

Lowell Joint School District  
 11019 Valley Home Avenue, Whittier, CA 90603  
 MINUTES REGULAR MEETING OF THE BOARD OF TRUSTEES  
 October 7, 2019

Call to Order	President Shackelford called the meeting to order at 6:30 p.m. at the District Office, 11019 Valley Home Avenue, Whittier.
Topics Not on the Agenda	None.
Closed Meeting	President Shackelford declared the meeting recessed to closed session at 6:30 p.m.
Call to Order	President Shackelford reconvened the meeting to open session at 7:36 p.m.  The flag salute was led by Fred Schambeck, Board of Trustees Board Member, Lowell Joint School District.
	Trustees Present: Anastasia M. Shackelford, Fred W. Schambeck, William A. Hinz, Melissa A. Salinas, and Karen L. Shaw
	Trustees Absent: None.
	Staff Present: Jim Coombs, Superintendent of Schools, Sheri McDonald, Assistant Superintendent of Education Services, and Andrea Reynolds, Assistant Superintendent of Administrative Services and David Bennett, Assistant Superintendent of Facilities and Operations
Reporting Out Action (if any) Taken in Closed Session	None.
Introduction/Welcome	President Shackelford welcomed all guests, staff members, welcomed guests, staff members present, LJEA President Allison Fonti, and CSEA President, Darleene Pullen.
Acknowledgement of Correspondence	None.
Approval of Amended Agenda	It was moved, seconded, and carried by unanimous vote, (5– 0) to approve the Amended October 7, 2019, Board agenda.

Approval of Minutes	It was moved, seconded, and carried by unanimous vote, (5 – 0) to approve the minutes from the September 9, 2019, Regular Board Meeting.
Topics Not on the Agenda	None.
Timely Information from the Board and Superintendent	None.
Recognition of the 2019 Classified Employee of the Year	Mr. Coombs introduced Ms. Mariana Ybarra, Bilingual Instructional Aide from El Portal Elementary School, as the 2019 Classified Employee of the Year to the Board of Trustees. Ms. Ybarra has been with Lowell Joint since 1996. Mrs. Shackelford presented Ms. Ybarra with a certificate honoring her as the 2019 Classified Employee of the Year.
Recognition of the 2020 Teacher of the Year	Mr. Coombs introduced Mrs. Kristen Cooke, 5 <sup>th</sup> grade teacher at Jordan Elementary as the 2020 Teacher of the Year to the Board of Trustees. Mrs. Cooke has taught at Jordan Elementary since 2009. Mrs. Shackelford presented Mrs. Cooke with a certificate honoring her as the 2020 Teacher of the Year.
Recess	President Shackelford declared a recess at 7:43 p.m. President Shackelford reopened the meeting at 7:46 p.m.
School Reports	Each Board Member shared highlights of their respective school.
Resolution 2019/20 No. 761 Proclaiming October 13 – 19, 2019, as “Week of the School Administrator”	It was moved, seconded, and carried by a unanimous roll call vote (5-0) to adopt Resolution 2019/20 No. 761 proclaiming October 13 – 19, 2019, as “Week of the School Administrator”, and that the Superintendent or designee be authorized to execute the resolution.
Resolution 2019/20 No. 762 Proclaiming October 23 – 31, 2019, as “Red Ribbon Week”	It was moved, seconded, and carried by a unanimous roll call vote (5-0) to adopt Resolution 2019/20 No. 762 proclaiming October 23 through October 31, 2019 as “Red Ribbon Week”, and that the Superintendent or designee be authorized to execute the resolution.
Submission of Williams Litigation Settlement –	It was moved, seconded, and carried by unanimous vote (5 – 0) to submit the Williams Litigation Settlement – Quarterly Uniform Complaint Report for Quarter July 1 –

Quarterly Uniform  
Complaint Reports for 1<sup>st</sup>  
Quarter July 1 – September  
30, 2019

September 30, 2019, with zero complaints, and that the Superintendent or designee authorized to execute the necessary documents.

Approval of Certification of  
Signatures

In accordance with the provisions of Education Code Sections 35143, 42632, and 42633, it was moved, seconded, and carried by unanimous vote, (5 – 0) to approve the “Certification of Signatures.”, and that the Superintendent or designee be authorized to execute the necessary documents.

Presentation: Transfer to  
Orange County Department  
of Education

Item was pulled from the original agenda.

Resolution 2019/20 No.  
764 to Approve Utilization  
of the Alliance of Schools  
for Cooperative Insurance  
Programs Owner  
Controlled Insurance  
Program (ASCIP OCIP) for  
Projects Described in the  
Measure LL Bond Program

It was moved, seconded, and carried by a unanimous roll call vote (5-0) to adopt Resolution 2019/20 No. 764 to participate in the Alliance of Schools for Cooperative Insurance Programs (ASCIP) Owner Controlled Insurance Program (ASCIP OCIP) for Measure LL projects, and that the Superintendent or designee be authorized to execute the resolution.

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

It was moved, seconded, and carried by a unanimous vote (5-0) to approve agreement with PQBids for Web-Based Program used to Prequalify Contractors, at a rate not to exceed \$10,000, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Amended  
Agreement with  
Administrative Services  
Cooperative, Inc. for Student  
Transportation Services for  
the 2019/20 School Year

It was moved, seconded, and carried by a unanimous vote (5-0) to approve the Amended Agreement with Administrative Services Cooperative, Inc. for Student Transportation Services for the 2019/20 School Year, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Master  
Architectural Services

It was moved, seconded, and carried by a unanimous vote (5-0) to approve the Master Architectural Services Agreement with PBK Architects to Provide

Agreement with PBK Architects to Provide Architectural /Engineering Services Related to the District Anticipated Maintenance/Modernization Projects

Architectural/Engineering Services Related to the District Anticipated Maintenance/Modernization Projects, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Agreement with Erickson-Hall Construction Company for Construction Management Services

It was moved, seconded, and carried by a unanimous vote (5-0) to approve the Agreement with Erickson-Hall Construction Company for Construction Management Services, at a rate not to exceed \$187,206, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Master Architectural Services Agreement with Ghataode Bannon Architects to Provide Architectural / Engineering Services Related to the District Anticipated Maintenance/ Modernization Projects

It was moved, seconded, and carried by a unanimous vote (5-0) to approve the Master Architectural Services Agreement with Ghataode Bannon Architects to Provide Architectural/Engineering Services Related to the District Anticipated Maintenance/Modernization Projects, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Agreement with Hancock Park & DeLong, Inc. to Provide State Facilities Program Consulting

It was moved, seconded, and carried by a unanimous vote (5-0) to approve the agreement with Hancock Park DeLong, Inc. to Provide State Facilities Program Consulting, and that the Superintendent or designee be authorized to execute the necessary documents.

Resolution 2019/20 No. 763 Regarding Sufficiency of Instructional Materials for 2019/20

It was moved, seconded, and carried by a unanimous roll call vote (5-0) to adopt Resolution 2019/20 No. 763 Regarding Sufficiency of Instructional Materials for 2019/20, and that the Superintendent or designee be authorized to execute the necessary documents.

Annual Report on Student Achievement Presentation

Dr. Sheri McDonald, Assistant Superintendent of Curriculum, shared the data of English Language Arts and Math for the District and each of the schools. This

was the first year reporting the LPAC. The science results are scheduled for release in January 2020.

Maintenance Summer Recap  
Projects

Mr. Bennett the assistant superintendent of facilities and operations presented a summer recap of the projects that the facilities and operations department had completed this summer. The projects included:

- *District Wide Prop 39 Lighting Retrofit*
- *Macy New Concrete by Macy St. Field Entrance*
- *Rancho-Starbuck Science Lab Improvements*
- *Rancho-Starbuck Potable water line replacement*
- *Macy Plumbing Repair*
- *Carpet Replacement (7 classrooms)*

Approval of Agreement with  
MVC Enterprises, Inc., dba  
Moreno Valley Construction  
for Demolition Interim  
Housing Project at  
Maybrook Elementary  
School

It was moved, seconded, and carried by a unanimous vote (5-0) to approve the agreement with MVC Enterprises, Inc., dba Moreno Valley Construction, Bid #19/20, for Demolition and Grading on the Interim Housing Project at Maybrook Elementary School, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of the Agreement  
with Construction Electric,  
Inc., for the Electrical Work  
Bid #19/20 on the Interim  
Housing Project at Maybrook  
Elementary School

It was moved, seconded, and carried by a unanimous vote (5-0) to approve the agreement with Construction Electric Inc., Bid #19/20, for the electrical work on the Maybrook Interim Housing project, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Agreement with  
Core Contracting, Inc., for  
the General Construction  
Work Bid #19/20 on the  
Interim Housing Project at

It was moved, seconded, and carried by a unanimous vote (5-0) to approve the agreement with Core Contracting Inc. Bid #19/20, for the general construction work on the Interim Housing project at Maybrook Elementary School, and that the Superintendent or designee be authorized to execute the necessary documents.

Maybrook Elementary  
School

Approval of Agreement with  
Saldana Landscape, Inc. Bid  
#19/20, for the Landscape  
Work on the Interim  
Housing Project at  
Maybrook Elementary  
School

It was moved, seconded, and carried by a unanimous vote (5-0) to approve the agreement with Saldana Landscape Inc., Bid #19/20, for the landscape work on the Maybrook Interim Housing project, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Agreement with  
Intercom Clock & Signal  
Service for the Low  
Voltage/Fire Alarm Work  
Bid #19/20 on the Interim  
Housing Project at  
Maybrook Elementary  
School

It was moved, seconded, and carried by a unanimous vote (5-0) to approve the agreement with Intercom Clock & Signal Service, Bid # 19/20, for the low voltage and fire alarm work on the Maybrook Interim Housing project, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Agreement with  
Fairchild Plumbing &  
Mechanical, for the Plumbing  
Work Bid #19/20 on the  
Interim Housing Project at  
Maybrook Elementary School

It was moved, seconded, and carried by a unanimous vote (5-0) to approve the agreement with Fairchild Plumbing & Mechanical, Bid #19/20, for the plumbing work on the Maybrook Interim Housing project, and that the Superintendent or designee be authorized to execute the necessary documents.

Consent Calendar

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

Purchase Order Report  
2019/20 #3

Approved the Purchase Order Report 2019/20 #3, which lists all warrants issued July 3, 2019 through August 27, 2019.

Warrant Listing Report  
2019/20 #3

Approved the Warrant Listing Report 2019/20 #3, which lists all warrants issued August 28, 2019, through September 24, 2019.

Employer-Employee  
Relations/Personnel Report  
2019/20 #3 Which Includes

Ratified Employer-Employee Relations/Personnel Report 2019/20 #3, as attached, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees.

Hiring, Resignations,  
Contract Adjustments, and  
Retirements for  
Certificated, Classified, and  
Confidential Employee

Approval of the Classified  
Management Salary  
Schedule Adding the  
Project Manager

Approved the Classified Management Salary Schedule Adding the Project Manager, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Contract  
#12078 with Inside the  
Outdoors, Orange County  
Department of Education, to  
Provide a Traveling  
Scientist Assembly for the  
Second Grade Students of  
El Portal Elementary School

Approved that contract #12078 with Inside the Outdoors, Orange County Department of Education to provide a Traveling Scientist Assembly on Birds of Prey for the second-grade students of El Portal Elementary School on March 18, 2020, and that the Superintendent or designee be authorized to execute the necessary documents.

Amendment of Agreement  
#11557 with Thinking  
Maps Inc. to Provide  
Professional Development  
During the 2019-20  
School Year

Ratified the amended of Agreement #11557 with Thinking Maps Inc., and that the Superintendent or designee be authorized to execute the necessary documents.

Amendment of Agreement  
#11558 with Thinking  
Maps Inc. to Provide  
Professional Development  
During the 2019-20  
School Year

Ratified the amended Amendment of Agreement #11558 with Thinking Maps Inc., and that the Superintendent or designee be authorized to execute the necessary documents.

Amendment of Agreement  
#11559 with Thinking  
Maps Inc. to Provide  
Professional Development

Ratified the amended Amendment of Agreement #11559 with Thinking Maps Inc., and that the Superintendent or designee be authorized to execute the necessary documents.

**LOWELL JOINT SCHOOL DISTRICT**

**RESOLUTION 2019/20 NO. 761**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
LOWELL JOINT SCHOOL DISTRICT OF LOS ANGELES  
AND ORANGE COUNTIES, CALIFORNIA,  
PROCLAIMING OCTOBER 13 – 19, 2019, 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 13 – 19, 2019, 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 7<sup>th</sup> day of October, 2019, by the following vote:

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

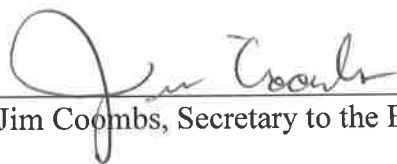
**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 7<sup>th</sup> day of October, 2019, and passed by a unanimous vote of those present.

**IN WITNESS WHEREOF**, I have hereunto set my hand and seal this 7<sup>th</sup> day of October, 2019.



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Jim Coombs, Secretary to the Board of Trustees

**LOWELL JOINT SCHOOL DISTRICT**

**RESOLUTION 2019/20 NO. 762**

**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, 2019**

**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, 2019, 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, 2019, 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 7<sup>th</sup> day of October, 2019, by the following vote:

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

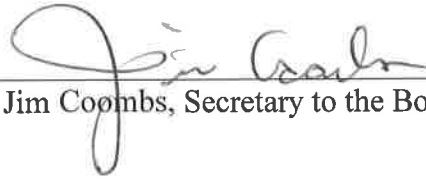
**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 7<sup>th</sup> day of October, 2019, and passed by a unanimous vote of those present.

**IN WITNESS WHEREOF**, I have hereunto set my hand and seal this 7<sup>th</sup> day of October, 2019.

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



**Los Angeles County  
Office of Education**  
Serving Students • Supporting Communities  
Leading Educators

## Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2019-2020

District Name: Lowell Joint School District

Date: October 7, 2019

Person completing this form: Mary Jo Evanoff

Title: Exec Asst to the Superintendent/Certified Personnel

Quarter covered by this report (Check One Below):

- |   |                          |                  |
|---|--------------------------|------------------|
| <input checked="" type="checkbox"/> 1st QTR | July 1 to September 30   | Due 18-Oct 2019  |
| <input type="checkbox"/> 2nd QTR            | October 1 to December 31 | Due 17- Jan 2020 |
| <input type="checkbox"/> 3rd QTR            | January 1 to March 31    | Due 17-Apr 2020  |
| <input type="checkbox"/> 4th QTR            | April 1 to June 30       | Due 17-Jul 2020  |

Date for information to be reported publicly at governing board meeting: October 7, 2019

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

	Number of Complaints Received in Quarter	Number of Complaints Resolved	Number of Complaints Unresolved
Instructional Materials			
Facilities			
Teacher Vacancy and Misassignment			
TOTAL			

Print Name of District Superintendent Jim Coombs

Signature of District Superintendent  Date October 7, 2019

Return the **Quarterly Summary** to:  
Williams Legislation Implementation Project  
Los Angeles County Office of Education  
c/o Kirit Chauhan, Williams Settlement Legislation  
9300 Imperial Highway, ASM/Williams ECW 284  
Downey, CA 90242

Telephone: (562) 803-8382  
FAX: (562) 803-8325  
E-Mail: [Chauhan\\_Kirit@lacoed.edu](mailto:Chauhan_Kirit@lacoed.edu)



Orange County Department of Education  
Educational Services Division

**Williams Settlement Legislation  
Quarterly Report of Uniform Complaints  
2019-20**

District: Lowell Joint School District

District Contact: Mary Jo Evanoff

Title: Executive Assistant to the Superintendent/Certificated Personnel

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

**Check the box that applies:**

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of the complaints

Type of Complaint	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials			
Teacher Vacancies or Missassignments			
Facility Conditions			
<b>TOTALS</b>			

Name of Superintendent: Jim Coombs

Signature of Superintendent:  Date: October 7, 2019

**Please submit to:**

Alicia Gonzalez, Sr. Administrative Assistant  
Orange County Department of Education  
200 Kalmus Drive, B-1009  
P.O. Box 9050, Costa Mesa, CA 92628-9050

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

**LOWELL JOINT SCHOOL DISTRICT**

**RESOLUTION 2019/20 No. 764**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
LOWELL JOINT SCHOOL DISTRICT OF  
LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,  
TO PARTICIPATE IN THE ALLIANCE OF SCHOOLS FOR  
COOPERATIVE INSURANCE PROGRAMS OWNER CONTROLLED  
INSURANCE PROGRAM (ASCIP OCIP) FOR MEASURE LL**

**WHEREAS**, California Government Code Section 4420.5 (c) defines "owner-controlled insurance" as a series of insurance policies issued to cover all of the contractors and subcontractors on a construction or renovation project for purposes of general liability and worker's compensation; and

**WHEREAS**, Section 4420.5(b) permits a school district to use owner controlled insurance with regard to a construction or renovation project if the district determines that (1) prospective bidders, including contractors and subcontractors, meet minimum occupational safety and health qualifications established to bid on the project, including consideration of serious and willful Labor Code violations, worker's compensation experience modification factor, and the contractor's and subcontractor's injury prevention program; and (2) the use of owner-controlled insurance will minimize the expenditure of public funds on the project in conjunction with the exercise of appropriate risk management; and

**WHEREAS**, the District desires to participate in the Owner Controlled Construction Insurance Program ("OCIP") offered by the Alliance of Schools for Cooperative Insurance Programs ("ASCIP") for the District's Measure LL Projects ("Project"); and

**WHEREAS**, ASCIP manages the OCIP which is a single insurance program that covers certain jobsite risks of the District, the general contractor, subcontractors and their employees who provide labor or services to the District's projects by providing workers compensation, general liability, builders risk, owner's protective professional indemnity and pollution liability coverage, subject to the limitations and exclusions therein; and

**WHEREAS**, cost savings will occur for the Project by the negotiating clout achieved in combining multiple insurance programs into one with the result of the ASCIP OCIP producing the total cost of insurance for the Project at a cost less than that typically provided by the contractor and subcontractors; and

**WHEREAS**, aggressive risk control and claims management measures will be implemented for the Project, resulting in cost savings based on the prevention and management of losses, reduction of the cost of losses through consolidated claims management, and single insurer legal defense; and

**WHEREAS**, in addition to achieving cost savings, the ASCIP OCIP will be used to obtain certain insurance coverage and limits otherwise unavailable for the Project, such as 10 years' completed operations coverage; and

**WHEREAS**, the District's cost of providing insurance for the Project and all contracted parties will be at a rate of 2.65% based on the value of the construction contract, payable as a premium to ASCIP.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the Lowell Joint School District hereby determines that the use of the ASCIP OCIP for the District's Measure LL Projects will minimize the expenditure

of public funds in conjunction with the exercise of appropriate risk management; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees authorizes District staff to participate in the Owner Controlled Insurance Program offered by ASCIP for the Measure LL Project; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees authorizes District staff, in conjunction with ASCIP, to develop minimum occupational safety and health qualifications for prospective bidders (contractors and subcontractors) to bid on the District's Measure LL Projects in accordance with the provisions of Government Code Section 4420.5(b)(1).

**APPROVED AND ADOPTED** this 7<sup>th</sup> day of October 2019, by the following vote:

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

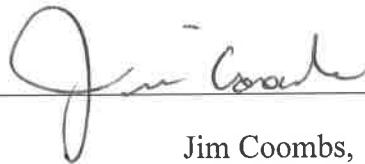
**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 7<sup>th</sup> day of October 2019, and passed by a unanimous vote of those present.

**IN WITNESS WHEREOF**, I have hereunto set my hand and seal this 7<sup>th</sup> day of October 2019.



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Jim Coombs,  
Secretary to the Board of Trustees

**LOWELL JOINT SCHOOL DISTRICT**

**RESOLUTION 2019/20 NO. 763**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
LOWELL JOINT SCHOOL DISTRICT,  
LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,  
REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS FOR 2019/20**

- 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 7, 2019, 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 2019/20 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 7<sup>th</sup> day of October, 2019, by the following vote:

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

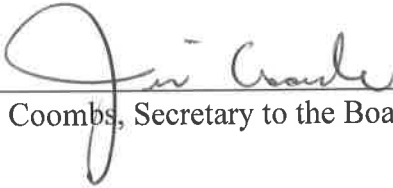
**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 7<sup>th</sup> day of October, 2019, and passed by a unanimous vote of those present.

**IN WITNESS WHEREOF,** I have hereunto set my hand and seal this 7<sup>th</sup> day of October 2019.

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



**Lowell Joint  
School District**

*A Tradition of Excellence Since 1906*

**Principal Verification Statement  
Instructional Materials Sufficiency**

School Name: *EL Portal*  
Principal: *David Serrano*

**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 *9/23/19*, our school had sufficient instructional materials for each student for the 2018-2019 school year. I agree to maintain sufficiency of instructional materials throughout the school year as enrollments change.

*David Serrano*

Principal Signature

*9/23/19*

Date



Lowell Joint  
School District

*A Tradition of Excellence Since 1906*

**Principal Verification Statement  
Instructional Materials Sufficiency**

School Name: *Jordan*  
Principal: *MariKate Wissman*

**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 *9-9-19*, our school had sufficient instructional  
materials for each student for the *2019-2020* school year. I agree to maintain  
sufficiency of instructional materials throughout the school year as enrollments  
change.

*MariKate Wissman*  
Principal Signature

*9-9-19*  
Date



**Lowell Joint  
School District**

*A Tradition of Excellence Since 1906*

**Principal Verification Statement  
Instructional Materials Sufficiency**

**School Name: Macy**

**Principal: Patricia Jacobsen**

**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 9/24/19, our school had sufficient instructional materials for each student for the 2019-2020 school year. I agree to maintain sufficiency of instructional materials throughout the school year as enrollments change.

  
Principal Signature

9/24/19  
Date



**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 *9-13-2019*, our school had sufficient instructional  
materials for each student for the 2019-2020 school year. I agree to maintain  
sufficiency of instructional materials throughout the school year as enrollments  
change.

*Matt Cukro*  
Principal Signature

*9/13/2019*  
Date



Lowell Joint  
School District

*A Tradition of Excellence Since 1906*

### Principal Verification Statement Instructional Materials Sufficiency

School Name: *Olita*  
Principal: *Krista Van Heugenoed*

**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 *9/25/19*, our school had sufficient instructional  
materials for each student for the 2018-2019 school year. I agree to maintain  
sufficiency of instructional materials throughout the school year as enrollments  
change.

Principal Signature

*9/25/19*

Date



**Lowell Joint  
School District**

*A Tradition of Excellence Since 1906*

**Principal Verification Statement  
Instructional Materials Sufficiency**

School Name: *Rancho Starbuck*  
Principal: *Nathan Howe, Asst. Principal*

**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 *9/5/19*, our school had sufficient instructional materials for each student for the *2019-2020* school year. I agree to maintain sufficiency of instructional materials throughout the school year as enrollments change.

*Nathan Howe*  
Principal Signature

*9/5/19*  
Date

**PURCHASE ORDERS FOR BOARD APPROVAL**

**October 7, 2019**

<b>NO#</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
85314	PBK	MAYBROOK CAMPUS CONTRACT SVCS	\$ 66,805.90
85315	SUPREME ASPHALT SERVICE	JORDAN-STRIPING OF BLACKTOP	\$ 3,761.00
85316	CITY OF LA HABRA	DISTRICT VEHICLES-FUEL	\$ 1,429.80
85317	BLACKOUT CURTAINS	RS, BLACKOUT ROOM	\$ 1,785.42
85318	MOON VALLEY NURSERY	MACY, JORDAN-TREES	\$ 3,016.99
85319	MAIL FINANCE TOTAL FUNDS NEOPOST	DISTRICT OFFICE MAIL CONTRACT 19-20	\$ 1,926.88
85320	INTERQUEST DETECTION	SERVICE AGREEMENT FOR 19-20	\$ 1,505.00
85321	OCDE	SPECIAL ED TUITION/ TRANS 19-20	\$ 75,000.00
85322	LA HABRA ROTARY CLUB	2019/20 MEMBER DUES	\$ 1,500.00
85323	HOWARD TECHNOLOGY SOLUTIONS	HEADSETS	\$ 657.00
85324	COMPLETE BUSINESS SYSTEMS	ANNUAL SERVICE CONTRACT	\$ 990.00
85325	FLOCABULARY	2019/20 ONE YEAR SCHOOL SUBSCRIPTION	\$ 2,500.00
85326	GREENFIELD LEARNING	READING PLUS-1 YR SUBSCRIPTION	\$ 7,100.00
85327	HOUGHTON MIFFLIN HARCOURT	READING COUNTS/READING INVENTORY	\$ 3,020.00
85328	MIND RESEARCH	ANNUAL SERVICE CONTRACT-7/1/19-6/30/20	\$ 4,200.00
85329	MYSTERY SCIENCE, INC.	2019/20 SCHOOL MEMBERSHIP	\$ 1,999.98
85330	ROCHESTER 100	NAVY BLUE NICKY'S FOLDERS	\$ 250.00
85331	SCHOOL STORE OF THE CAROLINAS	MY-PAL 2020 PENCILS	\$ 86.85
85332	LJSD TECHNOLOGY	EPSON ELPLP-PROJ SPARE LAMP-4 EA	NO COST
85333	BEARCOM	TWO WAY RADIOS	\$ 906.00
85334	RESOURCES FOR EDUCATORS	NEWSLETTER SUBSCRIPTIONS	\$ 568.00
85335	ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	LEGAL SERVICES-MAY 2019	\$ 3,438.75
85336	NO EXCUSES UNIVERSITY	NO EXCUSES UNIV-A. MALM	\$ 475.00
85337	SOUTHWEST SCHOOL SUPPLY	EL PORTAL-OPEN PURCHASE ORDER 2019/20	\$ 10,000.00
85338	SOUTHWEST SCHOOL SUPPLY	JORDAN-OPEN PURCHASE ORDER 2019/20	\$ 9,200.00
85339	SOUTHWEST SCHOOL SUPPLY	MACY-OPEN PURCHASE ORDER 2019/20	\$ 10,000.00
85340	SOUTHWEST SCHOOL SUPPLY	MEADOW GREEN-OPEN PURCHASE ORDER 2019/20	\$ 11,000.00
85341	SOUTHWEST SCHOOL SUPPLY	OLITA-OPEN PURCHASE ORDER 2019/20	\$ 11,000.00
85342	SOUTHWEST SCHOOL SUPPLY	RANCHO STARBUCK-OPEN PURCHASE ORDER 2019/20	\$ 15,000.00
85343	SOUTHWEST SCHOOL SUPPLY	SUPT. OFFC-OPEN PURCHASE ORDER 2019/20	\$ 1,000.00
85344	SOUTHWEST SCHOOL SUPPLY	CURRICULUM-OPEN PURCHASE ORDER 2019/20	\$ 5,000.00
85345	SOUTHWEST SCHOOL SUPPLY	PRINTING,DUPL-OPEN PURCHASE ORDER 2019/20	\$ 4,100.00
85346	SOUTHWEST SCHOOL SUPPLY	BUSINESS SERVICES-OPEN PURCHASE ORDER 2019/20	\$ 1,500.00
85347	SOUTHWEST SCHOOL SUPPLY	MAINTENANCE OFFC-OPEN PURCHASE ORDER 2019/20	\$ 1,050.00
85348	SOUTHWEST SCHOOL SUPPLY	SPECIAL EDUCATION -OPEN PURCHASE ORDER 2019/20	\$ 4,105.00
85349	AAA ELECTRIC MOTOR	Purchases for 2019-20	\$ 5,000.00
85350	YORKTOWN	TONER-PERUMEAN, MG	\$ 69.31
85351	EAST WHITTIER CITY SCHOOL DISTRICT	2ND HALF SCHOOL YR STEP PROGRAM	\$ 30,056.00
85352	TOOLS4EVER	USER ADMINISTRATOR PRGM FEES	\$ 1,456.30
85353	CSM CONSULTING	E-RATE APRIL-JUNE 2019	\$ 3,100.12
85354	FBM	COLOR COPIER USAGE 18-19	\$ 1,794.48
85355	CSM CONSULTING	E-RATE OCT-DEC 2019	\$ 2,125.00
85356	CINTAS FIRE	Purchases for 2019-20	\$ 10,000.00
85357	VIG SOLUTIONS	HP DESKTOPS	\$ 748.00
85358	NICKY'S FOLDERS	COMMUNICATION FOLDERS	\$ 202.50
85359	TOTAL FUNDS HASLER	2019-20 DISTRICT POSTAGE	\$ 9,000.00
85360	GT DESIGN	CUSTOM T-SHIRTS AND HOODIES	\$ 2,505.36
85361	GT DESIGN	Open PO for 2019-20	\$ 10,000.00
85362	DTS-Document Tracking Systems	Database management of SARC's, SPSA's, LCAP	\$ 7,374.00
85363	ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	JUNE 2019 LEGAL SERVICES	\$ 1,866.25
85364	NIC PARTNERS	MERAKI LICENSE RENEWAL, PURCHASES FOR 2019-20	\$ 35,000.00
85365	LA HABRA CHAMBER OF COMMERCE	MEMBERSHIP RENEWAL-J.COOMBS	\$ 350.00
85366	JIVE COMMUNICATIONS	PA SYSTEM-RANCHO STARBUCK	\$ 308.01
85367	DEAD AND BURIED	T-SHIRTS	\$ 950.30
85368	AMAZON	INSTRUCTIONAL RESOURCES FOR NEW KINDER CLASS	\$ 216.73
85369	MOBILE MIND	MOBILEMIND LICENSE	\$ 2,820.00



85370	INCIDENT IQ	Purchases for 2019-20	\$ 8,000.00
85371	VIG SOLUTIONS	Purchases for 2019-20	\$ 10,000.00
85372	AMERICAN EXPRESS	Purchases for August	\$ 275,000.00
85373	GREENFIELD LEARNING	READING PLUS SOFTWARE RENEWAL	\$ 5,652.00
85374	CTL	CHROME LICENSES-EP	\$ 250.00
85375	<b>VOIDED</b>	VOIDED	\$ -
85376	A-1	Purchases for 2019-20	\$ 12,000.00
85377	EMCOR	Purchases for 2019-20	\$ 65,000.00
85378	TREMCO	Purchases for 2019-20	\$ 11,000.00
85379	TURF STAR	Purchases for 2019-20	\$ 5,500.00
85380	READY REFRESH NESTLE	Purchases for 2019-20	\$ 770.00
85381	SPARKLETTS	Purchases for 2019-20	\$ 880.00
85382	LACOE	REGISTRATION-R.ESPARZA WORKSHOP AUG 28-29	\$ 275.00
85383	SAN DIEGO COUNTY OFFICE OF EDUCATION	REGISTRATION-CONFERENCE 9/20/19	\$ 135.00
85384	THINKING MAPS	CURRICULUM BINDERS	\$ 739.13
85385	CASBO	REGISTRATION /MEMBERSHIP-A. REYNOLDS	\$ 2,000.00
85386	KOURY ENGINEERING & TESTING INC.	SOILS TESTING AT MAYBROOK	\$ 8,500.00
85387	AMAZON	BOOKS	\$ 496.28
85388	POWERSCHOOL, LLC	EMPLOYEE AUTOMATED SUB CALLING SYSTEM	\$ 3,375.00
85389	BUENA PARK PLAQUE & TROPHY	RETIREMENT VASES	\$ 201.49
85390	JONES AWARDS	TROPHIES	\$ 149.92
85391	RENAISSANCE	ACCELERATED READER	\$ 6,766.00
85392	SCHOOL LIFE	JORDAN-SUPPLIES	\$ 239.80
85393	US GAMES/BSN SPORTS	SUPPLIES	\$ 665.74
85394	<b>VOIDED</b>	VOIDED	\$ -
85395	ORIENTAL TRADING CO.	SUPPLIES	\$ 93.11
85396	HOUGHTON MIFFLIN HARCOURT	MATERIALS	\$ 905.97
85397	AMAZON	MEGAPHONES	\$ 133.47
85398	JONES AWARDS	AWARDS	\$ 452.87
85399	GRAINGER	A/C SUPPLIES	\$ 100.00
85400	BISHOP	GROUNDS-SUPPLIES	\$ 65.00
85401	ICS	FIRE & ALARM MONITORING SVCS	\$ 19,981.90
85402	ELITE MODULAR LEASING	MAYBROOK PROJECT-PURCHASE OF 2 BATHROOMS	\$ 220,976.00
85403	CASH-COALITION FOR ADEQUATE SCHOOL HO	MAINTENANCE-ANNUAL MEMBERSHIP RENEWAL	\$ 717.00
85404	UNICORN METAL	JORDAN, A/C UNIT REPAIR	\$ 32.48
85405	DTSC	M&O-HAZARDOUS WASTE DISPOSAL	\$ 240.00
85406	TARGET SPECIALTY PRODUCTS	M&O-SPECTACLE FLOW	\$ 277.19
85407	CASH-COALITION FOR ADEQUATE SCHOOL HO	CONFERENCE-DAVID BENNETT, ANDREA REYNOLDS	\$ 1,292.00
85408	GRAINGER	M&O-PAINT, STENCIL SUPPLIES	\$ 350.00
85409	LAKESHORE	CLASSROOM RUG- DUAL LANGUAGE	\$ 596.36
85410	OCDE	PBIS 101 FOR ADMIN-JACOBSEN & CUKRO	\$ 60.00
85411	BLICK ART SUPPLIES	ART SUPPLIES	\$ 990.00
85412	TYNKER	INSTRUCTIONAL MATERIALS, ONLINE TRAINING	\$ 18,200.00
85413	WONDER WORKSHOP INC.	CODING CURRICULUM	\$ 107.24
85414	ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	Open PO for 2019-20	\$ 125,000.00
85415	THE TAO FIRM	Open PO for 2019-20	\$ 40,000.00
85416	ROCHESTER 100	NICKY'S FOLDERS	\$ 200.00
85417	VOCABULARYSPELLINGCITY.COM	MEMBERSHIP RENEWAL- LICKFELT CLASS	\$ 69.95
85418	GT DESIGN	T SHIRTS	\$ 116.00
85419	CDW-GOVERNMENT	PROJECTOR BULB	\$ 85.89
85420	APPLE	MACBOOK	\$ 1,641.41
85421	RTC ENGRAVING	BRICKS ENGRAVED	\$ 341.00
85422	SDI INNOVATION	AGENDAS	\$ 160.97
85423	DOCUMENT TRACKING SERVICES	Open PO for 2019-20	\$ 10,000.00
85424	YORKTOWN INDUSTRIES	DRUMS	\$ 136.00
85425	MEET THE MASTERS, INC.	EVENT @ MACY	\$ 4,572.10
85426	AMAZON	PROJECTOR CORD	\$ 9.66
85427	MYSTERY SCIENCE, INC.	SCHOOL MEMBERSHIP	\$ 999.00
85428	<b>VOIDED</b>	VOIDED	\$ -
85429	<b>VOIDED</b>	VOIDED	\$ -



"B" WARRANTS FOR BOARD APPROVAL ON:  
**October 7, 2019**

"B" WARRANT DOCUMENTS : 193 - 412, 3002 - 3017

<b>663,514.64</b>
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THE FOLLOWING "B" WARRANT VOUCHERS ARE INCLUDED IN THE ABOVE SEQUENCE OF NUMBERS SUBMITTED FOR APPROVAL. ANY INTERRUPTIONS IN THE SEQUENCE ARE DUE TO THE VOUCHER BEING HELD FOR AUDIT BY LACOE AND RELEASED AT A LATER DATE. THE 3000s INDICATE A NUTRITION SERVICES PAYABLE.

NO#		AMOUNT
193	SCHOLASTIC INC. - SPECIAL ED. SUPPLIES	126.50
208	BUG FLIP - KITCHEN SERVICE	45.00
	EARLY RETIREE REIMBURSEMENTS	
215	DAWN AANDAHL	482.64
216	BRENT ALLSMAN	965.28
217	MARIANNE DOYLE MEDINA	482.64
218	ELIZABETH KANESHIRO	945.52
219	CATHERINE KATO	1,447.92
220	KIM LIKERT	1,101.28
221	SHELLEY MARKER	482.64
222	PENNY MAYERCHECK	1,101.28
223	CATHERINE MILWARD	878.91
224	RONALD RANDOLPH	653.66
225	GAYLE ROGERS	258.83
226	EMILY WAKEFIELD	482.64
227	HOLLY WOLFE	482.64
229	AMERICAN FIDELITY-VOLUNTARY DEDUCTIONS-SEPT2019	5,467.00
230	CREDIT UNION OF SO CAL-VOLUNTARY DEDUCTIONS SEPT2	2,887.80
231	SCHOOLS FIRST FEDERAL C.U.- EMP.DEDUCTIONS, AUG.	17,855.00
232	HOME DEPOT CREDIT SVCS-MAINT, SUPPLIES	349.31
233	THE HOME DEPOT PRO-MAINT/OPS-STOCK, SUPPLIES	2,327.78
234	CITY OF LA HABRA WATER DEPT. - JULY - AUGUST	2,714.25
235	SOUTHERN CALIFORNIA GAS CO. - JULY - AUGUST	28.68
236	FRONTIER COMMUNICATION - AUGUST - SEPTEMBER	2,738.04
237	LOS ANGELES COUNTY OFFICE OF ED. - WORKSHOP	275.00
238	ORANGE COUNTY DEPT. OF EDUCATION - EXCESS COST	4,622.50
239	MAILFINANCE - NEOPOST MACHINE, SEP. - DEC.	481.72
240	LEADER SERVICES - MEDICAID REIMB. SERVICE, JULY	4,911.17
241	JONES SCHOOL SUPPLY CO. - AWARDS/ ENGRAVING	657.32
242	LEONARD CHAIDEZ TREE SERVICE - SERVICE	18,240.00
243	VERIZON WIRELESS - SERVICE/ EQUIPMENT	1,683.86
244	CLAUDIA SCHALCHIN - EARLY RETIREE REIMB. SEP.	965.28
245	READY REFRESH BY NESTLE - DO/ SUPPLIES	64.04
246	EQTAINMENT, LLC. - ANNUAL SUBSCRIPTION	1,800.00
247	ROCHESTER 100 INC. - NICKY'S FOLDERS	202.50
248	TRI-DIM FILTER-MAINTENANCE, SERVICES	918.47
249	TURF STAR, INC. - VEHICLE REPAIRS/ MAINTENANCE	1,059.39
250	GT DESIGNS-OL, RS, SERVICES	290.48

251	SCHOLASTIC INC. - SCHOLASTIC NEWS	1,991.55
253	RIFTON EQUIPMENT - SUPPLIES/ PACER	243.57
254	VIG SOLUTIONS - PRINTERS/ TECH. SUPPLIES	816.21
255	TCI - TEACHER ONLINE ANNUAL SUBSCRIPTIONS	163.00
256	YORKTOWN - COPIER DRUMS/ PRINTER	148.92
257	SAN DIEGO CO. OFFICE OF ED. - REGISTRATIONS	135.00
258	SCHOLASTIC INC. - SUBSCRIPTIONS	75.90
259	SCHOLASTIC INC. - SCHOOL SUPPLIES	156.59
260	SENTRY SIGNS AND PRINTING - EMBROIDERY	372.28
261	ATKINSON,ANDELSON,LOYA,RUUD-DIST, CONTRACT SVCS	2,581.25
262	BUENA PARK PLAQUE & TROPHY - NAME BADGES	201.49
263	CANELA SOFTWARE-CURR, 2019/20: 20/20 VISION SOFTWARE PRG DUES	297.00
264	CASBO - ORGANIZATIONAL ANNUAL SUBSCRIPTION	2,000.00
265	CDW GOVERNMENT - CAMERA/ PRINTERS	937.27
266	CM SCHOOL SUPPLY - TECHNOLOGY SUPPLIES	286.67
267	CPI - SALES TAX AND ADMINISTRATIVE FEE	51.63
268	CTL CORPORATION - LICENSES/ EP LAB	250.00
269	CULVER-NEWLIN - CLASS FURNITURE/ BOOKCASE	1,322.21
270	DATA IMPRESSIONS - LAPTOPS/ PROJECTOR	4,505.91
271	DOCUMENT TRACKING SVCS-CURR., TRANSLATION SERVICES	511.08
272	DEPARTMENT OF TOXIC SUBSTANCES CONTROL - WASTE	240.00
273	COALITION FOR ADEQUATE SCHOOL HOUSING - DUES	717.00
274	DECISION INSITE - RENEWAL MY SCHOOL LOCATOR	995.00
275	EMCOR -HVAC MAINTENANCE/ RANCHO STARBUCK	5,235.00
276	GREENFIELD LEARNING -EP- READING PLUS SUBSCRIPTION	7,100.00
277	GREENFIELD LEARNING - READING PLUS SUBSCRIPTION	5,652.00
278	HOUGHTON MIFFLIN - READING HOSTING SERVICE	3,020.00
279	HOWARD TECHNOLOGY - HEADPHONES/ EL PORTAL	657.00
280	APPLE, INC.-EP,JO,MA,MG,OL,RS-SUPPLIES	6,147.63
281	THE TAO FIRM - CONSULTANT SERVICES, JULY	175.00
282	CITY OF LA HABRA-JUNE 2019 FUEL	1,429.80
283	BARCO PRODUCTS CO-CURR, SUPPLIES	2,963.93
284	CALIF. PUBLIC EMPLOYEES RET. SYSTEM/ MED. INS., AUG.	252,679.75
285	CALIF. PUBLIC EMPLOYEES RET. SYSTEM/ MED. INS., AUG.	8,018.45
286	DELTA DENTAL- CERT. RETIREE VOL. PLAN., SEP.	1,583.40
287	SHERWIN WILLIAMS - SCHOOL MATERIALS	1,393.63
288	SOUTHEAST CONSTRUCTION - DRINKING FOUNTAIN	229.34
289	SOUTHERN CALIFORNIA GAS - JULY - AUGUST	55.46
290	SOUTHERN CALIFORNIA EDISON - JULY - AUGUST	7,750.52
291	LEONARD CHAIDEZ TREE SERVICE - MG/ SERVICE	4,005.00
292	SOUTHERN CALIFORNIA GAS - JULY - AUGUST	67.66
293	SOUTHERN CALIFORNIA EDISON - JULY - AUGUST	797.56
294	SUBURBAN WATER SYSTEMS - JULY - AUGUST	14,425.32
295	SUBURBAN WATER SYSTEMS - JULY - AUGUST	2,793.02
296	MCI A VERIZON CO. - SERVICE, JULY	33.56
297	ORANGE COUNTY DEPT. OF ED-MG, REGISTRATIONS	800.00
298	DEBORAH NAPLES - CONVENTION REIMBURSEMENT	86.61
298	DEBORAH AMOS/ FEEDING DREAMS - CONSULTANT	3,000.00

299	MATTHEW CUKRO - SUPPLY REIMBURSEMENTS	208.47
300	LACOE-CONFERENCE REGISTRATION	140.00
301	CUMMING CONSTRUCTION MGMT-CAP OUTLAY, CONTRACT SVCS	700.00
302	MEET THE MASTERS-MACY, CONTRACT SVCS	4,572.10
303	RTC ENGRAVING-RS, SUPPLIES	341.00
304	RENAISSANCE LEARNING-JO, ACCELERATED READER PROGRAM SVCS	6,766.00
305	RESOURCES FOR EDUC-CURR, NEWSLETTERS	568.00
306	ROCHESTER 100 INC. - EP, OL- NICKY'S FOLDERS ORDER	810.00
309	SCHOOL SERVICES OF CA-BUS SVCS, JUL2019 CONTRACT SVCS	305.00
310	JAMIE SWEENEY-RS, DESIGN SERVICES	150.00
311	SCHOOL HEALTH CORP-HEALTH ROOM SUPPLIES	401.93
312	SCHOOL DATEBOOKS-RS, SUPPLIES	160.97
313	SCHOOL STORE OF CAROLINAS-EP, SUPPLIES	114.15
314	SCHOOLYARD COMMUNICATIONS-CURR, NEWSLETTERS	3,657.34
315	SPARKLETTS-RS, WATER SUPPLIES	159.32
317	SAN JOAQUIN CO OFFC ED-EDJOIN MEMBERSHIP	458.25
318	THINKING MAPS-CURR, LCAP TRAINING	4,339.13
320	VALERIE TELARICO-PURCHASE REIMBURSEMENT	187.12
321	AUTOZONE-MAINTENANCE, SUPPLIES	17.51
322	BEST LAWNMOWER-GROUNDS, SUPPLIES	489.97
323	PLUMBING WHOLESALE-MAINTENANCE, SUPPLIES	228.83
324	WALTERS WHOLESALE ELECTRIC-MAINTENANCE, SUPPLIES	1,436.06
325	TIME WARNER CABLE-TECH, UTILITIES	5,370.75
326	SO CAL EDISON-OLITA, FACILITIES-UTILITIES JULY 2019	6,072.69
327	WARE DISPOSAL-SITE WASTE DISPOSAL	4,688.50
328	TARGET SPECIALTY PROD-MAINTENANCE, SUPPLIES	277.19
329	TYNKER - SUBSCRIPTION SERVICES	18,200.00
330	VEX ROBOTICS-RS, SUPPLIES	651.92
331	VOCABULARY SPELLING CITY-OL, SUPPLIES	69.95
332	WEST INTERACTIVE SVCS-DISTRICT, SCH MESSENGER	2,807.79
333	WESTERN GRAPHIX-MG, LAMINATOR	2,075.03
334	WONDER WORKSHOP-OLITA, SUPPLIES	107.24
335	YORKTOWN - MG, COPIER DRUMS/ SUPPLIES	114.32
336	ACSA REGION 17-SUPT MEMBERSHIP	300.00
337	LINDA TAKACS-RS, PURCHASE REIMBURSEMENT	398.91
338	SCHOOL SPECIALTY-RS, CHAIRS, SUPPLIES	2,633.43
339	AMERICAN EXPRESS-DISTRICT PURCHASES-JULY 2019	22,850.74
340	JIVE COMMUNICATIONS-RS, UTILITIES	308.01
342	COLLEEN PATTERSON-BUS SVCS-CONSULTING SVCS	864.36
343	MARIKATE WISSMAN-JORDAN, PURCHASE REIMBURSEMENT	284.29
344	ORIENTAL TRADING CO.-JO, SUPPLIES	93.11
345	LEONARD CHAIDEZ TREE SVCS-GROUNDS, SERVICES	11,405.00
346	MARIKATE WISSMAN-JORDAN, PURCHASE REIMBURSEMENT	315.36
349	DEBRA LEES-CONSULTANT SVCS-AUGUST 2019	1,400.00
350	UNUM LIFE INSURANCE PREMIUM- GROUP INSURANCE	542.73
351	ASSOCIATION OF CA SCHOOL-SEPT 2019	323.15
352	CA ASSOC SCHOOL PSYCH-VOLUNTARY DED-SEPT	15.50
353	CSEA-VOLUNTARY DED/DUES-SEPT 2019	1,675.26

354	CTA-DUES SEPT 2019	13,753.81
355	PACIFIC EDUCATORS-VOLUNTARY DEDUCTIONS	77.00
356	UNITED WAY OF GREATER LA-VOLUNTARY DEDUCTIONS	10.00
357	ERIC CHITTUM - SUPPLIES REIMBURSEMENT	73.57
358	MJ EVANOFF - PURCHASE REIMBURSEMENT	50.13
359	SANDRA JAN-PURCHASE REIMBURSEMENT	3.36
360	LINDA TAKACS- PURCHASE REIMBURSEMENT	32.42
361	MIN YI - PURCHASE REIMBURSEMENT	90.78
362	AMBCO - SUPPLIES/ DISTRICT OFFICE	205.70
363	ASCD-OL, SUPPLIES	89.00
364	BISHOP CO. - MAINTENANCE/ SUPPLIES	97.21
365	BLACKOUT CURTAINS-RS, SUPPLIES	1,785.42
366	BLICK ART MATERIALS-RS, SUPPLIES	957.26
367	BUENA PARK PLAQUE & TROPHY - NAME BADGES	74.35
368	CDW GOVERNMENT - TECHNOLOGY SUPPLIES	3,519.37
369	COMPLETE BUSINESS SYSTEMS - SERVICE	990.00
370	HOUGHTON MIFFLIN - CURR, SUPPLIES	905.97
371	AAA ELECTRIC MOTOR-MG, SUPPLIES	384.20
372	BUG FLIP - MAINTENANCE/ SERVICES	1,870.00
373	CANNINGS HARDWARE LA HABRA-JO, SUPPLIES	264.86
374	CINTAS FIRE PROTECTION-DISTRICT SUPPLIES	10,979.84
375	GLASBY MAINT SUPPLY-DISTRICT SUPPLIES	8,888.47
376	IMPERIAL SPRINKLER SUPPLY-GROUNDS, SUPPLIES	2,006.20
377	THE HOME DEPOT PRO-MAINT/OPS-STOCK, SUPPLIES	2,593.80
378	AMERICAN FIDELITY-VOLUNTARY DEDUCTIONS-OCT	10,208.19
379	LEONARD CHAIDEZ TREE SERVICE - MAYBROOK	5,520.00
380	MCI A VERIZON CO. - PHONE SERVICE	31.15
381	SOUTHERN CALIFORNIA EDISON - AUG - SEP	6,083.84
382	SUBURBAN WATER SYSTEMS - AUG - SEP	8,522.89
384	LOWE'S CREDIT SVCS-MAINT, STOCK, SUPPLIES	271.65
386	AAA ELECTRIC MOTOR-MG, SUPPLIES	215.81
387	DANIELS TIRE SERVICE--MAINTENANCE, REPAIRS	679.13
388	SOUTHEAST CONSTRUCTION - JORDAN, SUPPLIES	176.77
389	ABEL CARRERA-RS, PURCHASE REIMBURSEMENT	113.60
390	YING LOU-RS, PURCHASE REIMBURSEMENT	112.01
391	LINDA TAKACS-RS, PURCHASE REIMBURSEMENT	110.00
392	WHITNEY TAKACS-RS, PURCHASE REIMBURSEMENT	46.95
398	FOUNDATION FOR EDUC ADMIN-SUPT, REGISTRATION FEES	849.00
412	TOOLS4EVER-DISTRICT WIDE, 19/20 RENEWAL SVC	1,456.30
3002	JULIO MONTANO-FOOD SVCS REFUND	31.75
3003	MARYLOU BIVIAN CHAVEZ-FOOD SVCS REFUND	29.00
3004	ANNY RIVERON-FOOD SVCS REFUND	35.42
3005	APRIL GIL-FOOD SVCS REFUND	95.75
3006	LADY BUGS ENVIRONMENTAL-PEST CONTROL	110.00
3007	BUG FLIP - NUTRITION SVCS, PEST CONTROL	360.00
3008	SAN MATEO-FOSTER CITY SD-NUTRITION SVCS, MEMBERSHIP CO-OP DUES	230.90
3009	EMS LINQ INC.-NUTRITION SVCS, SUPPLIES	1,175.00
3010	P&R PAPER SUPPLY CO-NUTRITION SVCS, SUPPLIES	3,902.27

3011	DRIFTWOOD DAIRY-NUTRITION SVCS, SUPPLIES	5,070.99
3012	LOVE TO SNACK,LLC-NUTRITION SVCS, SUPPLIES	997.92
3013	VALPRO-NUTRITION SVCS, SUPPLIES	2,223.61
3014	SO CAL PIZZA CO-NUTRITION SVCS, SUPPLIES	3,815.70
3015	GOLD STAR FOODS-NUTRITION SVCS, SUPPLIES	21,173.80
3016	SCSNA-NUTRITION SVCS,WORKSHOP REGISTRATION	75.00
3017	CA SCHOOL NUTRITION ASSOC-FD SVCS, REGISTRATION	455.00

LOWELL JOINT SCHOOL DISTRICT  
EMPLOYER-EMPLOYEE RELATIONS/PERSONNEL REPORT 2019/20 #3

October 7, 2019

I. CERTIFICATED EMPLOYEES

A. CHANGE OF STATUS

NAME	EFF DATE	END DATE	SITE	COMMENT
Jacobsen, Susan	09/04/19	01/05/20	MG	FMLA (AB375)/Medical Leave
Goodwin, Dawn	08/26/2019	05/29/2020	OL	FMLA (AB375)/Part time Medical Leave

B. STIPENDS/EXTRA DUTY PAY

NAME	EFF DATE	END DATE	SITE	COMMENT
Palmer, Margaret	08/12/19	05/29/20	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. Correction of EER # 2 2019-20

C. SUBSTITUTE CHANGE OF PAY

NAME	EFF DATE	END DATE	SITE	COMMENT
Kuiten, Naomi	09/04/2019	01/05/2020	MG	\$170.00. To be paid from Meadow Green Elementary School.
deBruijn, Lisa	10/01/19	05/05/20	MA	Intervention/Alternative Support Teacher at Macy Elementary School on Tuesday & Thursdays to be paid at the rate of \$131.00. To be paid from Low Performing Grant.

D. Employment of substitutes effective 08/13/19 for the 2019-20 school year @ 131 per day and \$65.50 per half day rate and \$35.00 per hour\* (not to exceed six hours) as applicable and to include: professional development, Saturday school, and site support duties, and \$170 long term sub rate.

Haworth, Acacia  
Haupt, Madeline  
Aulet-Leon, Dominique  
Cheng, Katlyn



Morris, Emilie

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

\*It is further recommended that the individuals listed above be approved as home school teachers, if needed, for the 2019/20 school year at a rate of \$35.00/hour, not to exceed five hours per week, per student. Mileage will be paid at the IRS Standard Mileage Rate for the 2019/20 school year

CLASSIFIED EMPLOYEES 10-7-19

A. MONTHLY- GENERAL FUND

<u>NAME/ EMPLOYEE ID#</u>	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	<u>RANGE/ STEP</u>	<u>SITE</u>	<u>COMMENTS</u>
Carmona, Diego	08/05/2019	10/31/2019	R21/S4	OL	Night Custodian/Working out of Class as Day Custodian
Dumadag, Margaret	10/5/2019		MGT7/S8 +2.5%	DO	Administrative Assistant, Business Services/Classified Personnel, Longevity Increase

B. HOURLY - GENERAL FUND

<u>NAME/ EMPLOYEE ID#</u>	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	<u>RANGE/ STEP</u>	<u>SITE</u>	<u>COMMENTS</u>
Argueta, Cindy	10/09/19		R16/S3	DO	Instructional Assistant-ABA/Step Increase
Atkinson, Katie	05/29/19	8/9/2019		DO	Switchboard Operator Receptionist/ Unpaid Leave of Absence
Cacioppo, Alexis	08/19/19		R16/S3	EP	Instructional Assistant-ABA/Correction To #12 EER
Cardenas, Roberto	10/22/19		R18/S3	JO	Night Custodian/Step Increase
Delgado, Veronica	09/19/19		\$12.00/HR	DO	Noon Duty Assistant/Substitute
Gomez, David	10/01/19		R14/S1	DO	Instructional Assistant/Substitute
Gomez, David	10/01/19		R15/S1	DO	Instructional Assistant/Substitute
Gonzalez, Maria	09/16/19		R14/S1	DO	Instructional Assistant/Substitute
Goodman, Jennifer	08/13/19	06/30/2020		RS	Instructional Assistant/Substitute
Kennedy, Joelle	08/17/19		R16/S3	EP	Instructional Assistant-ABA/Correction To #12 EER

Maldonado, Florentina	10/01/19		R18/S1	DO	Night Custodian/Substitute
Marquez, Claudia	09/01/19		R14/S1	DO	Clerk Typist/Substitute Noon Duty
McGill, Loretto	09/19/19		\$12.00/HR	DO	Assistant/Substitute
Medina, Jeffrey	10/01/19		R18/S1	DO	Night custodian/Substitute Instructional
Meza Soto, Katie	09/15/19		R14/S1	DO	Assistant/Substitute Instructional
Meza Soto, Katie	09/15/19		R15/S1	DO	Assistant/Substitute Noon Duty
Miller, Brad	09/18/19			EP	Assistant/Resignation Noon Duty
Pantages, Marisa	10/01/19		\$12.00/HR	DO	Assistant/Substitute Clerk Typist/Working out of
Rickenbacker, Kimberly	09/01/2019	10/31/2019	R23/S1	EP	Class as Office Manager Night Custodian/Step
Rivera, Ismael	10/09/19		R18/S2	RS	Increase Instructional
Sato, Ashly	09/18/19		R14/S1	DO	Assistant/Substitute Instructional
Sato, Ashly	09/18/19		R15/S1	DO	Assistant/Substitute

C. HOURLY – CAFETERIA FUND

<u>NAME/ EMPLOYEE ID#</u>	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	<u>RANGE/ STEP</u>	<u>SITE</u>	<u>COMMENTS</u>
Ebel, Sarah	10/01/19		R7/S3	EP	Cafe Worker/Step Increase Cafeteria
Giovanetti, Kim	10/01/09			OL	Worker/Resignation Sat Cafe Worker/Step
Neal, Angela	09/02/19		R14/S4	MG	Increase

D. CLASSIFIED JOB DESCRIPTIONS:

\* Addition of Project Manager Job Description



## LOWELL JOINT SCHOOL DISTRICT

### PROJECT MANAGER

Classified Management Salary Schedule

#### **JOB SUMMARY:**

Under the direction of the Assistant Superintendent of Facilities and Operations plan, organize and direct technical and administrative support services in connection with school site improvements, modification of facilities and new construction projects; provide technical and administrative assistance in support of the facilities planning program; train, supervise and evaluate the performance of assigned personnel.

#### **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 classification.*

- Plan, organize and direct facilities projects from inception through inspection for occupancy; collaborate with District departments to resolve issues and develop solutions; plan and coordinate timelines for project work with site administrators and program managers.
- Prepare and submit required forms to the Division of the State Architect; prepares and processes documents for various local agencies.
- Prepare public notices for request for proposals and bid advertisements; coordinates site visits and pre-bid conferences; assist with pre-qualification and post-bid requirements; assist with monitoring construction contract compliance.
- Maintain project records, incorporates applicable information into site files, records cost data, and provides such reports as required relating to facilities, construction and/or the State School Building Program.
- Participate with the Maintenance and Operations Department in the development of plans and programs of energy efficiency, site improvements, and compliance with federal, state and local mandates related to facilities; review developing plans and specifications.
- Collaborate with legal counsel to develop legal agreements and review lawsuits and claims involving contractors; communicate with insurance carriers regarding insurance claims, infrastructure restoration and replacement of damaged goods.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Serve as a technical resource to District personnel regarding assigned facilities projects and functions.
- Provide technical expertise, information and assistance to the Director regarding assigned functions;
- assist in the formulation and development of policies, procedures and programs.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Develop and prepare the annual preliminary budget for assigned facilities projects; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Performs other related duties as assigned.

#### **QUALIFICATION GUIDELINES:**

##### **Knowledge of:**

Management of facilities projects; Structural, electrical, plumbing and mechanical regulations pertaining to school building construction.

State and federal laws, codes and regulations pertaining to the construction and modification of school facilities.

DSA regulations for construction, inspections and testing.

Budget preparation and control.

Principles and practices of administration, supervision and training.  
Applicable laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.  
Oral and written communication skills;

**Ability to:**

Plan, organize and direct facilities projects from inception through inspection for occupancy. Prepare and submit required forms to the Division of the State Architect.  
Prepares public notices for request for proposals and bid advertisements.  
Collaborate with legal counsel to develop legal agreements and review lawsuits and claims. Supervise and evaluate the performance of assigned staff.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others. Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction. Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports, records and files related to assigned activities.

**Education/Training/Experience:**

Any combination equivalent to: graduation from high school supplemented by college-level coursework in construction, engineering or related field and five years increasingly responsible experience as a contractor, project manager or equivalent. Bachelor's degree is desired.

**Licenses/Certificates/Special Requirements:**

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

**PHYSICAL STANDARDS AND WORKING CONDITIONS:**

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

**Physical Demands:**

While performing the duties of this position, the employee is required to constantly sit for periods of time; talk or hear, in person and by telephone; use hands and fingers to touch, handle, feel or operate standard office equipment including technology; and reach with hands and arms. The employee may be frequently required to stand and walk, bend and stoop, and to grasp, lift and move items typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands:**

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

**Work Environment:**

While performing the duties of this job, the employee will work indoor, outdoor, office shop and construction environment. The employee will work with noise from equipment operation. The employee will be on call.

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

**WORK PERIOD:** 12 months per year, 5 days per week, 8 hours per day

DRAFT

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Project Manager

Board Approved: October 7, 2019

**LOWELL JOINT SCHOOL DISTRICT  
2018/19 CLASSIFIED MANAGEMENT SALARY SCHEDULE**

**Effective October 8, 2019**

*Effective March 1, 2019, employees shall receive a .50% increase to base salary earnings (excluding stipends and other remuneration)*

MANAGEMENT POSITIONS	RANGE 1	RANGE 2	RANGE 3	RANGE 4	RANGE 5	RANGE 6	RANGE 7	RANGE 8
Assistant Superintendent of Administrative Services	12,196	12,838	13,513	14,189	14,898	15,643	16,425	17,246
Assistant Superintendent of Facilities and Operations	11,583	12,163	12,771	13,410	14,081	14,785	15,524	X
Director of Educational & Information Technology	6,409	6,734	7,073	7,428	7,803	8,202	8,611	9,052
Occupational Therapist (11 months)	6,005	6,305	6,621	6,953	7,300	7,666	8,049	8,452
Fiscal Services Coordinator	4,207	4,412	4,640	4,880	5,127	5,388	5,656	5,943
Bond Contracts and Accounting Compliance Manager	4,207	4,412	4,640	4,880	5,127	5,388	5,656	5,943
Project Manager	4,207	4,412	4,640	4,880	5,127	5,388	5,656	5,943

Twelve-month Classified Management employees receive 22 days vacation per year.  
\* Step increments to be charged to Special Reserve For Capital Outlay Fund

5 years	\$4,000
10 years	\$5,000
15 years	\$6,000
20 years	\$7,000

**LONGEVITY**

Length of service shall be additionally compensated at the following rate, after completion of:

During the 2019-20 School Year

Approval of Agreement with Fullerton Joint Union High School District Provision of Library Services for the 2019/20 School Year

Ratified the Agreement with Fullerton Joint Union High School District Provision of Library Services for the 2019/20 School Year, and that the Superintendent or designee be authorized to execute the necessary documents.

Board Member/Superintendent Comments


Mr. Coombs shared his appreciate and recognition of the Classified and Teacher of the year as they were recognized at La Habra City Council meeting on September 16 and will be recognized on October 14 at the La Habra Heights City Council meeting.

Adjournment

President Shackelford declared the meeting adjourned at 8:41 p.m. in accordance with the Government Code Section 54956.9 (a, b, c) and indicated no further public action would be taken.

Date Approved:

11/4/19

  
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Clerk/President/Secretary to the Board of Trustees