedures

If the request is denied by the Superintendent or designee, a parent may appeal in writing to the Lowell Joint School Board of Trustee within 30 calendar days of the date of notification. If the request is appealed, it will be reviewed by the Board of Trustees and the decision of the Board of Trustees will be the final action of the Lowell Joint School District. If the request is denied by the Board of Trustees, a parent may appeal, within 30 calendar days of the date of notification, to the Orange County Board of Education, where the decision will be final.

Regulation Approved: June 29, 2009

Regulation Revised: October 2, 2023



## **Students**

**BP 5117.1 (a)**

### **Interdistrict Enrollment**

The Board recognizes that students who reside in one district may choose to attend school in another district and that such choices are made for a variety of reasons. As a condition of granting or renewing permits, parents and interdistrict transfer students are required to comply with the terms of this policy and the rules of the schools within the District.

Parent may request a student transfer in or out of the District for one or more of the following reasons:

#### **1. Transfer of Student – Pending Change of Residence**

The student has definite plans for a change of residence either into or out of the Lowell Joint District and can present satisfactory evidence that the move will be completed during the semester in which the application is filed. Failure to move during the semester in which the application is filed may result in the student returning to the school of residence.

#### **2. Transfer of Student - Change of Residence**

- a) A student may be permitted to remain in the school of former residence for the remainder of that school year only; however, a student whose change of residence occurs between the end of school in one year and the end of the first month of classes of the next year will not be eligible to remain in the school of former residence.
- b) A student who moves at any time during the school year may be allowed to remain in school of former residence provided an interdistrict attendance permit is approved by both districts.

#### **3. Exceptional Situations**

Interdistrict transfers for exceptional reasons may be permitted with the approval of the Superintendent or designee provided a signed interdistrict attendance agreement between the two districts exists. Documentation explaining the exceptional reasons must be provided by the parent/guardian.

#### **4. Specialized Academic Program:**

If a specialized academic instructional program meeting the needs of the student is available in a district but not available within a student's district of residence and if the student has proof of acceptance to participate in the specialized academic program, an interdistrict attendance permit may be granted for the student but must be renewed each year.

#### **5. Residency Based on Parental Employment (The "Allen Bill")**

Education Code 48204(b) states that a school district may deem a student to have complied with the residency requirements for school district attendance in the school district if at least one (1) parent or legal guardian of the student is physically employed within the boundaries of that school for a minimum of ten (10) hours during the school week.



**Interdistrict Enrollment (continued)**

The Superintendent or designee shall verify employment status for purposes of this section to determine whether residency can be established. If residency cannot be established in accordance with this provision, the Superintendent or designee will inform the parent or legal guardian of the interdistrict transfer process.

6. Child Care (Grade PK-6<sup>th</sup> Only)

- a) Education Code states that a school district may deem a student to have complied with the child care requirements for school district attendance in the school district if at least one (1) parent or legal guardian of the student has verified that the child's before/after school child care provider lives within the attendance area of the desired school. The Superintendent or designee shall verify child care provider's residence for purposes of this section to determine whether residency can be established. If residency cannot be established in accordance with this provision, the Superintendent or designee will inform the parent or legal guardian of the interdistrict transfer process.

(cf. 5117 - Interdistrict Attendance)

(cf. 5117.1 - Interdistrict Attendance Agreements)

(cf. 5117.2 - Alternative Interdistrict Attendance Program)

- b) The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district. (Education Code 35160.5)

(cf. 5111.1 - District Residency)

(cf. 5111.11 - Residency of Students with Caregiver)

(cf. 5111.13 - Residency for Homeless Children)

Interdistrict Attendance Permits

Upon request by students' parents/guardians, the Superintendent or designee may approve interdistrict attendance permits with other districts on a case-by-case basis to meet individual student needs. The interdistrict attendance permit shall be reviewed annually based upon space availability and the student's maintaining good attendance, good citizenship/behavior, and good academic progress (grades).

The Superintendent or designee may deny or revoke interdistrict attendance permits at any time because of overcrowding within District schools, limited District resources, or failure by the student to maintain: good attendance, good citizenship/behavior, and good academic progress (grades).



## Students

### Interdistrict Enrollment (continued)

#### Enrollment Priorities

Consideration for attendance outside a student's attendance area shall be given as follows:

1. If a district school receiving Title I funds is identified for program improvement, corrective action or restructuring, all students enrolled in that school shall be provided an option to transfer to another district school or charter school. (20 USC 6316)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 6171 - Title I Programs)

(cf. 0450 - Comprehensive Safety Plan)

2. If while on school grounds a student becomes a victim of a violent criminal offense, as defined by the State Board of Education, or attends a school designated by the California Department of Education as *persistently dangerous*, he/shall be provided an option to transfer to another district school. (20 USC 7912)

(cf. 0450 – Comprehensive Safety Plan)

3. The Superintendent or designee may approve a student's transfer to a district school that is at capacity and otherwise closed to transfers upon finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student.

To grant priority under these circumstances, the Superintendent or designee must have received either: (Education Code 35160.5)

- a. A written statement from a representative of an appropriate state or local agency, including but not limited to a law enforcement official or social worker, or a properly licensed or registered professional, including, but not limited to, a psychiatrist, psychologist or marriage and family therapist
  - b. A court order, including a temporary restraining order and injunction
4. Priority may be given to siblings of students already in attendance in that school.

## Students

BP 5117.1 (d)

### Interdistrict Enrollment (continued)

5. Priority shall be given to students whose parent/guardian is assigned to that school as his/her primary place of employment.

For all other applications for enrollment outside a school's attendance area, the Superintendent or designee may use a random, unbiased selection process to determine who shall be admitted whenever a school receives admission requests that are in excess of the school's capacity. (Education Code 35160.5)

Enrollment decisions may not be based on a student's academic and/or social performance. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5)

(cf. 6172 - Gifted and Talented Student Program)

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

(cf. 5116 - School Attendance Boundaries)

### Transportation

The district is not obligated to provide transportation for students who attend school outside their attendance area. The Superintendent or designee may authorize transportation contingent upon available space and funds.

### Appeal Procedures

A student whose request for transfer has been denied may appeal the decision. All appeals shall be in writing and be directed to the Superintendent or designee. A response to an appeal shall be in writing. The County Board of Education is the final level of appeal for interdistrict transfers. The various levels of appeal are:

- a. Superintendent
- b. District Board of Trustees
- c. County Board of Education

(cf. 3250 - Transportation Fees)

(cf. 3540 - Transportation)

**Students**

**BP 5117.1 (e)**

**Interdistrict Enrollment (continued)**

Legal Reference:

EDUCATION CODE

41020 Annual district audits

46600-46611 Interdistrict attendance agreements

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

48918 Rules governing expulsion procedures

48980 Notice at beginning of term

52317 Regional Occupational Center/Program, enrollment of students, interdistrict attendance

ATTORNEY GENERAL OPINIONS

87 Ops.Cal.Atty.Gen. 132 (2004)

84 Ops.Cal.Atty.Gen. 198 (2001)

COURT DECISIONS

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education:

<http://www.cde.ca.gov>

Policy Adopted: March 23, 1987 as BP 5117

Policy Revised and Adopted: October 2, 2023 as BP 5117.1



## **Students**

### **Transfers**

#### Transfers into the District

Students who apply for admission to district schools may be placed at the grade level they have reached elsewhere pending observation and evaluation of their academic, social and emotional performance by their teachers, guidance personnel and the principal or designee.

- (cf. 5111 - Admission)
- (cf. 5116 - School Attendance Boundaries)
- (cf. 5141.31 - Immunizations)
- (cf. 6146.3 - Reciprocity of Academic Credit)

#### Transfers out of the District

When a student transfers out of the district, a brief statement will be attached to his/her permanent record showing which basic proficiencies, if any, have been assessed and satisfactorily met according to the standards of this district. This statement will be appended to any permanent record sent to another school in or outside California.

Students who transfer out of the district during their eighth grade may receive a diploma from this district, provided they have met all district graduation requirements.

- (cf. 6146.1 - High School Graduation Requirement/Standards of Proficiency)

Students transferring or withdrawing from school shall return all school books and materials and settle any unpaid fines on or before their last day of attendance.

- (cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
- (cf. 6161.2 - Damaged or Lost Instructional Materials)

#### Legal Reference:

EDUCATION CODE

48011 Admission from kindergarten or other school

Policy Adopted: March 23, 1987

Policy Revised: September 26, 2005, October 2, 2023



**LOWELL JOINT SCHOOL DISTRICT  
INTER/INTRA DISTRICT TRANSFER AGREEMENT**

**STEP 1: To be completed by parent/guardian (please print)**

|   |  |   |
|---|--|---|
| Transfer requested for: <input type="checkbox"/> Current school year <input type="checkbox"/> Next school year<br>20__ - 20__ | Student's Grade                        | Date of Request   |
| Student Name (Last, First)  | Birth Date                             | Gender<br><input type="checkbox"/> M <input type="checkbox"/> F |
| Current or Last School of Attendance  | Current or Last District of Attendance |   |
| School of Residence   | District of Residence - LJSD           |   |
| School Requested  | District Requested                     |   |
| Parent/Guardian Name  | Contact Number                         |   |
| Email Address   | Alternate Number                       |   |
| Address   | City/Zip                               |   |

Is the student currently pending disciplinary action or under an expulsion order?  Yes  No

What special services has the student received? (Check all that apply and attach proof of enrollment in the special program.)

Gifted (GATE)  Section 504  Special Education  English Language Learner  None

If student is receiving Special Education services, what is their current placement? (Please attach IEP)  None

Special Day (SDC)  Resource (RSP)  Speech or Vision  Pending Assessment  Other

What is the reason for the request? **Please provide supporting documentation.**

- Moved to LJSD during current school year
- Parent Employment - verification required
- Child Care – verification required
- Specialized Program – enrollment proof required
- Health & Safety – verification required
- Other \_\_\_\_\_

I have read the terms and conditions and understand the regulations and policies governing interdistrict transfer agreements and hereby submit my application I declare under penalty of perjury that the information provided above is true and accurate. I understand that the information provided is subject to verification and that the mere act of completing the application and providing all the required documentation **DOES NOT** guarantee that the request will be approved. I understand that this agreement is for one school year only and must be renewed annually. I understand the agreement may be revoked during the year based on the terms and conditions listed on the back of this agreement.

Parent/Guardian Signature \_\_\_\_\_ Relationship to Student \_\_\_\_\_

**LJSD INTRA-DISTRICT ONLY  
(from school to school within LJSD)**

|   |   |
|---|---|
| LJSD SCHOOL OF RESIDENCE<br><input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended | LJSD SCHOOL OF RESIDENCE<br><input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended |
| Principals Signature: _____ Date: _____   | Principals Signature: _____ Date: _____   |
| Comments: _____   | Comments: _____   |

**LJSD DISTRICT OFFICE**

Approved  Denied Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**STEP 2: District of Residence**

Decision:  Approved  Denied

Comments: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

Title: Superintendent of Schools Date: \_\_\_\_\_

**STEP 3: Proposed District of Attendance**

Decision:  Approved  Denied

Comments: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

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

**IMPORTANT: If the interdistrict transfer agreement is approved by the district of residence (Step 2), the parent/guardian is responsible for submitting a copy of the approved agreement to the proposed district of attendance (Step 3)**

| Reason for Request  | Documentation Required  |
|---------------------|---|
| Child Care          | <ul style="list-style-type: none"> <li>• Child care verification form filled out</li> <li>• Listing of days and hours child care will be provided</li> <li>• Signature of Child Care provider</li> </ul>  |
| Employment          | <ul style="list-style-type: none"> <li>• Employment verification form filled out</li> <li>• Letter on company letterhead verifying hours<br/>OR</li> <li>• Photocopy of current paystub</li> </ul> <p><i>*Parents must be employed full time.</i></p>   |
| Specialized Program | <ul style="list-style-type: none"> <li>• Verify that the program is not offered at resident school</li> <li>• Letter on school letterhead verifying enrollment in program</li> <li>• Verify that program is offered at verifying school</li> </ul>  |
| Change of Residence | <ul style="list-style-type: none"> <li>• During school year (when only a short period of time remains to adjust) – Letter explaining circumstances</li> <li>• Temporary (less than a year) – Letter/documentation explaining circumstances</li> <li>• Pending Permanent Move – Documentation of pending permanent residence</li> </ul>  |
| Health and Safety   | <ul style="list-style-type: none"> <li>• Letter or report from a doctor, psychologist, or other appropriate person verifying health related issues (if applicable)</li> <li>• Police or school report supporting safety related issues (if applicable)</li> <li>• Letter from parent/guardian explaining the circumstance that an interdistrict permit is necessary under health and safety reasons.</li> </ul> |
| Final Year          | <ul style="list-style-type: none"> <li>• To allow student to remain with class graduating that year (elementary or intermediate/middle)</li> </ul>  |

### TERMS AND CONDITIONS

- This interdistrict transfer agreement is valid only for the school year granted; the arrangement expires at the end of each school year and must be renewed annually.
- This agreement may be revoked at any time by the district of attendance for the following reasons:
  - Student is excessively tardy or absent from school, or student is brought to school excessively early or left excessively late.
  - Student fails to uphold appropriate behavior standards.
  - Student has poor academic performance
  - Insufficient space in the school or grade level.
  - False or misleading information was provided.
  - Students or parents fail to follow school rules.
- Approval is subject to space availability in the district and may not be at the site requested
- Students who are eligible for Special Education Services may be asked to obtain an Inter/Intra –SELPA Agreement for Individuals with Exceptional Needs, in addition to the inter/intra district transfer agreement.
- No financial obligation shall be incurred by the district of residence for services rendered under this agreement.
- The parent/guardian is responsible for providing transportation to and from school.

\_\_\_\_\_ Please initial indicating that you have read and understand the above.

LOWELL JOINT SCHOOL DISTRICT  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Revision and Adoption of Students – Social Media Board Policies BP 1114, AR 1114, AR 1114 (a) ACTION

The Board of Trustees recognizes the importance and influence of implementing the use of social media for the best interest of students, parents, and staff. The Board also understands the importance of who we authorize the use of social media in the name of Lowell Joint School District. These updated polices provide clear understanding and direction on the implementation and use of social media, as well as the operational guidelines for implementation of social media on behalf of the Lowell Joint School District and when using the Lowell Joint School District name and brand.

2023-2024

|               |                              |
|---------------|------------------------------|
| BP-1114       | Social Media                 |
| AR-1114       | Social Media                 |
| AR-1114 (a) - | Social Media Permission Form |

It is recommended that the Revised Administrative Regulations and Board Policies for Social Media Board Policies BP 1114, AR 1114, AR 1114 (a), be adopted, and that the Superintendent or designee be authorized to execute the necessary documents.

The revised board policies are attached for approval.

---

Superintendent's Comment:

APPROVAL RECOMMENDED

V-G1-1





## Students

**BP 1114 (a)**

### Social Media

The Governing Board recognizes the value of technology such as social media platforms in promoting stakeholder and community involvement and collaboration. The purpose of any official district social media platform shall be to further the District's vision/mission and Core Values, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members.

The Superintendent shall develop content guidelines and protocols for official District social media accounts to ensure the appropriate and responsible use of these resources and compliance with law, Board policy, and regulation.

#### GUIDELINES FOR CONTENT

Official District social media accounts shall be used only for their stated purposes and in a manner consistent with this policy, administrative regulation, and the Lowell Joint School District Core Values. By creating these official sites and allowing for public comment, the Board does not intend to create a limited public forum or otherwise guarantee an individual's right to free speech.

The Superintendent or designee shall ensure that the limited purpose of the official District social media accounts is clearly communicated to users. Each social media account/site shall contain a statement that specifies the site's purposes along with a statement that users are expected to use the site only for those purposes. Each social media site shall also contain a statement that users are personally responsible for the content of their posts.

Official District social media accounts may not contain content that is obscene, libelous, or so incites students as to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules, or substantial disruption of the school's orderly operation.

Staff or students who post prohibited content shall be subject to discipline in accordance with District policies and administrative regulations. Prohibited content shall be removed at the discretion of the Superintendent or designee. "Staff" includes, but not limited to, all administrative, certificated, classified, temporary, and extra-curricular personnel.

Users of official District social media accounts should be aware of the public nature and accessibility of social media and that information posted may be considered a public record subject to disclosure under the Public Records Acts. The Board expects users to conduct themselves in a respectful, courteous, and professional manner.

#### PRIVACY

The Superintendent shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on official District social media accounts. Board policy pertaining to the posting of student photographs and the privacy of telephone numbers, home addresses, and email addresses shall be followed on social media sites. District and School websites shall also apply to official District social media accounts.

## Students

BP 1114 (a)

### Legal Reference:

#### EDUCATION CODE

32261 School safety, definitions of bullying and electronic act  
35182.5 Contracts for advertising  
48900 Grounds for suspension and expulsion  
48907 Exercise of free expression; rules and regulations  
48950 Speech and other communication  
49061 Definitions, directory information  
49073 Release of directory information  
60048 Commercial brand names, contracts or logos

#### GOVERNMENT CODE

3307.5 Publishing identity of public safety officers  
6250-6270 Public Records Act, especially:  
6254.21 Publishing addresses and phone numbers of officials  
6254.24 Definition of public safety official  
54952.2 Brown Act, definition of meeting

#### UNITED STATES CODE, TITLE 17

101-1101 Federal copyright law

#### UNITED STATES CODE, TITLE 20

1232g Federal Family Educational Rights and Privacy Act

#### UNITED STATES CODE, TITLE 29

157 Employee rights to engage in concerted, protected activity  
794 Section 503 of the Rehabilitation Act of 1973; accessibility to federal web sites

#### CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

#### COURT DECISIONS

Page v. Lexington County School District, (2008, 4th Cir.) 531 F.3d 275  
Downs v. Los Angeles Unified School District, (2000) 228 F.3d 1003  
Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112 Perry Education Association v. Perry  
Local Educators' Association, (1983) 460 U.S. 37  
Board of Education, Island Trees Union Free School District, et.al. v. Pico, (1982) 457 U.S. 853

#### NATIONAL LABOR RELATIONS BOARD DECISIONS

18-CA-19081 Sears Holdings, December 4, 2009



## Students

AR 1114 (a)

## Social Media

### Definitions

Social Media means any online platform for collaboration, interaction, and active participation, including but not limited to, social networking sites such as Facebook, Instagram, Twitter, YouTube, LinkedIn or blogs.

District policy and guidelines do not apply to personal social media platforms that may be created by students, staff members, or other individuals, which may sometimes include discussions of District-related issues but are not sponsored by the District.

Official District social media platforms are authorized and approved by the Superintendent or designee. All school site social media accounts shall be registered with the Superintendent's Office or designee. The name of the account and the names of the staff members authorized to post to the District or the District's school sites accounts will be listed on the Social Media Permission Form. Changes to staff members authorized to post to the District or the District's school sites accounts will be reported to the District in a timely manner.

Sites that have not been authorized by the Superintendent or designee, but that contain content related to the District such as a site created by a parent-teacher organization, booster club, sports club or other school-connected organization or a student's or employee's personal site, are not considered official District social media platforms, but will also be registered with the District for information only.

### Authorization for Official District Social Media Platforms

The Superintendent or designee shall authorize and approve the development of any official District social media account. Teachers and other staff shall obtain approval from the site Principal before creating a classroom or team social media account.

### Guidelines for Content

The Superintendent or designee shall ensure that official District social media accounts provide current information regarding District programs, activities and operations consistent with the goals and purposes of this policy and regulation. Official District social media accounts shall contain content that is appropriate for all audiences and in alignment with the Lowell Joint School District Core Values.

The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on official District social media accounts.

The Superintendent or designee shall ensure that official District social media accounts are regularly monitored. Staff members responsible for monitoring content may remove posts based on viewpoint-neutral considerations, such as a lack of relation to the site's purpose or violation of the District's policy, regulation, or content guidelines, as described in BP 1114.

Each official District social media account shall prominently display the guidelines set forth below:

1. The purpose of the site along with a statement that users are expected to use the site for those intended purposes only.

**Social Media (continued)**

2. Information on how to use the security settings of the social media platform.
3. A statement that the site is regularly monitored and any inappropriate post will be promptly removed. Inappropriate posts included those that:
  - a. Are obscene, libelous or incite students to create a clear and present danger of the commission of unlawful acts on school premises, violation of school rules or disruption of the school's orderly operation.
  - b. Are not related to the stated purpose of the site including but not limited to, comments of a commercial nature, political activity and comments that constitute discrimination or harassment.
4. Protocols for users, including expectations that users will communicate in a respectful, courteous and professional manner.
5. A statement that users are personally responsible for the content of their posts and the District is not responsible for the content of external online platforms.
6. A disclaimer that the views and comments expressed on the site are those of the users and do not necessarily reflect the views of the Lowell Joint School District.
7. A disclaimer that any user's reference to a specific commercial product or service does not imply endorsement or recommendation of that product or service by the Lowell Joint School District.
8. Who to contact about violation of Lowell Joint School District guidelines on the use of official District social media accounts.

District employees who participate in official District social media accounts shall adhere to all applicable District policies and procedures, including but not limited to, professional standards related to interactions with students and the Lowell Joint School District Core Values.

When appropriate, employees using official District social media accounts shall identify themselves by name and District title and include a disclaimer stating that the views and opinions expressed in their post are theirs alone and do not necessarily represent those of the Lowell Joint School District or school site.

All Staff shall receive information about appropriate use of the official Lowell Joint School District social media accounts.

**Students**

**AR 1114 (b)**

**Social Media (continued)**

Legal Reference:

EDUCATION CODE

32261 School safety, definitions of bullying and electronic act

35182.5 Contracts for advertising

48900 Grounds for suspension and expulsion

48907 Exercise of free expression; rules and regulations

48950 Speech and other communication

49061 Definitions, directory information

49073 Release of directory information

60048 Commercial brand names, contracts or logos

GOVERNMENT CODE

3307.5 Publishing identity of public safety officers

6250-6270 Public Records Act, especially:

6254.21 Publishing addresses and phone numbers of officials

6254.24 Definition of public safety official

54952.2 Brown Act, definition of meeting

UNITED STATES CODE, TITLE 17

101-1101 Federal copyright law

UNITED STATES CODE, TITLE 20

1232g Federal Family Educational Rights and Privacy Act

UNITED STATES CODE, TITLE 29

157 Employee rights to engage in concerted, protected activity

794 Section 503 of the Rehabilitation Act of 1973; accessibility to federal web sites

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

COURT DECISIONS

Page v. Lexington County School District, (2008, 4th Cir.) 531 F.3d 275

Downs v. Los Angeles Unified School District, (2000) 228 F.3d 1003

Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112 Perry Education Association v.

Perry Local Educators' Association, (1983) 460 U.S. 37

Board of Education, Island Trees Union Free School District, et.al. v. Pico, (1982) 457 U.S. 853

NATIONAL LABOR RELATIONS BOARD DECISIONS

18-CA-19081 Sears Holdings, December 4, 2009

Policy Adopted: October 2, 2023



**Lowell Joint  
School District**

*A Tradition of Excellence Since 1906*

*"Home of Scholars and Champions"*



**AR 1114.a**

**Students**

**Social Media Permission Form**

Social Media means any online platform for collaboration, interaction, and active participation, including but not limited to, social networking sites such as Facebook, Instagram, Twitter, YouTube, LinkedIn or blogs. District Board Policy (BP 1114) and Administrative Regulation (AR 1114) guidelines do not apply to personal social media accounts that are created by students, staff members or other individuals which may sometimes include discussion of District-related issues but are not sponsored by the Lowell Joint School District.

All social media accounts using the Lowell Joint School District's name or any of the District's school site names and logos shall be registered and approved by the Superintendent. The name of the accounts and the name/signature of the staff members authorized to post to the Lowell Joint School District or the District's school sites media accounts will be provided on this form. Any changes to staff members authorized to post to the District or school sites social media accounts will be reported and approved by the District in a timely manner.

Sites created by school-connected organizations such as a parent-teacher organization, booster clubs, sports clubs that have not been authorized by the Superintendent or designee but contain content related to the Lowell Joint School District are not considered official District social media platforms, but will also be registered with the Lowell Joint School District.

All content must follow the guidelines for content identified in the District Administrative Regulation (1114), Social Media and the Lowell Joint School District Core Values.

School/Group Name: \_\_\_\_\_

Social Media Account Name/Platform: \_\_\_\_\_

Name/Position of person posting to account: (PRINT) \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

**Signature** indicates knowledge of District Board Policy 1114 and Administrative Regulations 1114 Expectations

LOWELL JOINT SCHOOL DISTRICT  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Revision and Adoption of Student – Dress and Grooming  
Board Policies BP 5132, AR 5132, AR 5132 (a)

ACTION

The Board of Trustees recognizes the importance that student dress and grooming play in establishing and creating an academically focused educational classroom environment. These updated dress code and grooming policies are presented after being reviewed and revised in accordance with the Board Core Values.

2023-2024

|               |                            |
|---------------|----------------------------|
| BP-5132 -     | Student Dress and Grooming |
| AR-5132 -     | Student Dress and Grooming |
| AR-5132 (a) - | Dress Code                 |

It is recommended that the Revised Administrative Regulations and Board Policies for Dress and Grooming Board Policies, BP 5132, AR 5132, AR 5132 (a) be adopted, and that the Superintendent or designee be authorized to execute the necessary documents

The new board policies are attached for approval.

---

Superintendent's Comment:

APPROVAL RECOMMENDED

V-H1-1



## Students

**BP 5132 (a)**

### **Dress and Grooming**

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction that would interfere with the educational process.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action. Copies of the District's Dress Code will be distributed and available to parents and students. (AR 5132)

The Board of Trustees recognizes that specific cases will be a judgment area of the principal of the school. Details and specific rules that apply shall be an administrative decision.

Clothing worn should correspond with the demands and attributes of the activity in which students participate.

Footwear standards are concerned with prevention of accidents and injury. Shoes shall be worn at all times except under specific conditions. Students must also consider physical education requirements in their selection of shoes. Open footwear such as flip-flops, sandals or open-toed shoes that do not have a back strap, slippers, or soft-soled shoes are unacceptable.

The principal and staff of each school may establish reasonable regulations regarding students who voluntarily engage in extracurricular or other special school activities. These supplemental regulations shall apply only during the length of the activity involved.

Students are expected to attend school in clean, neat clothing. It is the mission of the school district to not only provide academic education but also provide education in morals, manners, dress and grooming because these are elements of good citizenship. Research has shown that student dress and appearance affect student attitudes and conduct. These guidelines are intended to define "appropriate student attire" and personal grooming. Their purpose is to prevent disruption of the classroom atmosphere, enhance classroom decorum, eliminate disturbances along other students in attendance and minimize distraction of other students so as not to interfere with the educational process. It is also intended to help protect the health and welfare of the individual student.

All students should abide by the District Dress Code and any special school regulations. (AR5132)

### **Gang-Related Apparel**

The principal and staff at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities.

### **Uniforms**

In order to promote student safety and discourage theft, peer rivalry and/or gang activity, the principal, staff and parents/guardians at a school may establish a reasonable dress code requiring students to wear uniforms. Such a dress code must be presented to the Board for approval. The Board shall approve the Code upon determining that it is necessary to protect the health and safety of the school's students.



**Students**

**BP 5132 (a)**

**Dress And Grooming (continued)**

If a school's plan to require uniforms is adopted, the Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms.

Legal Reference:

EDUCATION CODE

32281 School safety plans

35183 School dress codes; uniforms 35183.5 Sun-protective clothing

48907 Student exercise of free expression

49066 Grades; effect of physical education class apparel

CODE OF REGULATIONS, TITLE 5

302 Pupils to be neat and clean on entering school

Policy Adopted: March 23, 1987

Policy Revised: September 26, 2005; June 20, 2011; October 2, 2023



**Students**

**Dress and Grooming**

Students are expected to dress appropriately to ensure an educational environment that is safe and conducive to learning. Student dress and grooming that is unsafe or distracting is unacceptable.

1. Hair shall be clean and neatly groomed. Aerosol cans of hair color are not permitted at school.
2. Shoes must be worn at all times. For safety purposes, sandals and any open toed shoes should be held in place with a heel strap.
3. Commercial lettering or printing will be allowed on shirts and sweatshirts as long as it is acceptable for school attire. Crude or vulgar printing or pictures depicting drugs, alcoholic beverages, or those that are sexually suggestive are not acceptable.
4. Long pants are allowed for both girls and boys. The fullness must not interfere with the normal school activities and they must be clean and neat at all times.
5. Shorts may be worn unless prohibited by the school principal or school rules and must be of moderate length, not unduly short.
6. Hats, caps, and other types of head coverings should not be worn inside buildings unless for sun protection or with the permission of the principal.
7. All clothing shall be within the bounds of decency and good taste as appropriate for school. Garments shall be sufficient to conceal undergarments at all times.
  - Dress length shall be within the bounds of decency and good taste and no shorter than mid-thigh.
  - No bare midriffs, low-cut or revealing tops, or "off the shoulder" blouses shall be worn.
  - No garment may be worn that is cut-off, ragged, or torn.
  - No "see-through" or "fish-net" type of blouse or shirt may be worn.

Students violating any part of this dress code will be issued one warning and sent home to change into appropriate clothing, if necessary. The second violation of the same nature will result in the student being referred to the principal for discipline.

## Dress/Clothing Guidelines Specific for All LJSD Schools

Lowell Joint SD encourages students to dress appropriately for school. Since we are an educational institution, the daily clothing/attire should be conducive toward an educational environment and should not be disruptive of school operation and the educational process as determined by school administration. Detentions will be given for dress code violations. Students will be required to change in to school provided clothing. Dress or grooming is prohibited if it:

- affects the safety of that student or others
- is disruptive to the learning process
- is immodest as determined by the school administration
- does not follow outlined school dress code

Clothing must cover the front and the back of the student. No T-back or off-the-shoulder shirts or shirts with cut off sleeves or oversized armholes. No undergarments should be visible and no "see-through" or "fish-net" type shirts are to be worn. Bare midriffs, spaghetti straps, tank tops, and halter tops are unacceptable. No sleepwear or slippers are allowed. Plain white T-shirts cannot be worn alone. No oversized, baggy clothing is allowed. Boys may not wear tank tops or sleeveless shirts. District hats or caps may be worn on campus during P.E. only for sun protection as needed. Hoods with sweatshirts may not be worn on your head. Footwear which meets district criteria must be worn. **No flip flops or slides are to be worn.**

Clothing which promotes the illegal or commercial use of drugs, alcohol, vaping, or tobacco/nicotine products or that includes sexual innuendo or profanity is not permitted. Styles of clothing (jackets, initial belt buckles, shirts, hats, accessories, Old English lettering, make-up, hair, etc.) which symbolize affiliation with negative youth groups, such as gangs or cults, are not allowed. Clothing and jewelry such as studded belts, brace-lets and safety pins, which poses a threat to the health and safety of students or the learning environment are not to be worn. (See district dress code in first day packet for a more detailed explanation.) No facial piercing or writing on the skin is allowed. Earrings must be appropriate. Ear "plugs" and "tapers/stretchers" are not allowed at school. Ripped jeans are not allowed; with or without leggings underneath.

**HAIR** – Hair styles must not be a distraction from the learning process. Hair must be a natural occurring color as to not cause distraction to the learning environment. Cool-Aid dyed hair is not appropriate. All synthetic extensions must be a natural hair color. Words, numbers or designs in hair are not permitted.

## Lowell Joint School District

11019 Valley Home Avenue  
Whittier, CA 562-943-0211

www.ljisd.org



### BOARD OF TRUSTEES

Mrs. Christine Berg  
Mrs. Melissa Salinas  
Mrs. Anastasia Shackelford  
Mrs. Karen Shaw  
Dr. Anthony Zegarra

### DISTRICT ADMINISTRATION

Jim Coombs  
Superintendent of Schools  
Carl Erickson  
Asst. Supt. of Administrative Services  
David Bennett  
Asst. Supt. of Business Services  
Dr. Sheri McDonald  
Asst. Supt. of Educational Services  
Rhonda Overby  
Director of Educational Services  
Kaleo Igarita  
Director of Special Education

### SCHOOL PRINCIPALS

EI Portal School (562) 902-4211  
Ms. Amanda Malm, Principal  
Jordan School (562) 902-4221  
Dr. Marikate Elmquist, Principal  
Macy School (562) 902-4231  
Mrs. Patty Jacobsen, Principal  
Meadow Green School (562) 902-4241  
Mr. Matt Cukro, Principal  
Olita School (562) 902-4251  
Mrs. Krista Van Hoogmoed, Principal  
Rancho-Starbuck Intermediate  
(562) 902-4261  
Dr. Jennifer Jackson, Principal

## Lowell Joint School District DRESS CODE



Dear Parents:

The Lowell Joint School District is fortunate to have parents and a community that are supportive of maintaining a positive and safe learning environment for students. The Board of Trustees is committed to providing positive learning opportunities and an excellent academic foundation. A dress code describing appropriate dress for students is one step in this process. For our students' safety and to send a positive message to everyone that the schools in the Lowell Joint School District are outstanding schools, we are providing the following guidelines for student dress as indicated in this brochure.

**We strongly urge parents to restrict their students' dress to appropriate and acceptable items and to be aware of what will be prohibited when purchasing new school clothes and footwear.**

# LOWELL JOINT SCHOOL DISTRICT - Dress Code

All students are required to dress appropriately for school. Daily clothing and attire should be conducive to an educational environment and must not be disruptive to the school operation and educational process.

Dress or grooming is prohibited if it:

1. Affects the safety of that student or others,
2. Is disruptive and distracting to the learning process,
3. Is immodest as determined by school administration.

## Attire Prohibited at Schools Includes:

### Shirts and Jackets

Any shirt, tee shirt, or jacket which is determined to be gang related or which has crude or vulgar language, inappropriate drawings, or tobacco or alcoholic beverages. Any shirt or jacket which is dramatically oversized and inappropriate for the wearer. Clothing which does not cover the front and back of the student. Bare midriffs, low-cut shirts, spaghetti straps, tank tops and halter tops are unacceptable. Undergarments should never be visible. Clothing should be modest and must not detract from the educational environment. Any shirt or jacket with any lettering or symbols found to be offensive to a reasonable person, gang related, or in poor taste is prohibited.

### Pants/Shorts

All pants and shorts that are too tight, too short, or are oversized are inappropriate for the wearer. Pants with holes are not allowed. Knee-length, long, and/or oversized type shorts which are worn with knee-high socks are unacceptable. Pants that do not fit at the waist and inseams with excessively lowered crotch areas are not allowed. Leggings without pants, shorts, or a dress over them are not allowed.

### Footwear

Footwear must be appropriate for all school activities, including physical education and recess. Sandals and open-toed shoes that do not have a back strap are not suitable for physical education.

### Hair and Jewelry

Any distractive hairstyle including dying of unnatural colors, shaving, and letters formed by shaving portions of the head are unacceptable. The principal will determine which hairstyles are unacceptable and can potentially cause a distraction to the learning environment. Any items of jewelry which include leather straps, metal studs, and metal spikes in its construction. No facial piercing or writing on the skin is allowed. Earrings must be appropriate. Ear "plugs" and "tapers/stretchers" are not allowed at school.

### Accessories

Suspenders which are referred to as "braces" by the wearer and which are continually worn hanging slack from the waist are not allowed. All suspenders and/or shoulder straps designed to hold up pants or the front of pants which are not worn over the shoulders and fastened appropriately. "Biker" wallets, or any wallets suspended by a chain from the waist of the wearer. Any promotion buttons or bracelets which refer to racial pride, White supremacy, or deemed inappropriate by a reasonable person.

All hats and other head wear, unless specifically designated for religious purposes, specific medical reasons, or sun protection are not allowed. Hats worn for sun protection should meet the criteria of the District Policy. The hats are to be crushable type with a brim not to exceed two inches which encircles the hat.

Your cooperation in protecting the safety of our students and preventing the spread of gang activities to our schools and community is appreciated by the Board of Trustees, the administration, and the teachers and staff members of the District.

Parents and students should review the school rules and dress code which are distributed by each school at the beginning of each school year. For more specific dress code provisions, parents, and students are encouraged to contact their local school principal. Those rules will be enforced by school officials and the Board of Trustees. Persistent violation of the rules can lead to suspension and/or expulsion.

LOWELL JOINT SCHOOL DISTRICT  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Selection and Purchase of Pathful Explore Plus and  
Pathful Junior and Supplemental Materials  
Subscription for 2023/2024 school year.

INFORMATION/  
ACTION

The District is purchasing materials as a supplement to the core curriculum textbooks in the area of Counseling and Career. Pathful Explore Plus and Pathful Junior are a digital learning platform with career exploration lessons. There are interactive tools and multimedia lessons. The cost for a 1 year subscription is \$5,000.00 for Explore (Plus) and \$5,500 for Junior and will be covered by Medi-Cal Funds.

It is recommended that the purchase of the Pathful platform and supplemental materials for the 2023/2024 school year be approved and that the Superintendent or designee be authorized to execute the necessary documents.

---

Superintendent's Comment:

INFORMATION/ACTION

# Pathful junior

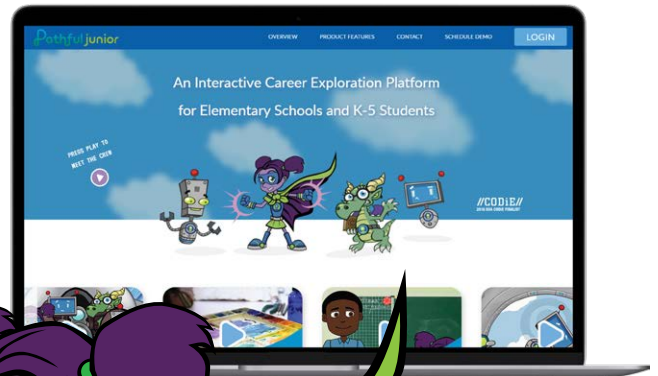
Make K-5 career awareness meaningful



Cultivate K-5 students' interest in a variety of professions while strengthening their digital literacy skills and reinforcing their academic coursework, through an interactive, digital learning platform.

## Pathful Junior is an Interactive Digital Learning Platform Composed Of:

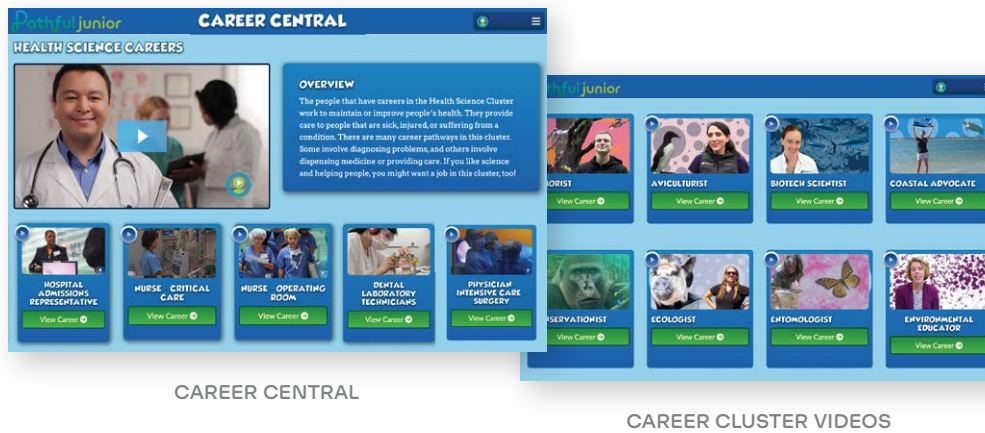
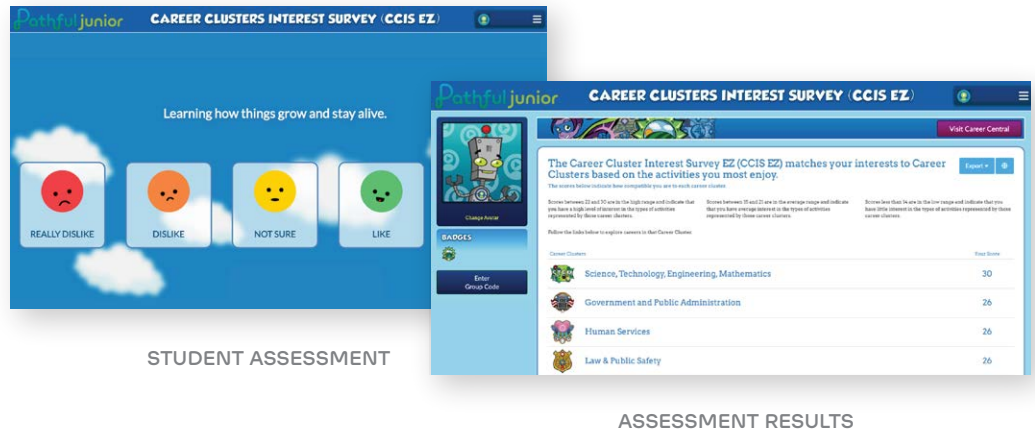
- Engaging career exploration lessons
- Exciting job shadowing videos
- Kid-friendly interest assessment
- Admin tools and reporting



# Pathful junior

## Identify key interests

Age-appropriate interest assessment provides students with their first look into how the things they love to do connect to what they might do beyond school.



## Explore career clusters

Students learn about careers through assigned lessons that feature engaging videos, characters, and games, or use Career Central to explore on their own.

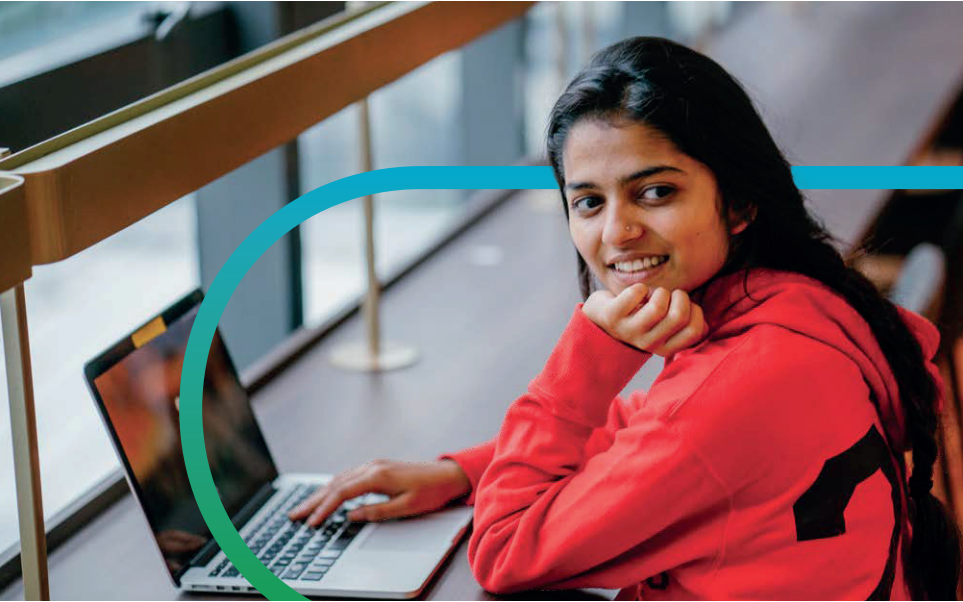
## Keep students engaged

Students follow along with engaging, relatable characters and earn badges on their adventure to discover and learn about careers.



# Pathful explore

Make career exploration and preparation more insightful



Prepare grade 6-12 students for college and/or career.

Pathful Explore offers an exploration and preparation platform that provides content, tools, and resources to ensure college & career readiness.

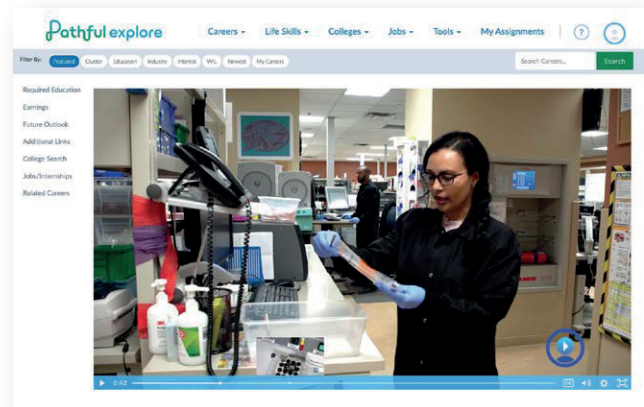
## Our Impact

**1.8M** students reached

**15M** careers explored through video views

**83K+** skills developed through completed FlexLessons

## Featuring Virtual Job Shadows of:



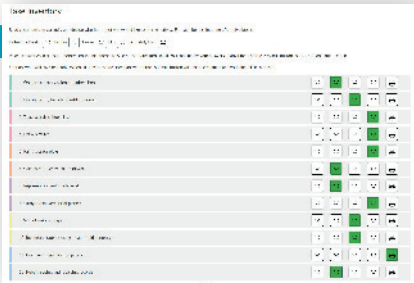
## Best-in-Class Virtual Job Shadow Videos

With over 3,000 professionally produced job shadowing and career advice videos, Pathful Explore delivers an interactive and engaging career exploration experience that opens up a new world of opportunity.



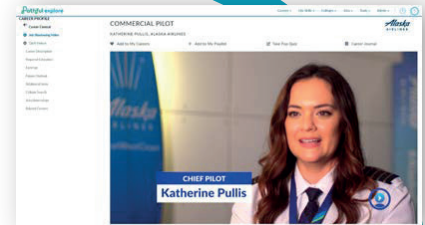
# Pathful explore

Pathful Explore supports from interest and discovery to placement.



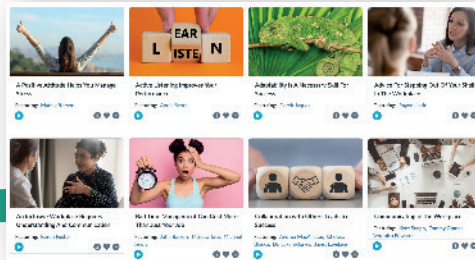
## Identify key interests

Interest, value, and skills assessments guide the career exploration process and recommend potential careers.



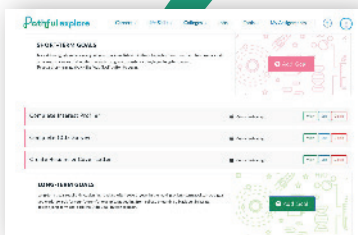
## Develop critical skills

500+ FlexLessons and Life Skills Videos introduce students to key work-ready skills. Students can earn up to four course micro-credentials and 19 unit micro-credentials to show off their expanding skill set.



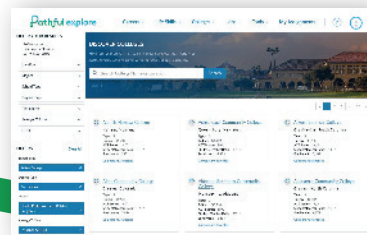
## Discover a dream career

Career Central offers engaging day-in-the-life and Q&A videos with supporting career profiles that give students the complete picture.



## Measure progress

Student journaling and goal setting empowers students to capture and track their journey to career readiness. For administrators, reporting on usage and student completion ensure that state CCR requirements are met.



## Plan the path to a dream career

Compare post-secondary options or use our Indeed Integration to search for a job. Use the Resume and Cover Letter Builders to be ready to apply.

LOWELL JOINT SCHOOL DISTRICT  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Ratification of 2022-23 Unaudited Actuals and  
Concurrent Approval of the Fund Balance Changes to the  
District's 2023-24 Beginning Budgeted Balances

ACTION/  
(RATIFICATION)

Background:

California law requires that superintendents of school districts submit final financial reports for the prior fiscal year, which ended on June 30, 2023, to the Orange County Department of Education (OCDE) prior to September 15. This report titled "Unaudited Actuals Financial Report" is filed by the District with the OCDE pursuant to Education Code Section 42100 and covers the prior fiscal year.

Unlike the Budget and Interim Reports, the Unaudited Actuals Financial Report is not certified as positive, qualified, or negative; however, it is certified for accuracy. It is presented herein as a final accounting of the financial activities of the District for the fiscal year ending on June 30, 2022, subject to any audit adjustments by the District's financial auditor

Current Considerations:

The 2023-24 Budget was presented to the Board of Trustees at the regularly scheduled board meetings in June, 2023 along with the 2022-23 Estimated Actuals Report. .

The complete Unaudited Actuals Financial Report is attached. The complete report and supporting information is available on the District's Website, on the Business Services Division page, under the 2022-23 LJSJ Financial Reports. A printed copy is also available for review at the District's Business Services office.

It is recommended that the Board of Trustees ratify the 2022-23 Unaudited Actuals Report and Fund Balance Changes of the District's 2023-24 Beginning Budgeted Balances be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

DB/ds

---

Superintendent's Comment:

APPROVAL RECOMMENDED.

VI-A1-1

LOWELL JOINT SCHOOL DISTRICT  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Ratification of Additional Professional Services Agreement  
with A-Tech Consulting for Hazardous Materials  
Monitoring, at Rancho Starbuck Intermediate School

ACTION/  
(RATIFICATION)

Background:

On June 11, 2018, the Lowell Joint School District Board of Trustees approved Resolution 2018-19 No. 724 ordering a School Bond Election. On November 6, 2018, the voters in the Lowell Joint School District passed measure LL. A part of Measure LL includes the repairs and upgrades to District facilities. This expenditure is subject to the purview of the Citizens Bond Oversight Committee.

Current Considerations:

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

In March 2019, the District issued an RFQ for Hazardous Materials Surveying and Testing providers. Based on the results of the scoring, A-Tech Consulting was selected to provide the District with environmental testing and identification services prior to the Rancho Starbuck Intermediate HVAC, Roofing and Fire Alarm project. On February 6, 2023, the Board of Trustees approved a Professional Services Agreement with A-Tech to perform Hazardous Materials Assessment Services at Rancho Starbuck Intermediate School for \$48,030.

In order to complete a thorough sampling, the District is requesting that A-Tech conduct the Limited Asbestos Assessment on the interior floors as well. The increase in scope resulted in an additional fee of \$1,826. This increased the total amount of the proposal to \$49,856.

Financial Implications

Financial Impact: \$1,826.00  
Funding Source: Measure LL General Obligation Fund – Fund 21.0

Recommendation:

It is recommended that the Board of Trustees ratify the additional Professional Services Agreement with A-Tech Consulting for Hazardous Materials Monitoring at Rancho Starbuck Intermediate School, effective October 3, 2023 through October 2, 2024, not to exceed \$1,826.00 (21.0-00000-0-00000-85000-6282-0110000) Measure LL (21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.

---

Superintendent's Comment:

APPROVAL RECOMMENDED.

# PROPOSAL

## Limited Asbestos Assessment

### Rancho Starbuck Intermediate School

16430 Woodbrier Drive, Building C, Library

City of Whittier

County of Los Angeles

State of California

Proposal Number: ATCH-23-0977

August 25, 2023



Prepared For:

**Lowell Joint School District**



**A-Tech Consulting, Inc.**

www.atechinc.net (800) 434-1025

CALIFORNIA • OREGON • WASHINGTON • NEVADA • ARIZONA • TEXAS



A-Tech Consulting, Inc.

# Creating a Safer Tomorrow, Today



EMERGENCY RESPONSE

FAST TURNAROUND

INNOVATIVE DATA

## INDUSTRIAL HYGIENE

- Hazard Assessment
- Water Hygiene & Resources
- Asbestos
- Mold & Bacteria
- Lead
- Public Health
- Radiation
- Smoke & Soot

## ENVIRONMENTAL ENGINEERING

- Due Diligence & Site Assessments
- 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

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

 **enviroshare**

All Your Reports  
At Your Fingertips

Scan Here



Scan Here





# A-Tech Consulting, Inc.

August 25, 2023

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

Attn: Mr. David Bennett

Re: Rancho Starbuck Intermediate School  
16430 Woodbrier Drive, Building C, Library  
Whittier, California 90604

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* conduct the Limited Asbestos 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 NESHAP, as it pertains to this project only.
- Inspection of the interior of the floors listed in this proposal 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 3-Hour laboratory analysis.
- Review of any proposed renovation plans, if available
- Report preparation including sample locations, friability evaluations and remedial recommendations.



# A-Tech Consulting, Inc.

## PRICING

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

### **LIMITED ASBESTOS ASSESSMENT – 3-Hour Laboratory Analysis**

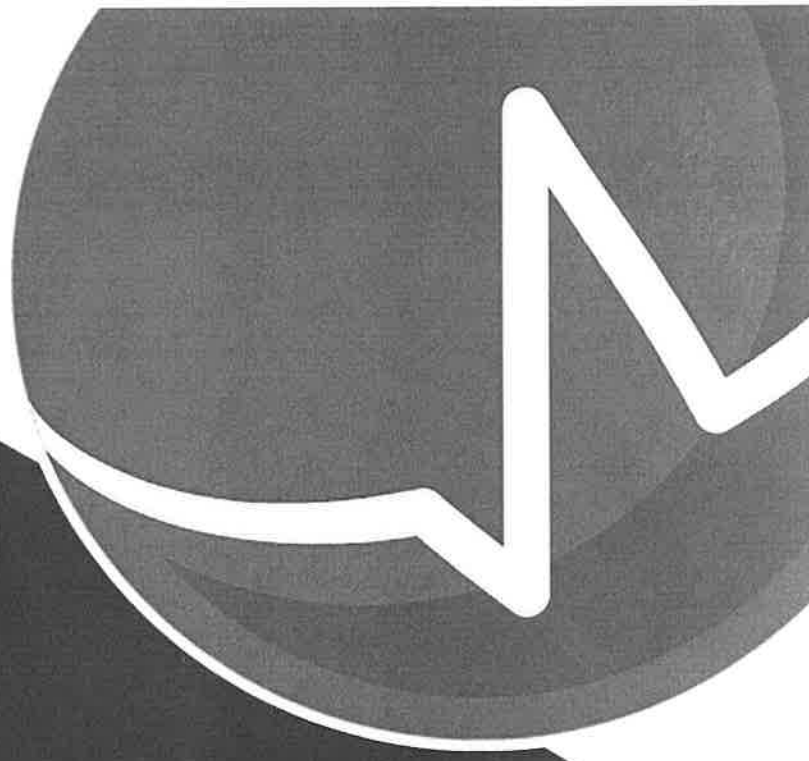
| Item   | Price          |   | Qty | Line Total        |
|--|----------------|---|-----|-------------------|
| Principal Hygienist  | \$140.00/Hour  | X | 1   | \$140.00          |
| Environmental Project Manager  | \$105.00/Hour  | X | 1   | \$105.00          |
| Certified Site Surveillance Technician (CSST) & CDPH Sampling Technician or Inspector/Assessor | \$85.00/Hour   | X | 5   | \$425.00          |
| Asbestos Bulk Samples (PLM)  | \$37.00/Sample | X | 23  | \$851.00          |
| Report Preparation and Administrative  | \$60.00/Hour   | X | 4   | \$240.00          |
| Senior Administrator   | \$65.00/Hour   | X | 1   | \$65.00           |
| <b>Total</b>   |                |   |     | <b>\$1,826.00</b> |

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](http://atechinc.net) | 800.434.1025



LOWELL JOINT SCHOOL DISTRICT  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Deductive Change Order from Forma Engineering and Contracting, Inc., for the Meadow Green Elementary School Slope Bank Restoration Project (Bid #2223-03)

ACTION

---

Background:

On June 12, 2023, the Board of Trustees approved an award of contract agreement with Forma Engineering and Contracting, Inc., for the Slope Bank Restoration at Meadow Green Elementary School. When the contract was awarded, there was a built in allowance amount of \$150,000.

Current Considerations:

During the project, the District was able to reduce scope of work on the project which resulted in a cost savings. To recognize the savings, Forma Engineering and Contracting issued Deductive Change Order #1. The original scope of work had a cost of \$1,099,429. This deductive change order is to return the balance of the unused funds and allowance of \$404,060 back to the District.

Financial Implications

|                   |   |
|-------------------|---|
| Financial Impact: | (\$404,060.00)  |
| Funding Source:   | Fund 14.0 - Deferred Maintenance                        |
|                   | Fund 40.0 - Special Reserve for Capital Outlay Projects |

Recommendation:

It is recommended that the Board of Trustees, approve the Deductive Change Order No. 1, Forma Engineering and Contracting, Inc., for the Meadow Green Elementary School Slope Bank Restoration Project, effective October 3, 2023, not to exceed (\$404,060.00), and that the Superintendent or designee be authorized to execute the necessary documents.

---

Superintendent's Comment:

APPROVAL RECOMMENDED.

**Forma Engineering  
& Contracting Inc**

13681 Newport Ave STE 8-318  
Tustin, CA  
714 936-9376

**Lowell Joint School District  
11019 Valley Home Ave  
Whittier, CA 90603  
Mr. David Bennett  
Assistant Superintendent of Business Services**

DATE: 9/15/23  
CHANGE ORDER NO: 1  
BID No. 2223-03  
OUR JOB NO: 0101-23  
OUR PROPOSAL NO: 0101-23  
ARCHITECT C.O. NO: 01  
EFFECTIVE DATE: 10/3/23

Subject to all the provisions of this Change Order, you are hereby directed to make the following change(s):

|  |                  |                    |
|--|------------------|--------------------|
| <b>Attached breakdown for adjusted scope</b> |                  |                    |
|  | <b>SUBTOTALS</b> | <b>-404,060.00</b> |
| <b>SALES TAXES @</b>                         | <b>0.00%</b>     | <b>0.00</b>        |

The foregoing change(s) will alter the price provided in your Subcontract/Purchase Order by:

**Add or (Deduct) of: -404,060.00**

|  |                            |
|--|----------------------------|
| Original Subcontract /Purchase Order Amount: | <u>1,099,429.00</u>        |
| Previous Change Orders through: <u>00</u>    | <u>\$0.00</u>              |
| Amount of this CO No. <u>01</u>              | <u>-\$404,060.00</u>       |
| <b>REVISED PURCHASE ORDER AMOUNT:</b>        | <b><u>\$695,369.00</u></b> |

**When this Change Order is signed by both parties, it constitutes their agreement:**

- (A) That the Subcontract/Purchase Order price is adjusted as shown above and that no further adjustment in that price by reason of the change(s) provided herein shall be made; and
- (B) That all the terms and conditions of the Subcontract/Purchase Order, except as modified by this and any previous changes shall remain in full force and effect and apply to the work as so changed.

ACCEPTED AND AGREED:

DATE: \_\_\_\_\_

By: Kurt Hauke 

By: \_\_\_\_\_

Title: CFO

Title: \_\_\_\_\_

## Scope Adjustments to BID 2223-03

- **Delete** -Entire scope of landscaping Described in GBA Plan sheets Date 03/14/23, L101 through L-202
- **Add**-Landscape planting and Irrigation Per GBA ASI Dated 07/11/23, L101 through L-202
- **Delete**- Retaining wall scope described in detail 24,27,20 and 15/A-007
  
- **Delete**- lower mow strip detail 31/A-007
- **Revise**- Scope of grading to spreading and compacting existing hillside grade and re distributing soils placed on the slope.
- **Add**- Redistribute and compact approximately 500 yards of spoils to east slope to reinforce fencing curbing.
- **Add**-Chain-link Fencing per details 16,17,22/A007 and 1/ A006 (Improvement Plan
- **Revise**- Detail 29/A007 to a single monolithic pour instead of two pours and extend this scope to silver Grove dr. under the new fencing.
- **Revise**- Temp fencing requirement to as need along Grove dale and silver grove without privacy screening and none along to bottom of the Hill (lay down Area) as described in addenda 1 and 2
- **Delete**- removal of 4 trees along Silver Grove Dr, A-005
- **ADD**- Prune (7) Existing trees and remove (4) existing stumps and Grind below surface.
- **Delete**- \$150,000 Cash allowance as required on the BID FORM 1
- **Add**- replacement of 43 lf. of 4' fencing at southwest corner of field, remove existing asphalt walkway.
- **Add**- enlarge southwest double Drive gate from 6'-0" wide to 10'-0" wide.
- **Add**- Quick shipping costs for perimeter fencing fabric to meet compressed construction schedule.
- **Add**- replacement of 80 ln ft of 6'-0" high fencing and posts between Options portable and Kinder play Yard.
- **Add** – revise fencing location along Grove dale Dr. at kinder play yard. Remove city placed curb, rework irrigation and re Grade and add soil to against existing walk.
- **Add**- increase curb depth from 12" deep to 24" deep to resolve extreme slope along options portable.
- **Add**- patching and blending of new Kitchen refrigerator floor.
- **Add**-remove and replace approximately 600 sq ft of flatwork adjacent to portable building #28
- **Add**-Replace existing gate hinge side post behind Building #3
- **Add**- 207 ln ft of Navy 85% privacy fabric along Kinder play yard.
- **Revise**- Large walk gate by Options and kinder Entrance to use a "Double Lock System" for security
- **Add**-Asphalt drive replacement and grade blending @south western gate (Silver grove Dr.)

Original Bid Amount

\$1,099,429.00

Deductive Change Order for Adjusted Scope

(\$404,060.00)

New Contract Amount

**\$695,369.00**

LOWELL JOINT SCHOOL DISTRICT  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Deductive Change Order from Post Bros Construction Co., for Maybrook Interim Housing Phase II for Rancho Starbuck Intermediate School Project ACTION

Background:

On June 11, 2018, the Lowell Joint School District Board of Trustees approved Resolution 2018-19 No. 724 ordering a School Bond Election. On November 6, 2018, the voters in the Lowell Joint School District passed measure LL. A part of Measure LL includes the repairs and upgrades to District facilities. This transaction is subject to the purview of the Citizens Bond Oversight Committee.

Current Considerations:

On March 6, 2023, the Board of Trustees approved the agreement with Post Bros Construction Co., for \$323,729 for the Demolition and Grading work at the Maybrook Interim Housing Phase II for Rancho Starbuck Intermediate School Project. When the contract was awarded, there was a built in total project contingency amount of \$200,000. This deductive change order, is to return the balance of the unused allowance of \$8,416.92 back to the measure LL Bond Fund.

Financial Implications

|                   |  |
|-------------------|--|
| Financial Impact: | (\$8,416.92)                                   |
| Funding Source:   | Measure LL General Obligation Fund – Fund 21.0 |

Recommendation:

It is recommended that the Board of Trustees, approve Deductive Change Order from Post Bros Construction Co., for Maybrook Interim Housing Phase II for Rancho Starbuck Intermediate School Project, effective October 3, 2023, not to exceed (\$8,416.92), Measure LL (21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.

---

Superintendent's Comment:

APPROVAL RECOMMENDED.



**Post Bros**  
Construction Co.  
2967 E Coronado St  
Anaheim Ca 92806  
714-632-5290  
A lic 1074904

---

Date: 9/21/23

**COR #10**  
**Maybrook Elementary School**

**Credit remaining allowance**

|        |      |               |               |
|--------|------|---------------|---------------|
| Credit | 1 LS | \$ (8,416.92) | \$ (8,416.92) |
|        |      | Total         | \$ (8,416.92) |

LOWELL JOINT SCHOOL DISTRICT  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Acceptance of the Lowell Joint School District Long Range Facilities Master Plan ACTION

Background:

On June 14, 2021, the Board of Trustees accepted and approved the Facilities Master Plan which set forth the road map for Lowell Joint Facilities for decades to come. A Long Range Facilities Master Plan is an essential tool for reviewing a school district's facilities, determining recommended improvements, and exploring available resources. The plan is also an important district tool to identify facilities needs related to projected student enrollment, calculate classroom capacity, assess facility conditions, identify improvements needed, and identify funding options and opportunities.

It is good practice to refresh the plan periodically to update completed projects, and to reflect changes in vision related to District facilities. This report provides a framework for the District to focus on improving its existing facilities and to develop a plan to prioritize facilities needs and to pursue the financial resources to fund the priority improvements. The complete copy of the Facilities Master Plan will be accessible on the LJSD website once accepted by the Board of Trustees.

Financial Implications:

There is no fiscal impact in accepting the Master Facilities Plan. Costs will be identified as facility projects are selected and prioritized.

Recommendation:

It is recommended that the Board of Trustees accept the Lowell Joint School District Master Facilities Plan, and that the Superintendent or designee be authorized to execute the necessary documents.

---

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Resolution No. 906 Regarding Sufficiency of  
Instructional Materials for 2023/2024

PUBLIC HEARING/  
ACTION/  
(RESOLUTION)

Pursuant to *Education Code* Section 60119, California school districts must adopt a resolution that determines steps to ensure availability of textbooks and instructional materials for the 2023/2024 school year.

It is recommended that the Board adopt the annual resolution using the adopted State guidelines. The District posted a "Notice of Public Hearing" from September 21, 2023 through October 2, 2023, at each of the school sites and at the Lowell Joint School District Office.

It is recommended that following the public hearing, Resolution 2023/2024 No. 906 Regarding Sufficiency of Instructional Materials for 2023/2024 be adopted, and that the Superintendent or designee be authorized to execute the necessary documents.

Attachment

---

Superintendent's Comment:

ADOPTION BY MAJORITY ROLL CALL VOTE RECOMMENDED.



**LOWELL JOINT SCHOOL DISTRICT**

**RESOLUTION 2023/2024 NO. 906**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
LOWELL JOINT SCHOOL DISTRICT,  
LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,  
REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS FOR 2023/2024**

**WHEREAS,** Education Code Section 60119 establishes steps and procedures to ensure the availability of textbooks and instructional materials in order to be eligible to receive funds for that purpose; and

**WHEREAS,** the procedures require that school districts take appropriate action to ensure the availability of textbooks and instructional materials on a yearly basis; and

**WHEREAS,** pursuant to Education Code Sections 60119, the Board is required to hold a public hearing to encourage participation by parents, teachers, members of the community interested in the affairs of the school district, and bargaining unit leaders; and

**WHEREAS,** the Board is required to provide ten days notice of the public hearing or hearings; and

**WHEREAS,** the notice shall contain the time, place, and purpose of the hearing and be posted in three public places within the school district; and

**WHEREAS,** the hearing shall be held at a time that will encourage the attendance of teachers and parents and guardians of students who attend the schools in the District and shall not take place during or immediately following school hours; and

**WHEREAS,** the Board of Trustees of a school district, as part of the required hearing, shall also make a written determination as to whether each student enrolled has sufficient textbooks or instructional materials that are consistent with the content of the curriculum frameworks adopted by the State Board of those subjects; and

**WHEREAS,** a public hearing was held on Monday October 2, 2023, at 7:30 p.m. which is on or before the eighth week of school; and

**WHEREAS,** the Board of Trustees is required to make a determination, through a resolution, as to whether each student in each school in the District has sufficient textbooks or instructional materials, or both, that are aligned to the content standards adopted pursuant to Education Code Section 60605 and Education Code 33126 in each of the following subjects, as appropriate, that are consistent with the content of the curriculum frameworks adopted by the State Board:

- (a) Mathematics
- (b) Science

- (c) History/Social Science
- (d) English/Language Arts, including the English language development component of an adopted program
- (e) Visual and performing arts

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees makes the determination that each student of the District has available sufficient textbooks or instructional materials, or both, that are aligned to the content standards adopted pursuant to Education Code Section 60605 and Education Code Section 33126 in each subject listed above, consistent with the content and consistent with the cycles and content of the curriculum framework adopted by the State Board.

**BE IT FURTHER RESOLVED**, that for the 2023/2024 school year, the Lowell Joint School District has provided each student with sufficient textbooks or instructional materials, or both, that are consistent with the content and cycles of the curriculum frameworks adopted by the State Board.

**APPROVED AND ADOPTED** this 2<sup>nd</sup> day of October, 2023, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 2<sup>nd</sup> day of October, 2023, and passed by a unanimous vote of those present.

**IN WITNESS WHEREOF**, I have hereunto set my hand and seal this 2<sup>nd</sup> day of October 2023.

---

Jim Coombs, Secretary to the Board of Trustees

## **NOTICE OF PUBLIC HEARING LOWELL JOINT SCHOOL DISTRICT**

**Lowell Joint School District will hold a Public Hearing pursuant to Education Code Sections 60119. The District is required to hold a public hearing to encourage participation by parents, teachers, members of the community interested in the affairs of the School District, and bargaining unit leaders.**

**NOTICE IS HEREBY GIVEN** that the Board of Trustees of the Lowell Joint School District at its regular meeting to be held on October 2, 2023, will hold a public hearing at which the Board of Trustees shall make a written determination as to whether each pupil in each school in the District has sufficient textbooks or instructional materials, or both, that are aligned to the content standards adopted pursuant to Section 60605 or 60605.8 in each of the following subjects, as appropriate, that are consistent with the content of the curriculum framework adopted by the State Board: mathematics, science, history/social science, English/language arts, including the English language development component of an adopted program.

The October 2, 2023, Board meeting of the District will begin at 7:30 p.m. in the Board Room located at 11019 Valley Home Avenue, Whittier, CA 90603.

Questions and/or comments should be directed to Jim Coombs, Superintendent, or Dr. Sheri McDonald, Assistant Superintendent of Education Services at (562) 943-0211.



**Lowell Joint  
School District**

*A Tradition of Excellence Since 1906*

**Principal Verification Statement  
Instructional Materials Sufficiency**

School Name: El Portal

Principal: Amanda Malm

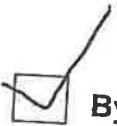
**BOTH BOXES MUST BE CHECKED TO COMPLETE THIS FORM**

**Uniform Complaint Procedure (UCP)**



By checking this box,

I confirm the current Uniform Complaint Procedure is visibly posted in all classrooms. In classrooms where the native language of 15% or more of the pupils is a language other than English, the notice is also in this language.



By checking this box,

I confirm on 9/20/23, our school had sufficient instructional materials, including textbooks and access to a device/Wi-Fi, for each student for the 2023-2024 school year. I agree to maintain sufficiency of instructional materials throughout the school year as enrollments change.

Principal Signature

*Amanda Malm*

Date

9/20/23



**Lowell Joint  
School District**

*A Tradition of Excellence Since 1906*

**Principal Verification Statement  
Instructional Materials Sufficiency**

School Name: Jordan

Principal: Marikatherine Elmquist

**BOTH BOXES MUST BE CHECKED TO COMPLETE THIS FORM**

***Uniform Complaint Procedure (UCP)***

By checking this box,

I confirm the current Uniform Complaint Procedure is visibly posted in all classrooms. In classrooms where the native language of 15% or more of the pupils is a language other than English, the notice is also in this language.

By checking this box,

I confirm on September 20, 2023, our school had sufficient instructional materials, including textbooks and access to a device/Wi-Fi, for each student for the 2023-2024 school year. I agree to maintain sufficiency of instructional materials throughout the school year as enrollments change.

Principal Signature Marikatherine Elmquist Date 09/20/2023



**Lowell Joint  
School District**

*A Tradition of Excellence Since 1906*

**Principal Verification Statement  
Instructional Materials Sufficiency**

**School Name: Olita School**

**Principal: Krista Van Hoogmoed**

**BOTH BOXES MUST BE CHECKED TO COMPLETE THIS FORM**

***Uniform Complaint Procedure (UCP)***

By checking this box,

I confirm the current Uniform Complaint Procedure is visibly posted in all classrooms. In classrooms where the native language of 15% or more of the pupils is a language other than English, the notice is also in this language.

By checking this box,

I confirm on September 20, 2023, our school had sufficient instructional materials, including textbooks and access to a device/Wi-Fi, for each student for the 2023-2024 school year. I agree to maintain sufficiency of instructional materials throughout the school year as enrollments change.

**Principal Signature**

*K. Jacobsen*

**Date 9/20/23**



**Lowell Joint  
School District**

*A Tradition of Excellence Since 1906*

**Principal Verification Statement  
Instructional Materials Sufficiency**

School Name: Meadow Green

Principal: Matt Cukro

**BOTH BOXES MUST BE CHECKED TO COMPLETE THIS FORM**

**Uniform Complaint Procedure (UCP)**

By checking this box,

I confirm the current Uniform Complaint Procedure is visibly posted in all classrooms. In classrooms where the native language of 15% or more of the pupils is a language other than English, the notice is also in this language.

By checking this box,

I confirm on 9-22-2023, our school had sufficient instructional materials, including textbooks and access to a device/Wi-Fi, for each student for the 2023-2024 school year. I agree to maintain sufficiency of instructional materials throughout the school year as enrollments change.

Principal Signature

Date

9-22-2023



**Lowell Joint  
School District**

*A Tradition of Excellence Since 1906*

**Principal Verification Statement  
Instructional Materials Sufficiency**

**School Name: Olita School**

**Principal: Krista Van Hoogmoed**

**BOTH BOXES MUST BE CHECKED TO COMPLETE THIS FORM**

***Uniform Complaint Procedure (UCP)***



By checking this box,

**I confirm the current Uniform Complaint Procedure is visibly posted in all classrooms. In classrooms where the native language of 15% or more of the pupils is a language other than English, the notice is also in this language.**



By checking this box,

**I confirm on September 20, 2023, our school had sufficient instructional materials, including textbooks and access to a device/Wi-Fi, for each student for the 2023-2024 school year. I agree to maintain sufficiency of instructional materials throughout the school year as enrollments change.**

**Principal Signature** \_\_\_\_\_

**Date 9/20/23**





Lowell Joint  
School District

*A Tradition of Excellence Since 1906*

**Principal Verification Statement  
Instructional Materials Sufficiency**

School Name: Rancho-starbuck

Principal: Jennifer Jackson

**BOTH BOXES MUST BE CHECKED TO COMPLETE THIS FORM**

**Uniform Complaint Procedure (UCP)**

By checking this box,

I confirm the current Uniform Complaint Procedure is visibly posted in all classrooms. In classrooms where the native language of 15% or more of the pupils is a language other than English, the notice is also in this language.

By checking this box,

I confirm on 9/20/2023, our school had sufficient instructional materials, including textbooks and access to a device/Wi-Fi, for each student for the 2023-2024 school year. I agree to maintain sufficiency of instructional materials throughout the school year as enrollments change.

Principal Signature

Jennifer Jackson

Date

9/20/2023

LOWELL JOINT SCHOOL DISTRICT  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Presentation of Student Achievement for INFORMATION  
2022/2023 School Year

The presentation is informational to share the data for Annual Student Achievement in the areas of English Language Arts, Math and Physical Fitness during the 2022/2023 school year.

---

Superintendent's Comment:

APPROVAL RECOMMENDED.

VIII-B1-1

LOWELL JOINT SCHOOL DISTRICT  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Resolution 2023/2024 No. 907 Declaring October  
9-13, 2023 as "National School Lunch Week"

ACTION/  
(RESOLUTION)

National School Lunch Week was created in 1962 by President John F. Kennedy to promote the importance of a healthy school lunch in a child's life and the impact it has inside and outside of the classroom.

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

It is recommended that Resolution 2023/2024 No. 907 supporting October 9-13, 2023 "National School Lunch 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 RECOMMENDED.

**LOWELL JOINT SCHOOL DISTRICT**

**RESOLUTION 2023/2024 NO. 907  
RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
LOWELL JOINT SCHOOL DISTRICT  
OF LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,  
DECLARING NATIONAL SCHOOL LUNCH WEEK OCTOBER 9-13, 2023**

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

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

**WHEREAS**, the School Lunch 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 October 9-13, 2023, as "NATIONAL SCHOOL LUNCH WEEK" and devote this week to the recognition of the dedicated and hardworking people who make the School Lunch 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 Lunch.

**APPROVED AND ADOPTED** this 2<sup>nd</sup> day of October, 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 2<sup>nd</sup> day of October, 2023, and passed by a unanimous vote of those present.

**IN WITNESS WHEREOF**, I have hereunto set my hand and seal this 2<sup>nd</sup> day of October, 2023.

---

Jim Coombs, Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Memorandum of Understanding Between Hazel Health and Lowell Joint School District for the school year 2023/2024 ACTION/  
(RATIFICATION)

Hazel Health provides clinical services for students residing in Lowell Joint School District as appropriate through a telehealth modality, via referral, and with caregiver consent. The District seeks placements outside of the District when it does not have an appropriate program and services to address a student's significant needs.

The purpose of this Memorandum of Understanding is to enter into an agreement with Hazel Health to improve the access of students district wide to certain behavioral health services through a virtual platform at no cost to the District or its students.

It is recommended the Memorandum of Understanding between Hazel Health and Lowell Joint School District for the period of July 1, 2023 through December 31, 2024 be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

---

Superintendent's Comment:

APPROVAL RECOMMENDED.

September 5, 2023

To: District Superintendents  
Assistant Superintendents of Business  
Assistant Superintendents of Human Resources  
Assistant Superintendents of Instructions  
IT Directors  
Mental Health Leads

From: Educational Services Team

**Subject: Overview of Proposed Teletherapy Services Agreement with  
Hazel Health, Inc. and Telehealth Services USA**

The significant impact that COVID-19 had on the behavioral health of children and youth highlighted the need to build capacity for a continuum of behavioral health treatment. In response to this mental health crisis, California passed the Children and Youth Behavioral Health Initiative (CYBHI) to create an innovative and prevention-focused behavioral health system where all children and youth are routinely screened, supported, and served for emerging and existing behavioral health needs.

With CYBHI funding, the Department of Health Care Services (DHCS) created the Student Behavioral Health Incentive Program (SBHIP) designating \$389 million over a three-year period for Medi-Cal managed care plans to increase access to preventive, early intervention, and behavioral health services by school school-affiliated behavioral health providers for TK-12 children in public schools. Through some SBHIP funds, CalOptima approved up to \$8.4 million in funding to Hazel Health, Inc. and Telehealth Services USA (Hazel Health) to provide telehealth counseling services through a telehealth platform that can be accessed by the 442,000 public school students in Orange County.

Hazel Health provides a telehealth platform that facilitates access to telehealth services. For districts that enter an agreement with Hazel Health, CalOptima will fund Hazel Health's platform fee of \$12 per student enrolled in the district regardless of whether the student uses Hazel Health's behavioral telehealth services. There should be no cost, including co-pays or out-of-pocket expenses, to districts or to parents/guardians who access Hazel Health's behavioral telehealth services. Under SBHIP, Hazel Health may seek reimbursement from Medi-Cal and/or private health insurance for telehealth services provided.

For students to access telehealth services, districts must enter a services agreement with Hazel Health. To assist districts, a team from the Orange County Department of Education that included Educational Services, Legal Services, Information Technology, and consultation with Alliance of Schools for Cooperative Insurance Programs, worked with Hazel Health to create a draft services agreement that can be used by districts. We recognize that districts have unique needs or circumstances that may require a more tailored approach. Therefore, we encourage

districts to carefully examine and adjust the draft services agreement to align more closely with the specific goals, resources, and operational needs of each school district.

### **Key Areas for Review**

To access behavioral telehealth services, school districts must enter into services agreement with Hazel Health. In line with OCDE's dedication to transparency and fostering successful partnerships, below is a discussion of key areas of significant importance that should be considered by each district as part of its review of the proposed services agreement:

#### **1. Scope of Services**

It is essential to clearly define the scope of services, response times, and emergency protocols to ensure the effective delivery of telehealth services without significantly impacting instructional time or the overall educational environment. According to Hazel Health's website, Hazel Health provides telehealth services to 55 districts in California, including some of the largest school districts (Los Angeles Unified, San Diego Unified, and Long Beach Unified). We were not provided information about the number of practitioners employed by Hazel Health or its capacity to meet the potential service needs of Orange County districts. We encourage districts interested in securing telehealth services to speak with other districts regarding their experience with accessing telehealth services through Hazel Health. This may provide valuable insights into the operational aspects and successful execution of these services.

#### **2. Facility Requirements**

Hazel Health's behavioral telehealth services are accessible both from the student's home and from the school site. In the school setting, the proposed services agreement requires that the district provide a dedicated private space at each participating school site. (See Exhibit C). This private space is for video sessions with a Hazel Health practitioner and must be in a secure environment where students can engage in confidential communications. Additionally, the designated private space must permit a school staff member to visually supervise the student throughout the session but still preserve the student's privacy and confidential communications.

#### **3. Staffing Requirements**

The school district must identify and designate school employees responsible for student referrals and service initiation. (See Exhibit C). The "referrer" is responsible for making referrals to Hazel Health. The "initiator" verifies signed parental consent, retrieves/escorts students from their classes, launch the application to initiate the telehealth visit, and keeps visual supervision during the student's telehealth session.

#### **4. FERPA Compliance**

The Family Educational Rights and Privacy Act (FERPA) and Education Code section 49060 *et seq.* safeguard the privacy of student educational records. Section 6 of the proposed services

agreement outlines the student information that Hazel Health requires before a district and/or parent may refer for services. After careful consideration, we determined that the information required for a referral to Hazel Health is personally identifiable information (PII) that requires parent consent to release. We encourage districts to use its release of information forms permitting the release of the information required for a referral: the student's name, date of birth, sex/gender, current school, and parent's name, parent's phone number, and parent's relationship association.

Hazel Health proposes a broad approach to the distribution of release of information forms. Instead of providing these forms to individual parents/students upon a referral for services, Hazel Health suggests a widespread distribution to all students within the school district permitting this information to be released and uploaded to Hazel Health's database in advance of district or parent referral. As long as parents are aware that the release of information is voluntary and sign the release of information, this broader strategy is permitted.

Prior to implementing telehealth services, Hazel Health will obtain informed parental consent including a release of information that Hazel Health indicates adheres to FERPA and other guidelines, such as, the Health Insurance Portability and Accountability Act. Although Hazel Health uses its own consent form, we recommend that districts rely on its release of information forms. While Hazel Health's form may permit Hazel Health to share information with the district, we recommend that the district separately consider the scope of PII that may be shared with Hazel Health under the district's release of information form signed by the parent.

## **5. Infrastructure Requirements**

To access telehealth services, Hazel Health's application requires consistent Wi-Fi access throughout the school day of 1.5 Mbps download, 500 Kbps upload.

## **6. Students with an IEP or 504 Plan**

Hazel Health's behavioral telehealth services are intended as a short-term Tier 2 intervention available to all students, including special education students. As a general education intervention, the telehealth services are not intended to be included in a student's individualized education plan (IEP) or Section 504 Plan. When students with an IEP or a Section 504 Plan participates in Hazel Health services, it is imperative that school personnel are trained to promptly notify special education staff so that they may assess whether convening an IEP team or a 504 plan team meeting is warranted to discuss whether the student requires additional services to be incorporated into their IEP or 504 Plan as part of a free appropriate public education. Hazel Health is required to notify the school district when a student initiates a referral independently of the school. (Section 2.7.4).

## **7. Hazel Health's Consent for Services and Identity Verification Protocol**

The district may approve the template Hazel Health will use to obtain parental consent for services prior to the initiation of any services. (See Section 4.3) Notably, Section 4 provides specific provisions that should be incorporated into Hazel Health's consent for services form.



Furthermore, Hazel Health must establish written protocols for verifying the identity of students participating in behavioral telehealth services that are subject to the school district's approval. (Section 4.7).

Significantly, Hazel Health has committed to translate and/or offer in alternative format all writings and/or print materials related to Hazel Health that are distributed to students, parents, and/or guardian.

## **8. Fingerprinting**

Hazel Health will ensure that all employees undergo fingerprinting. District may require that Hazel Health include the district's originating agency identifier (ORI) so that the district may have direct access to Hazel Health employee's criminal history information. (Section 5)

## **9. Equipment**

Hazel Health is responsible for supplying all the required equipment, tools, materials, and training described in the agreement. (Exhibit B). However, the agreement lacks details regarding the quantity or specific count of each equipment item. Furthermore, while Hazel commits to equipment replacement on an as needed basis, the agreement doesn't provide procedure, or any limitations associated with such replacement.

We hope this summary of key points in the proposed master services agreement is helpful as you review and consider entering an agreement with Hazel Health to offer telehealth services to students. Our team is fully committed to supporting Orange County school districts in obtaining high-quality telehealth services, and we believe that by addressing these considerations at the outset will pave the way for a successful partnership with Hazel Health.

LOWELL JOINT SCHOOL DISTRICT  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Independent Contract with Little Ears  
Therapy Center for speech services for the 2023-2024  
School Year

ACTION/  
(RATIFICATION)

Arrangements have been made with Little Ears Therapy Center during the 2023/2024 school year, to provide speech services for a district student, not to exceed 30 hours. A District contracts with an Independent Consultant when it does not have staff available to meet the service requirements documented in a student's Individual Education Plan (IEP).

The contract would cover the period of July 1, 2023 through June 30, 2024. Services will be rendered at a total fee not to exceed Four Thousand Dollars (\$4,000.00) To be **paid from out of home care funds.**

It is recommended that the independent consultant agreement with Little Ears Therapy Center for Speech and Language services for the 2023-2024 School Year be approved, 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.

---

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Independent Contract with Dynamic Vision  
Optometry / Kohtz & Spurling for an Independent  
Educational Evaluation (IEE) for the 2023-2024 School  
Year

ACTION/  
(RATIFICATION)

Arrangements have been made with Dynamic Vision Optometry / Kohtz & Spurling, during the 2023/2024 school year, to conduct an Independent Educational Evaluation (IEE) in vision therapy for a district student. A District contracts with an Independent Consultant when it does not have staff available to meet the service requirements documented in a student's Individual Education Plan (IEP).

The contract would cover the period of July 1, 2023 through June 30, 2024. Services will be rendered at a total fee not to exceed One Thousand Five Hundred Dollars (\$1,500.00).

It is recommended that the independent consultant agreement with Dynamic Vision Optometry / Kohtz & Spurling for an Independent Educational Evaluation (IEE) in vision therapy for the 2023/2024 School Year be approved, for an estimated cost not to exceed \$1,500.00, and that the Superintendent or designee be authorized to execute the agreement.

---

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
October 2, 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 2023/2024 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 2023/2024 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 2023/2024 school year be approved, at the rate of \$60.00 and \$80.00 per hour, not to exceed **\$200,000.00** and that the Superintendent or designee be authorized to execute the agreement.

---

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Consultant Agreement with Mr. Omar  
Morales to Provide After-School Coaching Services  
for the 2023/24 School Year

ACTION

Arrangements have been made with Mr. Omar Morales to provide after-school coaching services for the 2023/24 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. Omar Morales to provide after-school coaching services for the 2023/24 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  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Consultant Agreement with Mr. Larry  
Costello to Provide After-School Coaching Services  
for the 2023/24 School Year

ACTION

Arrangements have been made with Mr. Larry Costello to provide after-school coaching services for the 2023/24 school year. Mr. Costello 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. Larry Costello to provide after-school coaching services for the 2023/24 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  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Agreement Between CIMI Toyon Bay  
Guided Discoveries, Inc. and El Portal Elementary  
School for the Catalina Field Trip on Monday, March  
11, 2024 through Wednesday, March 13, 2024 ACTION

The purpose of this agreement is that GDI operates CIMI Toyon Bay (“CAMP Program”) at the camp site located at Catalina Island (“Site”) and El Portal desires to participate in the CIMI Toyon Bay Program on Monday, March 11, 2024 (the “Arrival Date”) through Wednesday, March 13, 2024 (the “Departure Date”). Expenditures not to exceed \$35,000, to be paid from El Portal Site Donation Account.

As of the Effective Date (as defined above), the number of estimated students and Chaperones that Group will enroll for the Program Dates is 85 students and 7 Chaperones.

El Portal shall pay GDI the following rates for the CIMI Toyon Bay Program (the “Program Fees”): (i) \$355.00 per student participant; (ii) \$0 for the Group Leader; (iii) \$177.50 for the Chaperone assigned to each Program Group; and (iv) for any additional Chaperones.

It is recommended approve the agreement between CIMI Toyon Bay Guided Discoveries, Inc. and El Portal Elementary School for the field trip on Monday, March 11, 2024 through Wednesday, March 13, 2024, not to exceed \$35,000, to be paid from El Portal site donation account, be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

---

Superintendent’s Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
October 2, 2023

To: President Shaw and Members, Board of Trustees  
From: Jim Coombs, Superintendent of Schools  
Subject: Purchase Order Report 2023/24 #3

ACTION/  
(RATFCATON)

In accordance with the law, Purchase Order Report 2023/24 #3 is recommended for approval. The report lists all purchase orders issued August 1, 2023 through August 31 2023.

DB: ds

---

Superintendent's Comment:

APPROVAL RECOMMENDED.



**LOWELL JOINT SD  
PURCHASE ORDER DETAIL REPORT**

BOARD OF TRUSTEES MEETING 10/02/2023

FROM 08/01/2023 TO 08/31/2023

| <u>PO NUMBER</u> | <u>VENDOR</u>                  | <u>PO TOTAL</u> | <u>ACCOUNT AMOUNT</u> | <u>ACCOUNT NUMBER</u>                   | <u>PSEUDO / OBJECT DESCRIPTION</u>       |
|------------------|--------------------------------|-----------------|-----------------------|---|--|
| T99F0007         | ORBIT EVENT RENTALS            | 36,250.62       | 36,250.62             | 2121-0000-0-6400-0000-8500-115-00000000 | RS/Interim Maybrook / Equipment          |
| T99F0008         | TARGET SPECIALTY PRODUCTS      | 347.05          | 347.05                | 0101-0000-0-4300-0000-8111-025-00000000 | GF-Unrest-Not Applicable / Materials and |
| T99F0009         | AAA ELECTRIC MOTOR SALES & SER | 1,739.99        | 1,739.99              | 0101-0000-0-5630-0000-8110-008-00000000 | GF-Unrest-Not Applicable / Repairs or    |
| T99F0010         | UNITED RENTALS (NORTH AMERICA) | 4,089.99        | 4,089.99              | 0101-0000-0-5610-0000-8110-025-00000000 | GF-Unrest-Not Applicable / Rentals &     |
| T99F0011         | ORBIT EVENT RENTALS            | 1,242.80        | 1,242.80              | 2121-0000-0-4300-0000-8500-115-00000000 | RS/Interim Maybrook / Materials and      |
| T99F0012         | BUG FLIP                       | 1,850.00        | 1,850.00              | 0101-0000-0-5630-0000-8110-001-00000000 | GF-Unrest-Not Applicable / Repairs or    |
| T99F0013         | CINTAS FIRE PROTECTION         | 1,471.76        | 1,471.76              | 0101-0000-0-5630-0000-8110-008-00000000 | GF-Unrest-Not Applicable / Repairs or    |
| T99F0014         | CINTAS FIRE PROTECTION         | 518.54          | 518.54                | 0101-0000-0-5630-0000-8110-015-00000000 | GF-Unrest-Not Applicable / Repairs or    |
| T99F0015         | CINTAS FIRE PROTECTION         | 511.09          | 511.09                | 0101-0000-0-5630-0000-8110-025-00000000 | GF-Unrest-Not Applicable / Repairs or    |
| T99F0016         | CINTAS FIRE PROTECTION         | 276.05          | 276.05                | 0101-0000-0-5630-0000-8110-012-00000000 | GF-Unrest-Not Applicable / Repairs or    |
| T99F0017         | CINTAS FIRE PROTECTION         | 969.76          | 969.76                | 0101-0000-0-5630-0000-8110-009-00000000 | GF-Unrest-Not Applicable / Repairs or    |
| T99F0018         | CINTAS FIRE PROTECTION         | 596.43          | 596.43                | 0101-0000-0-5630-0000-8110-006-00000000 | GF-Unrest-Not Applicable / Repairs or    |
| T99F0019         | CINTAS FIRE PROTECTION         | 1,088.04        | 1,088.04              | 0101-0000-0-5630-0000-8110-004-00000000 | GF-Unrest-Not Applicable / Repairs or    |
| T99F0020         | CINTAS FIRE PROTECTION         | 1,544.50        | 1,544.50              | 0101-0000-0-5630-0000-8110-001-00000000 | GF-Unrest-Not Applicable / Repairs or    |
| T99F0021         | ICS SERVICE COMPANY            | 800.74          | 800.74                | 0101-0000-0-5630-0000-8110-006-00000000 | GF-Unrest-Not Applicable / Repairs or    |
| T99M0027         | AMERICAN EXPRESS               | 173.42          | 173.42                | 0101-0000-0-5630-0000-8110-006-00000000 | GF-Unrest-Not Applicable / Repairs or    |
| T99M0060         | AMERICAN EXPRESS               | 599.98          | 599.98                | 0101-0000-0-5810-0000-7100-112-00000000 | / Licenses/Technology                    |
| T99M0061         | AMERICAN EXPRESS               | 23.13           | 23.13                 | 0101-0000-0-4300-0000-7100-112-00000000 | / Materials and Supplies                 |
| T99M0063         | AMERICAN EXPRESS               | 320.55          | 320.55                | 0101-0000-0-4300-0000-7100-112-00000000 | / Materials and Supplies                 |
| T99M0086         | AMERICAN EXPRESS               | 38.58           | 38.58                 | 0101-0000-0-4300-0000-7100-112-00000000 | / Materials and Supplies                 |
| T99R0074         | BRIGHTLY SOFTWARE INC.         | 6,292.78        | 6,292.78              | 0101-0000-0-5810-0000-8110-012-00000000 | GF-Unrest-Not Applicable /               |
| T99R0076         | GLASBY MAINTENANCE SUPPLY      | 582.45          | 582.45                | 0101-8150-0-4300-0000-8200-015-00000000 | RRMA-Custodial/Maybrook / Materials an   |
| T99R0080         | FULLERTON SCHOOL DISTRICT      | 121.50          | 121.50                | 0101-0000-0-4300-0000-7100-112-00000000 | / Materials and Supplies                 |

**LOWELL JOINT SD**  
**PURCHASE ORDER DETAIL REPORT**  
 BOARD OF TRUSTEES MEETING 10/02/2023

FROM 08/01/2023 TO 08/31/2023

| <u>PO NUMBER</u> | <u>VENDOR</u>                  | <u>PO TOTAL</u> | <u>ACCOUNT AMOUNT</u> | <u>ACCOUNT NUMBER</u>                   | <u>PSEUDO / OBJECT DESCRIPTION</u>         |
|------------------|--------------------------------|-----------------|-----------------------|---|--|
| T99R0086         | DECKER EQUIPMENT               | 712.17          | 712.17                | 0101-0000-0-4300-0000-8110-008-00000000 | GF-Unrest-Not Applicable / Materials and   |
| T99R0093         | CASBO                          | 3,500.00        | 3,500.00              | 0101-0000-0-5300-0000-7200-012-00000000 | GF-Unrest-Not Applicable / Dues and        |
| T99R0097         | SPORTS JACKETS UNLIMITED       | 981.23          | 981.23                | 0101-0000-0-4300-0000-7100-112-00000000 | / Materials and Supplies                   |
| T99R0101         | RANCHO STARBUCK PTA            | 236.12          | 236.12                | 0101-0000-0-4300-0000-7200-012-00000000 | GF-Unrest-Not Applicable / Materials and   |
| T99R0104         | ELITE AIR CONDITIONING INC     | 16,835.18       | 16,835.18             | 1414-0000-0-6500-0000-8500-008-00000000 | DM-Capital Assets/MG / Equipment           |
| T99R0109         | THE HOME DEPOT PRO INSTITUTION | 212.74          | 212.74                | 0101-0000-0-4300-0000-8110-015-00000000 | GF-Unrest-Not Applicable / Materials and   |
| T99R0110         | ATKINSON ANDELSON LOYA RUUD &  | 125,000.00      | 125,000.00            | 0101-0000-0-5820-0000-7110-012-00000000 | GF-Unrest-Not Applicable / Legal, Audit, , |
| T99R0111         | TAO ROSSINI APC                | 25,000.00       | 25,000.00             | 0101-0000-0-5820-0000-7110-012-00000000 | GF-Unrest-Not Applicable / Legal, Audit, , |
| T99R0114         | SCHOOL SERVICES OF CALIFORNIA  | 275.00          | 275.00                | 0101-0000-0-5200-0000-7200-012-00000000 | GF-Unrest-Not Applicable / Travel and      |
| T99R0124         | DISTRICT ADMINISTRATION LEADER | 3,950.00        | 3,950.00              | 0101-0000-0-5300-0000-7100-112-00000000 | / Dues and Memberships                     |
| T99R0127         | RAYCOM DATA TECHNOLOGIES       | 20,148.89       | 20,148.89             | 0101-0000-0-4300-0000-7100-112-00000000 | / Materials and Supplies                   |
| T99R0131         | LA HABRA ROTARY CLUB           | 295.00          | 75.00                 | 0101-0000-0-5300-0000-7100-012-00000000 | GF-Unrest-Not Applicable / Dues and        |
|                  |                                |                 | 220.00                | 0101-0000-0-5300-0000-7100-112-00000000 | / Dues and Memberships                     |
| T99U0003         | CITY OF LA HABRA WATER DEPARTM | 45,000.00       | 11,000.00             | 0101-0000-0-5530-0000-8200-001-00000105 | Utilities/LCAP G1 A5 / Water               |
|                  |                                |                 | 34,000.00             | 0101-0000-0-5530-0000-8200-009-00000105 | Utilities/LCAP G1 A5 / Water               |
| T99U0004         | SUBURBAN WATER SYSTEMS         | 172,000.00      | 28,000.00             | 0101-0000-0-5530-0000-8200-004-00000105 | Utilities/LCAP G1 A5 / Water               |
|                  |                                |                 | 24,000.00             | 0101-0000-0-5530-0000-8200-006-00000105 | Utilities/LCAP G1 A5 / Water               |
|                  |                                |                 | 24,000.00             | 0101-0000-0-5530-0000-8200-008-00000105 | Utilities/LCAP G1 A5 / Water               |
|                  |                                |                 | 10,000.00             | 0101-0000-0-5530-0000-8200-011-00000105 | Utilities/LCAP G1 A5 / Water               |
|                  |                                |                 | 8,000.00              | 0101-0000-0-5530-0000-8200-012-00000105 | Utilities/LCAP G1 A5 / Water               |
|                  |                                |                 | 5,000.00              | 0101-0000-0-5530-0000-8200-025-00000105 | Utilities/LCAP G1 A5 / Water               |
|                  |                                |                 | 73,000.00             | 0101-0000-0-5530-0000-8200-015-00000105 | Utilities/LCAP G1 A5 / Water               |
| T99Z0041         | TARGET SPECIALTY PRODUCTS      | 1,000.00        | 1,000.00              | 0101-0000-0-4300-0000-8111-025-00000000 | GF-Unrest-Not Applicable / Materials and   |
| T99Z0043         | HADLEY TOW                     | 500.00          | 500.00                | 0101-0000-0-5630-0000-8110-025-00000000 | GF-Unrest-Not Applicable / Repairs or      |

**LOWELL JOINT SD  
PURCHASE ORDER DETAIL REPORT**

BOARD OF TRUSTEES MEETING 10/02/2023

FROM 08/01/2023 TO 08/31/2023

| <u>PO NUMBER</u> | <u>VENDOR</u>       | <u>PO TOTAL</u>   | <u>ACCOUNT AMOUNT</u> | <u>ACCOUNT NUMBER</u>                    | <u>PSEUDO / OBJECT DESCRIPTION</u>    |
|------------------|---------------------|-------------------|-----------------------|--|---------------------------------------|
| T99Z0044         | ICS SERVICE COMPANY | 1,920.00          | 240.00                | 0101-0000-0-5630-0000-8110-001-000000000 | GF-Unrest-Not Applicable / Repairs or |
|                  |                     |                   | 480.00                | 0101-0000-0-5630-0000-8110-004-000000000 | GF-Unrest-Not Applicable / Repairs or |
|                  |                     |                   | 240.00                | 0101-0000-0-5630-0000-8110-006-000000000 | GF-Unrest-Not Applicable / Repairs or |
|                  |                     |                   | 240.00                | 0101-0000-0-5630-0000-8110-008-000000000 | GF-Unrest-Not Applicable / Repairs or |
|                  |                     |                   | 240.00                | 0101-0000-0-5630-0000-8110-009-000000000 | GF-Unrest-Not Applicable / Repairs or |
|                  |                     |                   | 480.00                | 0101-0000-0-5630-0000-8110-015-000000000 | GF-Unrest-Not Applicable / Repairs or |
|                  |                     | <b>424,687.48</b> |                       |  |                                       |
|                  |                     | <b>16,835.18</b>  |                       |  |                                       |
|                  |                     | <b>37,493.42</b>  |                       |  |                                       |
|                  |                     | <b>479,016.08</b> |                       |  |                                       |

**Fund 01 Total: 424,687.48**  
**Fund 14 Total: 16,835.18**  
**Fund 21 Total: 37,493.42**  
**Total Amount of Purchase Orders: 479,016.08**

LOWELL JOINT SCHOOL DISTRICT  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Consolidated Check Register Listing Report  
2023/24 #3

ACTION/  
(RATIFICATION)

The Consolidated Check Register Listing Report 2023/24 #3 is recommended for approval.  
The consolidated check register lists all warrants issued August 1 through August 31, 2023.

DB/ds

---

Superintendent's Comment:

APPROVAL RECOMMENDED.

X-B2-1

**LOWELL JOINT SD**  
**Consolidated Check Register**  
 from 8/1/2023 to 8/31/2023

| Check       | Payee ID | Payee Name                     | Reference       | Subs Check Date | Cancel Date | Type | Status | Check Amount |
|-------------|----------|--------------------------------|-----------------|-----------------|-------------|------|--------|--------------|
| 99 00003962 | S9990001 | BEHAVIOR AND EDUCATION INC     | 5917216         | OH 08/02/2023   |             | MW   | IS     | 5,780.00     |
| 99 00003963 | E9900042 | CHELLE PRICE                   | UNUM71-9302023  | OH 08/02/2023   |             | MW   | IS     | 507.42       |
| 99 00003964 | U9900004 | SOUTHERN CALIFORNIA EDISON     | 0620072023      | OH 08/02/2023   |             | MW   | IS     | 9,765.61     |
| 99 00003965 | U9900005 | SOUTHERN CALIFORNIA GAS CO     | 0620072023      | OH 08/02/2023   |             | MW   | IS     | 95.82        |
| 99 00003966 | U9900004 | SOUTHERN CALIFORNIA EDISON     | 0622072423      | OH 08/04/2023   |             | MW   | IS     | 4,071.33     |
| 99 00003967 | V9903647 | FORMA ENGINEERING & CONTRACTIN | PAY APP 1       | OH 08/04/2023   |             | MW   | IS     | 45,288.00    |
| 99 00003968 | V9903647 | FORMA ENGINEERING & CONTRACTIN | PAY APP 1       | OH 08/04/2023   |             | MW   | IS     | 121,212.00   |
| 99 00003969 | U9900001 | CITY OF LA HABRA WATER DEPARTM | 0607071023      | OH 08/07/2023   |             | MW   | IS     | 7,989.94     |
| 99 00003970 | U9900004 | SOUTHERN CALIFORNIA EDISON     | 0701073123      | OH 08/08/2023   |             | MW   | IS     | 70.34        |
| 99 00003971 | U9900005 | SOUTHERN CALIFORNIA GAS CO     | 0627072723      | OH 08/08/2023   |             | MW   | IS     | 36.49        |
| 99 00003972 | U9900006 | SUBURBAN WATER SYSTEMS         | 181003634619    | OH 08/08/2023   |             | MW   | IS     | 3,255.43     |
| 99 00003973 | U9900008 | T-MOBILE                       | 0621072023      | OH 08/08/2023   |             | MW   | IS     | 163.04       |
| 99 00003974 | F9900002 | AAA ELECTRIC MOTOR SALES & SER | ASI-75367       | OH 08/11/2023   |             | MW   | IS     | 1,739.91     |
| 99 00003975 | V9903377 | AC PRO                         | S7871616.001    | OH 08/11/2023   |             | MW   | IS     | 191.69       |
| 99 00003976 | V9900013 | AMERICAN EXPRESS               | ZOOMJUL2023     | OH 08/11/2023   |             | MW   | IS     | 6,799.87     |
| 99 00003977 | F9900014 | BUG FLIP                       | 67803           | OH 08/11/2023   |             | MW   | IS     | 390.00       |
| 99 00003978 | V9900036 | CDW GOVERNMENT INC.            | KM98835         | OH 08/11/2023   |             | MW   | IS     | 1,015.91     |
| 99 00003979 | V9900067 | ELLISON EDUCATIONAL EQUIP.     | SI171914        | OH 08/11/2023   |             | MW   | IS     | 39.52        |
| 99 00003980 | V9900073 | FITNESS FINDERS INC.           | INV13039        | OH 08/11/2023   |             | MW   | IS     | 506.26       |
| 99 00003981 | F9900040 | JAMES HARDWARE COMPANY         | 2307-059082     | OH 08/11/2023   |             | MW   | IS     | 186.96       |
| 99 00003982 | E9900084 | JIM COOMBS                     | MISC08072023    | OH 08/11/2023   |             | MW   | IS     | 626.46       |
| 99 00003983 | E9900256 | OWEN FISCUS                    | MILEAGE         | OH 08/11/2023   |             | MW   | IS     | 28.25        |
| 99 00003984 | F9900053 | PEST OPTION INC.               | 429327          | OH 08/11/2023   |             | MW   | IS     | 290.00       |
| 99 00003985 | F9900054 | PLUMBING WHOLESALE OUTLET      | S100694553.001  | OH 08/11/2023   |             | MW   | IS     | 227.42       |
| 99 00003986 | V9903374 | SIGLER WHOLESALE DISTRIBUTORS  | INV-RND23004679 | OH 08/11/2023   |             | MW   | IS     | 972.90       |
| 99 00003987 | U9900004 | SOUTHERN CALIFORNIA EDISON     | 0707080623      | OH 08/11/2023   |             | MW   | IS     | 14,954.75    |
| 99 00003988 | U9900006 | SUBURBAN WATER SYSTEMS         | 180042113676    | OH 08/11/2023   |             | MW   | IS     | 5,282.95     |
| 99 00003989 | V9900186 | TARGET SPECIALTY PRODUCTS      | INVP501234980   | OH 08/11/2023   |             | MW   | IS     | 347.05       |
| 99 00003990 | F9900060 | THE SHERWIN-WILLIAMS CO.       | 2566-2          | OH 08/11/2023   |             | MW   | IS     | 211.37       |
| 99 00003991 | F9900069 | WALTERS WHOLESALE ELECTRIC     | SI23564040.002  | OH 08/11/2023   |             | MW   | IS     | 397.26       |
| 99 00003992 | U9900010 | WARE DISPOSAL                  | 1291189         | OH 08/11/2023   |             | MW   | IS     | 4,482.58     |
| 99 00003993 | V9900013 | AMERICAN EXPRESS               | 114634175478178 | OH 08/11/2023   |             | MW   | IS     | 895.09       |
| 99 00003994 | V9900013 | AMERICAN EXPRESS               | HMPTNNINMARTIOH | OH 08/11/2023   |             | MW   | IS     | 1,164.98     |
| 99 00003995 | F9900014 | BUG FLIP                       | JULY2023        | OH 08/11/2023   |             | MW   | IS     | 210.00       |

**LOWELL JOINT SD**  
**Consolidated Check Register**  
 from 8/1/2023 to 8/31/2023

| Check       | Payee ID | Payee Name                     | Reference       | Subs | Check Date | Cancel Date | Type | Status | Check Amount |
|-------------|----------|--------------------------------|-----------------|------|------------|-------------|------|--------|--------------|
| 99 00003996 | N9900015 | Continental Sales              | JULY2023        | OH   | 08/11/2023 |             | MW   | IS     | 435.25       |
| 99 00003997 | N9900004 | DRIFTWOOD DAIRY                | JULY2023        | OH   | 08/11/2023 |             | MW   | IS     | 391.75       |
| 99 00003998 | N9900007 | GOLD STAR FOODS                | JULY2023        | OH   | 08/11/2023 |             | MW   | IS     | 27.28        |
| 99 00003999 | N9900008 | HEARTLAND PAYMENT SYSTEMS INC. | HSSREC027058    | OH   | 08/11/2023 |             | MW   | IS     | 9,249.00     |
| 99 00004000 | F9900045 | LADY BUGS ENVIRONMENTAL TERMIT | 150908          | OH   | 08/11/2023 |             | MW   | IS     | 55.00        |
| 99 00004001 | N9900009 | P & R PAPER SUPPLY COMPANY     | JULY2023        | OH   | 08/11/2023 |             | MW   | IS     | 1,836.34     |
| 99 00004002 | N9900010 | SAN MATEO-FOSTER CITY SCHOOL   | SC230388        | OH   | 08/11/2023 |             | MW   | IS     | 330.59       |
| 99 00004003 | F9900011 | BEST LAWNMOWER INC.            | 108730          | OH   | 08/14/2023 |             | MW   | IS     | 206.65       |
| 99 00004004 | V9903435 | Brightly Software Inc.         | INV-216883      | OH   | 08/14/2023 |             | MW   | IS     | 6,292.78     |
| 99 00004005 | V9903376 | GoTo Communications Inc.       | INV7102180866   | OH   | 08/14/2023 |             | MW   | IS     | 9,359.40     |
| 99 00004006 | V9903227 | GRUETT TREE COMPANY            | 68865           | OH   | 08/14/2023 |             | MW   | IS     | 6,825.00     |
| 99 00004007 | V9903655 | KnowBe4                        | INV255027       | OH   | 08/14/2023 |             | MW   | IS     | 4,472.00     |
| 99 00004008 | V9900137 | ORANGE COUNTY SCHOOL BOARD ASS | 09292023        | OH   | 08/14/2023 |             | MW   | IS     | 250.00       |
| 99 00004009 | V9900142 | POWER SCHOOL GROUP LLC         | 355582          | OH   | 08/14/2023 |             | MW   | IS     | 1,157.52     |
| 99 00004010 | F9900059 | THE HOME DEPOT PRO INSTITUTION | 757502414       | OH   | 08/14/2023 |             | MW   | IS     | 2,468.76     |
| 99 00004011 | F9900066 | UNITED RENTALS (NORTH AMERICA) | 220456972-002   | OH   | 08/14/2023 |             | MW   | IS     | 4,089.99     |
| 99 00004012 | U9900010 | WARE DISPOSAL                  | 1291182         | OH   | 08/14/2023 |             | MW   | IS     | 5,354.39     |
| 99 00004013 | F9900015 | CANNINGS HARDWARE LA HABRA     | 496759          | OH   | 08/15/2023 |             | MW   | IS     | 138.54       |
| 99 00004014 | F9900033 | GLASBY MAINTENANCE SUPPLY      | 335230A         | OH   | 08/15/2023 |             | MW   | IS     | 9,922.71     |
| 99 00004015 | F9900047 | LOWES                          | 902495-LJGELR   | OH   | 08/15/2023 |             | MW   | IS     | 200.25       |
| 99 00004016 | U9900008 | T-MOBILE                       | 0705080323      | OH   | 08/15/2023 |             | MW   | IS     | 75.00        |
| 99 00004017 | V9903321 | ADDICTION TREATMENT TECHNOLOGI | 2023-11374      | OH   | 08/16/2023 |             | MW   | IS     | 7,750.00     |
| 99 00004018 | V9900060 | DOCUMENT TRACKING SERVICES     | 6476617         | OH   | 08/16/2023 |             | MW   | IS     | 5,945.00     |
| 99 00004019 | V9900084 | Houghton Mifflin Harcourt      | 955855588       | OH   | 08/16/2023 |             | MW   | IS     | 54,796.97    |
| 99 00004020 | V9903660 | NATIONAL ASSOCIATION FOR MUSIC | 000573098       | OH   | 08/16/2023 |             | MW   | IS     | 155.00       |
| 99 00004021 | V9903649 | Pathful                        | 1590            | OH   | 08/16/2023 |             | MW   | IS     | 5,500.00     |
| 99 00004022 | F9900014 | BUG FLIP                       | 67697           | OH   | 08/17/2023 |             | MW   | IS     | 1,850.00     |
| 99 00004023 | V9900033 | CALIFORNIA SCHOOL BOARDS ASSOC | INV67187-K6K3F3 | OH   | 08/17/2023 |             | MW   | IS     | 19,359.00    |
| 99 00004024 | F9900019 | CITY OF LA HABRA               | LH23-542AR      | OH   | 08/17/2023 |             | MW   | IS     | 2,485.44     |
| 99 00004025 | V9900038 | COALITION FOR ADEQUATE SCHOOL  | 300002226       | OH   | 08/17/2023 |             | MW   | IS     | 543.00       |
| 99 00004026 | F9900038 | ICS SERVICE COMPANY            | 37855           | OH   | 08/17/2023 |             | MW   | IS     | 616.75       |
| 99 00004027 | E9900084 | JIM COOMBS                     | EXPENSES84-814  | OH   | 08/17/2023 |             | MW   | IS     | 889.13       |
| 99 00004028 | V9903316 | NAPA AUTO PARTS                | 438193          | OH   | 08/17/2023 |             | MW   | IS     | 89.68        |
| 99 00004029 | F9900019 | CITY OF LA HABRA               | LH23-542AR      | OH   | 08/17/2023 |             | MW   | IS     | 68.68        |

**LOWELL JOINT SD**  
**Consolidated Check Register**  
 from 8/1/2023 to 8/31/2023

| Check       | Payee ID | Payee Name                     | Reference        | Subs | Check Date | Cancel Date | Type | Status | Check Amount |
|-------------|----------|--------------------------------|------------------|------|------------|-------------|------|--------|--------------|
| 99 00004030 | V9903641 | Didi Hirsch Mental Health Serv | 23-0524A         | OH   | 08/18/2023 |             | MW   | IS     | 750.00       |
| 99 00004031 | V9903607 | RANCHO STARBUCK PTA            | RS PTA           | OH   | 08/18/2023 |             | MW   | IS     | 236.12       |
| 99 00004032 | V9900151 | RAPTOR                         | 52799            | OH   | 08/18/2023 |             | MW   | IS     | 3,750.00     |
| 99 00004033 | V9900153 | READ NATURALLY                 | 261495           | OH   | 08/18/2023 |             | MW   | IS     | 348.00       |
| 99 00004034 | V9900163 | ROCHESTER 100 INC.             | INV056332        | OH   | 08/18/2023 |             | MW   | IS     | 435.00       |
| 99 00004035 | I9900011 | TRINIDAD, GINA                 | T99R0106/8-15-23 | OH   | 08/18/2023 |             | MW   | IS     | 1,854.12     |
| 99 00004036 | V9903597 | WHITTIER AREA COMMUNITY CHURCH | 02-8/14/2023 BAL | OH   | 08/18/2023 |             | MW   | IS     | 500.00       |
| 99 00004037 | I9900006 | DEBRA AMOS dba FEEDING DREAMS  | 23-07            | OH   | 08/18/2023 |             | MW   | IS     | 1,500.00     |
| 99 00004038 | V9900015 | APPLE INC.                     | MA09951884       | OH   | 08/21/2023 |             | MW   | IS     | 1,213.45     |
| 99 00004039 | V9903362 | DELL MARKETING L.P.            | 10684351071      | OH   | 08/21/2023 |             | MW   | IS     | 1,919.17     |
| 99 00004040 | U9900002 | FRONTIER                       | 081090923        | OH   | 08/21/2023 |             | MW   | IS     | 31.83        |
| 99 00004041 | V9903420 | Granite Telecommunications LLC | 610914719        | OH   | 08/21/2023 |             | MW   | IS     | 1,523.70     |
| 99 00004042 | U9900004 | SOUTHERN CALIFORNIA EDISON     | 0713081023       | OH   | 08/21/2023 |             | MW   | IS     | 15,715.33    |
| 99 00004043 | U9900005 | SOUTHERN CALIFORNIA GAS CO     | 0710080823       | OH   | 08/21/2023 |             | MW   | IS     | 158.50       |
| 99 00004044 | U9900006 | SUBURBAN WATER SYSTEMS         | 181003657948     | OH   | 08/21/2023 |             | MW   | IS     | 14,040.91    |
| 99 00004045 | V9900020 | ATKINSON ANDELSON LOYA RUUD &  | 688624-JULY      | OH   | 08/22/2023 |             | MW   | IS     | 11,408.80    |
| 99 00004046 | V9900056 | DELTA DENTAL OF CALIFORNIA     | BE005628180-AUG  | OH   | 08/22/2023 |             | MW   | IS     | 2,786.92     |
| 99 00004047 | V9900009 | AERIES SOFTWARE                | MS-9490          | OH   | 08/23/2023 |             | MW   | IS     | 20,254.08    |
| 99 00004048 | V9900053 | DATA IMPRESSIONS               | 22926-IN         | OH   | 08/23/2023 |             | MW   | IS     | 39,349.20    |
| 99 00004049 | V9900072 | FIRST BUSINESS MACHINES INC.   | 250312           | OH   | 08/23/2023 |             | MW   | IS     | 39,751.05    |
| 99 00004050 | V9900072 | FIRST BUSINESS MACHINES INC.   | 250311           | OH   | 08/23/2023 |             | MW   | IS     | 1,819.13     |
| 99 00004051 | E9900220 | ALISON GARDNER                 | EXPENSE-872023   | OH   | 08/24/2023 |             | MW   | IS     | 195.57       |
| 99 00004052 | V9903653 | ART SPECIALISTS INC            | 1748             | OH   | 08/24/2023 |             | MW   | IS     | 4,801.01     |
| 99 00004053 | V9900006 | ASSOCIATION OF CALIF. SCHOOL A | 23/24 DUES       | OH   | 08/24/2023 |             | MW   | IS     | 1,933.68     |
| 99 00004054 | F9900014 | BUG FLIP                       | 66686MNL ACR     | OH   | 08/24/2023 |             | MW   | IS     | 330.00       |
| 99 00004055 | V9900032 | CALIFORNIA LEAGUE OF SCHOOLS   | STW23-JACKSON    | OH   | 08/24/2023 |             | MW   | IS     | 395.00       |
| 99 00004056 | V9903220 | CANELA SOFTWARE                | 11273            | OH   | 08/24/2023 |             | MW   | IS     | 330.00       |
| 99 00004057 | V9900034 | CASBO                          | 200404           | OH   | 08/24/2023 |             | MW   | IS     | 3,500.00     |
| 99 00004058 | F9900018 | CINTAS FIRE PROTECTION         | OF19666229       | OH   | 08/24/2023 |             | MW   | IS     | 3,747.20     |
| 99 00004059 | V9900042 | COMPLETE BUSINESS SYSTEMS      | 166560           | OH   | 08/24/2023 |             | MW   | IS     | 4,312.92     |
| 99 00004060 | V9900052 | DASH MEDICAL GLOVES            | INV127866        | OH   | 08/24/2023 |             | MW   | IS     | 851.94       |
| 99 00004061 | V9900087 | IMAGE APPAREL FOR BUSINESS     | INV309185        | OH   | 08/24/2023 |             | MW   | IS     | 8,509.35     |
| 99 00004062 | E9900084 | JIM COOMBS                     | EXPENSES         | OH   | 08/24/2023 |             | MW   | IS     | 453.84       |
| 99 00004063 | E9900115 | KRISTA VAN HOOGMOED            | 07242023         | OH   | 08/24/2023 |             | MW   | IS     | 430.32       |

**LOWELL JOINT SD**  
**Consolidated Check Register**  
 from 8/1/2023 to 8/31/2023

| Check       | Payee ID | Payee Name                     | Reference        | Subs | Check Date | Cancel Date | Type | Status | Check Amount |
|-------------|----------|--------------------------------|------------------|------|------------|-------------|------|--------|--------------|
| 99 00004064 | E9900134 | MARGARET PALMER                | 07112023         | OH   | 08/24/2023 |             | MW   | IS     | 249.00       |
| 99 00004065 | V9903644 | SCHOOLPOSTERS.COM LLC          | 4608             | OH   | 08/24/2023 |             | MW   | IS     | 182.19       |
| 99 00004066 | E9900225 | SELAH BAUTISTA                 | MILEAGE 728-8723 | OH   | 08/24/2023 |             | MW   | IS     | 618.79       |
| 99 00004067 | U9900004 | SOUTHERN CALIFORNIA EDISON     | 0713081023A      | OH   | 08/24/2023 |             | MW   | IS     | 7,827.82     |
| 99 00004068 | U9900005 | SOUTHERN CALIFORNIA GAS CO     | 0713081123       | OH   | 08/24/2023 |             | MW   | IS     | 93.46        |
| 99 00004069 | V9903425 | SPORTS JACKETS UNLIMITED       | 5579             | OH   | 08/24/2023 |             | MW   | IS     | 1,025.33     |
| 99 00004070 | V9900182 | STARFALL EDUCATION FOUNDATION  | 3704-6669-0049   | OH   | 08/24/2023 |             | MW   | IS     | 70.00        |
| 99 00004071 | V9900197 | TOOLS4EVER                     | 17969-JULY       | OH   | 08/24/2023 |             | MW   | IS     | 1,822.20     |
| 99 00004072 | E9900139 | MARY BRIMMAGE                  | M.BRIMM_REIMB    | OH   | 08/24/2023 |             | MW   | IS     | 449.79       |
| 99 00004073 | F9900014 | BUG FLIP                       | 67992            | OH   | 08/25/2023 |             | MW   | IS     | 625.00       |
| 99 00004074 | F9900018 | CINTAS FIRE PROTECTION         | OF19666231       | OH   | 08/25/2023 |             | MW   | IS     | 3,228.96     |
| 99 00004075 | F9900039 | IMPERIAL SPRINKLER SUPPLY      | 0011677402-002   | OH   | 08/25/2023 |             | MW   | IS     | 2,232.84     |
| 99 00004076 | I9900016 | PAUL LUNA / LUNA INK           | 0767             | OH   | 08/25/2023 |             | MW   | IS     | 456.00       |
| 99 00004077 | V9900024 | BEARCOM                        | 5599090          | OH   | 08/25/2023 |             | MW   | IS     | 689.04       |
| 99 00004078 | V9903236 | ORBIT EVENT RENTALS            | 51634            | OH   | 08/25/2023 |             | MW   | IS     | 36,250.62    |
| 99 00004079 | U9900001 | CITY OF LA HABRA WATER DEPARTM | 0705081023       | OH   | 08/30/2023 |             | MW   | IS     | 833.33       |
| 99 00004080 | U9900005 | SOUTHERN CALIFORNIA GAS CO     | 0719081723       | OH   | 08/30/2023 |             | MW   | IS     | 88.61        |
| 99 00004081 | U9900009 | VERIZON WIRELESS-LA            | 9942184164       | OH   | 08/30/2023 |             | MW   | IS     | 635.45       |
| 99 00004082 | U9900004 | SOUTHERN CALIFORNIA EDISON     | 0721082023       | OH   | 08/31/2023 |             | MW   | IS     | 12,410.85    |
| 99 00004083 | U9900005 | SOUTHERN CALIFORNIA GAS CO     | 0720081823       | OH   | 08/31/2023 |             | MW   | IS     | 66.81        |
| 99 00004084 | U9900008 | T-MOBILE                       | 0721082023       | OH   | 08/31/2023 |             | MW   | IS     | 164.24       |
| 99 00004085 | U9900004 | SOUTHERN CALIFORNIA EDISON     | 7590506352       | OH   | 08/31/2023 |             | MW   | IS     | 936.80       |

**Issued:** 662,496.72  
**99 Bank Total:** 662,496.72

**Grand Total:** 662,496.72



LOWELL JOINT SCHOOL DISTRICT  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Employer-Employee Relations/Personnel Report 2023/2024 #3 Which Includes Hiring, Resignations, Contract Adjustments, and Retirements for Certificated, Classified, and Confidential Employees ACTION/  
(RATIFICATION)

The attached Employer-Employee Relations/Personnel Report 2023/2024 #3, 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 2023/2024 #3, 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 2023/24 #3

October 2, 2023

I. CERTIFICATED EMPLOYEES

A. CERTIFICATED SALARIES 2023-2024 \*\*

| NAME             | <u>EFFECTIVE DATE</u> | <u>END DATE</u> | SITE | COMMENTS   |
|------------------|-----------------------|-----------------|------|--|
| Cazares, Ariana  | 08/14/2023            | 05/31/2024      | RS   | Class 5 / Step 11. Correction of EER #11 2022-2023 |
| Cazares, Ariana  | 08/15/2022            | 06/02/2023      | RS   | Class 5 / Step 10. Correction of EER #11 2021-2022 |
| McNeff, Michelle | 08/14/2023            | 05/31/2024      | EP   | Class 5 / Step 6. Correction of EER #11 2022-2023  |

B. DISTRICT OFFICE 2023-2024\*\*

| NAME                  | <u>EFFECTIVE DATE</u> | <u>END DATE</u> | SITE | COMMENTS  |
|-----------------------|-----------------------|-----------------|------|---|
| McReynolds, Christina | 10/16/2023            | Column 7        | DO   | Board Certified Behavioral Analyst, Probationary Year 1 |

C. RESIGNATION

| NAME             | <u>EFFECTIVE DATE</u> | SITE | COMMENTS                       |
|------------------|-----------------------|------|--------------------------------|
| Salinas, Melissa | 10/06/2023            | DO   | Board of Trustees Board Member |

D. 2023/2024 Stipends

| NAME               | <u>EFFECTIVE DATE</u> | <u>END DATE</u> | SITE | COMMENTS   |
|--------------------|-----------------------|-----------------|------|--|
| Marquez, Francisco | 08/14/2023            | 05/29/2024      | RS   | To be paid a total of \$700.00 monthly, not to exceed \$1400.00 for the 2023/24 school year, for Coaching After-School Sports – Volleyball and Basketball Monies to be paid from Rancho Starbuck Athletic account. |
| Artukovich, Nick   | 08/14/2023            | 05/29/2024      | MO   | To be paid a total of \$700.00 monthly, not to exceed \$2100.00 for the 2023/24 school year, for Coaching After-School Sports – Basketball and Football. Monies to be paid from Rancho Starbuck Athletic account.  |
| Oke, Melissa       | 08/14/2023            | 05/29/2024      | RS   | To be paid a total of \$700.00 monthly, not to exceed \$1400.00 for the 2023/24 school year, for Coaching After-School Sports – Cross Country. Monies to be paid from the Rancho Starbuck Athletic account.        |

|                       |            |            |    |   |
|-----------------------|------------|------------|----|---|
| Anderson, Ryan        | 08/14/2023 | 05/29/2024 | RS | To be paid a total of \$700.00 monthly, not to exceed \$2100.00 for the 2023/24 school year, for Coaching After-School Sports – basketball, football and soccer. Monies to be paid from the Rancho Starbuck Athletic account. |
| Haro-Banuelos, Byanka | 08/14/2023 | 05/29/2024 | JO | To be paid Master Teacher stipend \$200 for Spring 2023 Term. Check from San Diego State University   |

\* It is further recommended that these individuals be approved for substitute teaching at the rate of \$200.00 per day and/or \$50.00 an hour rate (not to exceed six hours) as applicable and to include: Professional Development, Saturday School, Site Support Duties, Intervention, and PowerSource, Power Up, ESY

\*\*It is further recommended that the individuals listed in Certificated Salaries for 2023-2024 is approved to instruct in the Intervention Programs. The rate of pay is \$50.00/hour and will be paid from Title I or LCFF Supplemental Grant Funds.

\*\*It is further recommended that individuals listed in Certificated Salaries for 2023-2024 serve as home school teachers, if needed, for the 2023-2024 school year at a rate of \$50.00/hour, not to exceed five hours per week, per student. Mileage will be paid at the IRS Standard Mileage Rate for the 2023-2024 school year.

E. Employment of substitutes effective 07/01/2023 for the 2023-2024 school year @ \$200 per day and \$100.00 per half day rate, \$250.00 long term sub rate, and \$50.00 per hour\* (not to exceed six hours) as applicable and to include: professional development, Saturday school, site support duties, Saturday School. Intervention, PowerUp, ESY and Power Source.

|                           |                            |                  |                |
|---------------------------|----------------------------|------------------|----------------|
| Ibarra, Silvia            | Wilson, Anna               | Garcia, Marissa  | Medina, Jasmin |
| Contreras Ramirez, Fatima | Guerrero Sanchez, Carolina | Orozco, Angelina |                |

F. SUBSTITUTE CHANGE OF PAY

| NAME        | EFFECTIVE DATE | END DATE   | SITE | COMMENT  |
|-------------|----------------|------------|------|--|
| Kjer, Kevin | 08/14/2023     | 05/29/2024 | DO   | To be paid special long term rate \$250, three days a week, for P.E. Macy program. |

II. CLASSIFIED EMPLOYEES October 2, 2023

A. MONTHLY – GENERAL FUND

B. HOURLY – GENERAL FUND

| <u>NAME/<br/>EMPLOYEE ID#</u> | <u>EFFECTIVE<br/>DATE</u> | <u>END<br/>DATE</u> | <u>RANGE/<br/>STEP</u> | <u>SITE</u> | <u>COMMENTS</u>  |
|-------------------------------|---------------------------|---------------------|------------------------|-------------|--|
| Alvarez, Michelle             | 9/26/23                   |                     |                        | DO          | New Hire: Substitute Noon Duty Aide                                |
| Andrade, Roxana               | 9/26/23                   |                     |                        | DO          | New Hire: Substitute Noon Duty Aide                                |
| Burch, Donna                  | 9/21/23                   |                     | R7/S7                  | EP          | Promotion: Substitute Noon Duty Aide to permanent Cafeteria Worker |

|                       |         |         |        |     |  |
|-----------------------|---------|---------|--------|-----|--|
| Carmona Osorio, Diego | 9/25/23 |         | R27/S5 | M&O | Promotion: Night Custodian to Utility Worker   |
| Garcia, Hector        | 9/25/23 |         | R27/S7 | M&O | Promotion: Groundskeeper to Utility Worker   |
| Garcia, Ramiro        | 9/25/23 |         | R27/S5 | M&O | Promotion: From substitute Custodian to permanent Utility Worker   |
| Litke Charman, Lauren | 9/26/23 |         | R14/S3 | MA  | New Hire: Instructional Aide RSP   |
| Lopez, Christina      | 8/1/23  | 6/30/24 |        | DO  | Stipend for Special Programs Preschool Development, to be paid \$250.00/monthly, NTE \$2750, to be paid from fund 12 CSPP State Preschool funding. |
| Morgan, Diane         | 9/22/23 |         |        | OL  | Longevity Increase: 20 years Instructional Aide SE/Mod   |
| Palmer, Mary          | 9/1/23  |         |        | RS  | Longevity Increase: 25 years Instructional Aide RSP  |
| Pullen, Darleen       | 9/1/23  |         |        | MG  | Longevity Increase: 25 years Instructional Aide RSP  |
| Soto, Marco           | 9/4/23  |         |        | M&O | Termination: On probation from Groundskeeper   |
| Soto, Marco           | 9/5/23  |         |        | M&O | Change of Assignment: To substitute Custodian  |
| Soto, Marco           | 9/5/23  |         |        | M&O | Additional Assignment: Substitute Utility Worker   |
| Vasquez, Randi        | 9/21/23 |         | R17/S7 | DO  | Step Increase: Systems Aide  |

LOWELL JOINT SCHOOL DISTRICT  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Agreement with the Orange County  
Department of Education to provide Professional  
Development on November 1, 2023

ACTION

Arrangements have been made with Orange County Department of Education to provide Professional Development on November 1, 2023 to approximately 30 teachers during two breakout sessions. Participants will be trained in gifted strategies using the California GATE Standards and will learn and proactively plan for the academic, behavioral and social emotional needs of students who are gifted. The cost of the training will not exceed \$1,500.00 to be paid by Educator Effectiveness funds.

It is recommended that the Agreement with Orange County Department of Education to provide professional development on November 1, 2023 for a total not to exceed \$1,500.00 be approved and that the Superintendent or designee be authorized to execute the necessary documents.

---

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Consultant Agreement with Hannah Mangold to provide Dance and Theatre Workshop Classes for Expanded Learning Opportunities Program for the 2023/24 School Year ACTION

**PowerSource Expanded Learning Opportunities Program**

Arrangements were made with Hannah Mangold to provide Dance and Theatre Workshop Classes for the 2023/24 school year. These dance/theatre classes are in response to stakeholder survey and request. These classes will be provided at Lowell Joint elementary sites when Lowell Joint Youth Theatre is not in production, as well as finish up PowerSource class sessions after the show concludes. Additionally these workshop classes could take place at El Portal's campus when Disney Musicals In Schools is not in production, on an as needed basis. This is in order to build continued engagement and excitement for theatre arts in Lowell Joint School District. Hannah Mangold's contract amount is \$25.00 per hour, not to exceed \$2,500.00. Funding for this expenditure will be covered by the 6762-Arts, Music, and Instructional Materials Discretionary One Time Block Grant and Fund 12 ELOP funds.

It is recommended that the consultant agreement for Hannah Mangold to be Dance and Theatre Workshop Class Teacher(s) for the PowerSource Expanded Learning for Lowell Joint School District during the 2023/24 school year, at an amount not to exceed \$2,500.00, to be paid by the 6762-Arts, Music, and Instructional Materials Discretionary One Time Block Grant and Fund 12 ELOP funds, be approved and that the Superintendent or designee be authorized to execute the necessary documents.

---

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Consultant Agreement with Alan  
Han to Provide Drumline Instruction at Rancho-  
Starbuck Intermediate School for the 2023/24  
School Year

ACTION

Arrangements have been made with Alan Han to provide drumline instruction for the 2023/24 school year at Rancho-Starbuck Intermediate School. Mr. Han's contract amount is not to exceed \$3,000.00 for the school year. Funding for this expenditure will be covered by Rancho-Starbuck's Band Account.

It is recommended that the consultant agreement with Alan Han to provide drumline instruction during the 2023/24 school year at Rancho-Starbuck Intermediate School, at an amount not to exceed \$3,000.00, be approved and that the Superintendent or designee be authorized to execute the necessary documents.

---

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Consultant Agreement with Alejandro Lopez Jr. to Provide Drumline Instruction at Rancho-Starbuck Intermediate School for the 2023/24 School Year ACTION

Arrangements have been made with Alejandro Lopez Jr. to provide drumline instruction for the 2023/24 school year at Rancho-Starbuck Intermediate School. Mr. Lopez' contract amount is not to exceed \$3,000.00 for the school year. Funding for this expenditure will be covered by Rancho-Starbuck's Band Funds.

It is recommended that the consultant agreement with Alejandro Lopez Jr. to provide drumline instruction during the 2023/24 school year at Rancho-Starbuck Intermediate School, at an amount not to exceed \$3,000.00, be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

---

Superintendent's Comment:

APPROVAL RECOMMENDED.



LOWELL JOINT SCHOOL DISTRICT  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Consultant Agreement with Edward Mijares to Provide Drumline Instruction at Rancho-Starbuck Intermediate School for the 2023/24 School Year

ACTION

Arrangements have been made with Edward Mijares to provide drumline instruction for the 2023/24 school year at Rancho-Starbuck Intermediate School. Mr. Mijares' contract amount is not to exceed \$6,000.00 for the school year. Funding for this expenditure will be covered by Rancho-Starbuck's Band Funds.

It is recommended that the consultant agreement with Edward Mijares to provide drumline instruction during the 2023/24 school year at Rancho-Starbuck Intermediate School, at an amount not to exceed \$6,000.00, be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

---

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
October 2, 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 Equipment  
Services for Lowell Joint Youth Theatre Lion King  
Shows during the 2023/2024 School Year

ACTION

Arrangements have been made with RMH Dance & Productions to provide Audio Services for the Lowell Joint Youth Theatre Lion King Shows at Jordan and Olita schools on October 13, 14, 15, 2023, at a cost not to exceed \$ 5,500.00. 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 Services for the Theatre Lion King Shows at Jordan and Olita schools on October 13, 14, 15, 2023 be approved and that the Superintendent or designee be authorized to execute the necessary documents.

---

Superintendent's Comment:

APPROVAL RECOMMENDED.

X-D6-1

LOWELL JOINT SCHOOL DISTRICT  
October 2, 2023

To: President Shaw and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Consultant Agreement with Isabel  
Araiza to Provide Drumline Instruction at  
Rancho-Starbuck Intermediate School for the  
2023/24 School Year

ACTION

Arrangements have been made with Isabel Araiza to provide drumline instruction for the 2023/24 school year at Rancho-Starbuck Intermediate School. Ms. Araiza's contract amount is not to exceed \$3,000.00 for the school year. Funding for this expenditure will be covered by Rancho-Starbuck's Band Funds.

It is recommended that the consultant agreement with Isabel Araiza to provide drumline instruction during the 2023/24 school year at Rancho-Starbuck Intermediate School, at an amount not to exceed \$3,000.00, be approved and that the Superintendent or designee be authorized to execute the necessary documents.

---

Superintendent's Comment:

APPROVAL RECOMMENDED.