

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

MINUTES REGULAR MEETING OF THE BOARD OF TRUSTEES
March 7, 2022

Call to Order	President Salinas 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 Salinas declared the meeting recessed to closed session at 6:31 p.m.
Call to Order	President Salinas reconvened the meeting to order at 7:33 p.m.
	The flag salute was led by Anastasia Shackelford, Board of Trustees Board Clerk.
	Trustees Present: Melissa A. Salinas, Karen L. Shaw, Anastasia M. Shackelford, William A. Hinz, Anthony A. Zegarra
	Trustees Absent: None
	Staff Present: Jim Coombs, Superintendent of Schools, Andrea Reynolds, Assistant Superintendent of Administrative Services; Sheri McDonald, Assistant Superintendent of Educational Services; and David Bennett, Assistant Superintendent of Facilities and Operations
	Staff Absent: None.
Reporting out Action (if any) Taken in Closed Session	None.
Introduction / Welcome	President Salinas welcomed the many guests in attendance, staff members present, guests, Leslie Mangold, LJEAs lead negotiator and CSEA President, Darleene Pullen.
Acknowledgement of Correspondence	None.
Approval of Agenda	It was moved, seconded, and carried by unanimous roll call vote, (5 – 0) to approve the March 7, 2021, Board agenda.
Approval of Minutes	It was moved, seconded, and carried by unanimous roll call vote, (5 – 0) to approve the minutes from the February 7, 2022, Regular Board Meeting

Timely Information from Board and Superintendent – Board President

None.

Recognition of the ACSA Every Student Succeeds Award

Mrs. Overby introduced Dixon Woods a 6th Grade from El Portal Elementary. Dr. Elmquist introduced Alyssa Flores 1st grade student from Jordan Elementary School. Mrs. Jacobsen introduced Destiny Rivas 6th grade student from Macy Elementary. Mr. Cukro introduced Faith Laza a 4th grade student from Meadow Green Elementary. Faith is also our ACSA ESS district representative this year. Mrs. Van Hoogmoed introduced Jacob Fernandez a 3rd grade student from Olita Elementary School. Dr. Jackson introduced Aileen Leon Leyva a 7th grade student from Rancho-Starbuck Intermediate School; as being recognized for “Every Student Succeeds” ACSA award recipients. Mrs. Salinas presented each student with a certificate in honor of their achievements.

* * * RECESS * * * *

Mrs. Salinas declared a recess at 7:50 p.m. Mrs. Salinas reopened the Board meeting at 7:55 p.m.

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

Each Board member shared highlights of their respective schools

Topics Not on the Agenda

Alex Gomez, parent, spoke of disciplinary actions taken. The last form of discipline to be taken is suspension or expulsion. His daughter was suspended for a situation at Rancho Starbuck. He would like to see it taken off her record and sit down and speak before the Board.

Asucena Tapia, parent, and spoke for her daughter regarding the same situation Mr. Gomez spoke of, her daughter was suspended for a situation at Rancho Starbuck. This will be in her student record and she would like it taken out.

Erica Gomez, parent and wife of Alex Gomez, requested the Board to look at the case and consider expunging the suspension from the record.

Dale Behnke, parent, want to make sure that they have a hearing regarding his son being suspended from Rancho Starbuck and having this expunged.

Theresa del la luz, parent. Julie Chavez. Lowell Joint School District employee translated for Mrs. De La Luz. “Good evening, I am here for the same reason that the other parents spoke of in regards to her daughter. Her daughter was also suspended for five days from Rancho Starbuck. The same thing that the other parents said. These are strong accusation and this should not be the case. She feels this is unjustly hurting her daughter and that she should be worrying or school and not being accused of these strong accusations.”

Leslie Mangold, LJEAs lead negotiator, thanked the Board of Trustees for a productive and negotiation process resulting in a fair contract resolution. They look forward to working again with the district when the reopen the contract.

COVID 19 Updates

Mr. Coombs gave the update regarding the Governor took action that beginning March 12, the Governor and CalOSHA will no longer require masks in classrooms or in buildings when students are present. The testing partnership is still in place with the city of La Habra.

Mrs. Shackelford shared that she is happy they are coming off from wearing the masks and that it has been very frustrating as a board member to not have the control as a Governing Board to be able to make these decisions for our students. Mrs. Salinas state that the parents elect them and that the parents need an advocate. She thinks that the masks have been on way to long and it is damaging to a lot of them and not healthy for them. They need to stand up for the children as well and speak for them.

Approve Agreement and Proposal with True North, Inc., to Assist in the Possible Issuance of General Obligation Bonds and Other Debt Instruments

-moved to this item until the translator could arrive for topics not on the agenda. Mr. Coombs spoke regarding the proposal of Truth North conducting the research with citizens for future potential bond issuance.

-resumed after translation for parent - under topics not on the agenda.

Mr. Coombs continued to say that this was to survey the citizens regarding their opinions about the idea of a bond in the future and the topics they might be interested in. True North does not push for a bond as they poll for about a month and a half and report back what the citizens have to say to the Board. The Board receives it and does what they want from there.

It was motioned, and moved and seconded.

The discussion – Mr. Hinz asked the cost of this service. Mr. Coombs stated that the cost is \$26,000. Mr. Hinz asked if the cost would be the same if they had to do it a second time. Mr. Coombs stated that is was the last time they did it four years ago. Mrs. Shackelford said that if we approve this, the \$26,000 for the survey and it comes back that the general community is not in support then we as a board would not want to move forward with putting it on the ballot. Then if we wanted to proceed to put this on a future ballot, we would have to pay another \$26,000 to do a whole other survey. Mr. Coombs said that was correct. Mr. Hinz stated that his opinion is that this is not the time to do this being that the first bond issue that the work has not been completed yet. With the inflation and the general mood of the country is that they will hunker down. Also the mood of the country when you have serious things going on whether and how long the effects are going to go on, he thinks that I this were approved he feels it would come back negative. The district would have spent \$26,000 to be told that this isn't the time. So he is not in support of this at this time. Mrs. Shackelford said that it is unfortunate that when you consider the needs of the district and that we are a 100 year old district and we have only asked for one bond. When we look at our neighboring districts that is not the case. When we look at the bond that we have going, we as a district are incredibly good stewards and took good care of the money. We saved money and used resources such as the Maybrook campus. She knows that we would do good work and good things would come of it she just thinks and agrees with Mr. Hinz that spending \$26,000 on a survey under the

current conditions and current events, people will not be comfortable spending their money even if it is to help schools is totally appropriate and worth it. Mr. Zegarra asked is it possible to get more information. Ms. Shaw asked about a lighter survey to see if our parents would be in support of a bond. She is glad they did what they did with the first bond. Mrs. Shackelford feels that the district has done a tremendous job of stewarding the money. Ms. Shaw asked when they would need to turn it into to True North.. Mr. Coombs said that it would need to be by June or wait until the next election. Mrs. Salinas asked how long it takes to get the data. Mr. Coombs said that it takes two months and then decide in June to then place the item on the ballot. Mrs. Salinas asked Ms. Reynolds, regarding financially, where is the money come from. Ms. Reynolds stated that the money is the special reserve fund and there is more than sufficient funds to pay for it. This fund is used for other capital outlay. Mrs. Shackelford clarified that the particular fund is earmarked for very specific money and that this type of stuff falls under that fund. Ms. Reynolds confirmed and said other items like playgrounds and such.

Mrs. Salinas asked to take a vote. It was opposed by a unanimous vote of (5-0).

Adoption of the 2022/23 Student Attendance Calendar

It was moved, seconded, and carried by a unanimous vote (5-0) to adopt the 2022/2023 Student Attendance Calendar, and authorized the Superintendent or designee to execute the necessary documents.

Adoption of the 2023/24 Student Attendance Calendar

It was moved, seconded, and carried by a unanimous vote (5-0) to adopt the 2023/2024 Student Attendance Calendar, and authorized the Superintendent or designee to execute the necessary documents.

Resolution 2021/2022 No. 853 Order of Biennial Trustee Election and Specifications of the Election Order for Los Angeles County

Pursuant to Education Code Section 5300, elections will be held on Tuesday, November 8, 2022, to elect members to the governing boards in Los Angeles County. A blanket "Order of Election," will cover all governing board elections held on this date. Governing boards of school districts scheduled to hold elections on this date are required to take action to initiate the regular biennial governing board election by adopting the attached resolution.

It is was moved, seconded by a unanimous roll call vote, (5-), to adopt Resolution 2021/2022 No. 853 Order of Biennial Trustee Election and Specifications of the Election Order for Los Angeles County, and that the Superintendent or designee be authorized to execute the necessary documents.

Resolution 2021/2022 No. 854 Order of Biennial Trustee Election and Specifications of the Election Order for Orange County

Pursuant to Education Code Section 5300, elections will be held on Tuesday, November 8, 2022, to elect members to the governing boards in Orange County. A blanket "Order of Election," will cover all governing board elections held on Resolution 2022/2023 No. 854 Order of Biennial Trustee Election and Specifications of the Election Order for Orange County, and that the Acting Superintendent or designee be authorized to execute the necessary documents.

Approval of a Positive Certification of the 2021/2022 Second Interim Report, and Concurrent Approval of Corresponding Budget Adjustments From the First Interim Report

Education Code Sections 35035(g), 42130, and 42131 require Board approval of the District's Second Interim Report 2021/22 and certification by the Board as to whether or not the District certifies they are able to maintain positive cash and fund balances for the current and subsequent two fiscal years. The Board can certify they are certain (positive certification), uncertain (qualified certification), or negative (negative certification) they can meet their current and subsequent two years positive cash and fund balances. The Board approved interim report is due to the Orange County Department of Education by March 15, 2022.

The 2021/22 Second Interim Report, and corresponding positive certification, is based upon the current 2021/2022 State budget and proposed 2021/22 State budget assumptions defined by the Orange County Department of Education.

Mrs. Shackelford asked how the transition from LACOE to OCDE is going and are we in a position now to save money, the one time conversion cost. Ms. Reynolds said that the one time conversion cost was to hire consultants to help. The need to take in to account the transition between the two counties and the difference of the two practices and details that need to be completed for the transition.

It was moved, seconded, and carried by unanimous vote, (5 – 0) to approve a Positive Certification of the 2021/2022 Second Interim and concurrent approval of corresponding budget adjustments from the first interim report, and that the Superintendent or designee be authorized to execute the necessary documents.

Presentation of Audit Report for 2020/2021

Education Code 41020 requires school districts to annually obtain an independent audit report of its financial statements. The firm of Nigro and Nigro performed the 2020/2021 financial audit of Lowell Joint School District financial statements.

Mr. Jeff Nigro of Nigro & Nigro reviewed the 2020/2021 Independent Audit Report with the Board of Trustees, which was administered by Nigro & Nigro, and reported that there were no audit findings or recommendations, therefore no corrective actions were required.

Public Hearing: Lowell Joint Education Association Initial Proposal for a Successor Agreement

Pursuant to the Rodda Act, the Lowell Joint Education Association initial proposal for a successor agreement will be presented to the Board.

In accordance with the Educational Employment Relations Act (EERA) and the operable provisions of our Collective Bargaining Agreement (CBA), the following represents LJEAs public notice and "sunshine proposals" on negotiations for a successor agreement. Since the parties will be negotiating their successor agreement, all articles are subject to negotiations. At this time LJEAs intends to address items as attached, was presented by Leslie Mangold:
Article 1: Agreement: LJEAs seeks to negotiate changes to Agreement.

Article 7: Association Rights: LJEAs seeks to negotiate changes to Association Rights.

Article 9: Grievance Procedures: LJEAs seeks to negotiate changes to Grievance Procedures.

Article 13: Working Environment: LJEAs seeks to negotiate changes to Working Environment.

Article 14: Class Size Policy: LJEAs seeks to negotiate changes to Class Size Policy.

Article 15: Teaching Hours and Adjunct Duties: LJEAs seeks to negotiate changes to Teaching Hours and Adjunct Duties.

Article 17: Peer Assistance and Review (PAR): LJEAs seeks to negotiate changes to PAR

Article 18: Academic Freedom: LJEAs seeks to negotiate changes to Academic Freedom.

Article 19: Certificated Evaluation Procedures: LJEAs seeks to negotiate changes to Certificated Evaluation Procedures.

Article 20: Personnel Files: LJEAs seeks to negotiate changes to Personnel Files.

Article 22: Leaves: LJEAs seeks to negotiate changes to Leaves.

Article 23: Salary: LJEAs seeks to negotiate changes to Salary for the 2023-2024, 2024-2025, and 2025-2026 school years.

Article 28: Matters Not Covered/Savings Provisions: LJEAs seeks to negotiate changes to Matters Not Covered/Savings Provisions.

Article 29: Miscellaneous Provisions: LJEAs seeks to negotiate changes to Miscellaneous Provisions.

Article 30: Support of Agreement: LJEAs seeks to negotiate changes to Support of Agreement.

Article 31: Effect of Agreement: LJEAs seeks to negotiate Effect of Agreement. LJEAs also seeks to review any related appendices.

President Salinas opened a Public Hearing at 9:15 p.m. and no public comments were received. The Public Hearing was closed at 9:16 p.m.

Public Hearing: Initial Proposal for public comment from the Lowell Joint School District regarding the California School Employees Association Agreement sections to be negotiated.

Pursuant to Rodda Act, the Lowell Joint School District presents to the Board of Trustees the following contract sections to negotiate:

A public hearing to solicit public input is required following the presentation of this initial proposal. Presented by Ms. Reynolds:

Article 8: Summer School Employment: The district is interested in negotiating this section due to the impact of the new Expanded Learning Opportunities Program it is required to implement.

Article 18: Transfers and Vacancies: The district is interested in negotiating this section due to the impact of the new state law requiring layoffs according to certificated timelines, which is once per year by March 15.

President Salinas opened a Public Hearing at 9:16 p.m. and no public comments were received. The Public Hearing was closed at 9:17 p.m.

Resolution 2021/22 No. 855, to Release and Non-

It was moved, seconded by a unanimous roll call vote, (5-0), to adopt Resolution 2021/22 No. 855, to Release and Non-Reelect Temporary

Reelect Temporary
Certificated Employees

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

Resolution 2021/22 No.
856, to Release
Probationary Certificated
Employees

It was moved, seconded by a unanimous roll call vote, (5-0), to adopt Resolution 2021/22 No. 856, to Release Probationary Certificated Employees, be adopted, and that the Superintendent or designee be authorized to execute the necessary documents.

Comprehensive School
Safety Plan for 2021/22
School Year

It was moved, seconded, and carried by unanimous vote (5-0) to approve the 2021/22 Comprehensive School Safety Plan for each school site, per California Education Code 35294.6 and 32282, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Winter
Submission of the 2021/22
Consolidated Application

Dr. McDonald presented the Consolidated Application as it is used by the California Department of Education to distribute funds and collect required data for major Every Student Succeeds Act (ESSA) federal grant programs for Local Education Agencies. The application is submitted online through a web-based Consolidated Application Reporting System (CARS). The application requires two data collections to be submitted in Spring and Winter. This year's Winter Data Collection must be submitted by March 11, 2022, indicating the number of current year pupil participants and funding allocations for each program and school site. Information reporting from previous years' program participation and expenditure reports are also collected. Federal guidelines allow local non-profit private schools to participate with the public school district in federal programs. Participating eligible private school allocations are included in the CARS Winter Data Collection although there are currently no qualifying private schools within our boundaries.

Mr. Hinz asked if this was an action item. It was noted at the bottom of the board transmittal item that this item is for approval.

It was moved, seconded, and carried by the vote (4-0) with one abstention, to approve of Winter Submission of the 2021/22 Consolidated Application, and that the Superintendent or designee be authorized to execute the necessary documents.

Resolution 2021/22 No. 857
Declaring March 7-11,
2022 as "National School
Breakfast Week"

It was moved, seconded, and carried by unanimous vote, (5 – 0), to adopt Resolution 2021/22 No.857 supporting March 7-11, 2022 "National School Breakfast Week", and that the Superintendent or designee be authorized to execute the resolution.

Ratification of Professional
Services Agreement with
A-Tech Consulting for
Hazardous Materials

It was moved, seconded, and carried by unanimous vote, (5-0), to ratify the Professional Services Agreement with A-Tech Consulting for Hazardous Materials Testing and Assessment Services at Meadow Green Elementary School, effective February 23, 2022 through February 22, 2023, (2121-00000-0-6282-

<p>Testing and Assessment Services at Meadow Green Elementary School</p>	<p>0000-8500-008) Measure LL (21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents.</p>
<p>Consent Calendar</p>	<p>It was moved, seconded, and carried by unanimous vote, (5 – 0), to approve/ratify the following items, under a consent procedure.</p>
<p>Approval of GigaKOM to Provide Wireless Access Points and Computer Networking equipment for the District</p>	<p>It has been determined that it is necessary to select a vendor for network hardware to improve internet access district-wide. GigaKOM has been selected to provide wireless access points and computer networking equipment using the California Multiple Award Schedule (CMAS) contract. This hardware will support the use of Student Chromebooks, Staff laptops, and other wireless devices throughout each school and is 100 percent E-Rate eligible and will be paid for out of the General Fund. Approved GigaKOM to provide wireless access points and computer networking equipment for the District and that the Superintendent be authorized to execute the necessary documents.</p>
<p>Approval of Agreement with Orange County Department of Education to Provide Translation Services during the 2021/2022 school year</p>	<p>Ratified the Agreement with Orange County Department of Education to Provide Translation Services during the 2021/2022 school year, and that the Superintendent or designee be authorized to execute the necessary documents</p>
<p>Purchase Order Listing Report/Check Register 2021/2022 #8</p>	<p>Approved Purchase Order Report 2021-22 #8, as attached, which lists all warrants issued January 1, 2022, through January 31, 2022.</p>
<p>Consolidated Check Register Listing Report 2021/2022 #7</p>	<p>Approved Consolidated Check Register Listing Report 2021/22 7, as attached, which lists all warrants issued January 1, 2022, through January 31, 2022.</p>
<p>Approval of Bus Transportation Services for the 2021-2022 School Year</p>	<p>Approved contract for field trip transportation with Hot Dogger Tours, Inc. dba Gold Coast Tours for the 2021-2022 school year, and to delegate to the Superintendent or designee the authority to execute the necessary documents.</p>
<p>Approval of Agreement with Magic Jump Rentals, Inc. to Provide Inflatables for Rancho Starbuck Intermediate School Boot</p>	<p>Approved the agreement with Magic Jump Rentals, Inc. for inflatables for Rancho Starbuck Intermediate School Boot Camp 2021-2022 School Year, not to exceed \$ 4,500, and that the Superintendent or designee be authorized to execute the necessary documents.</p>

Camp for the 2021-2022
School Year

Employer-Employee
Relations/Personnel Report
2021/22 #8 Which Includes
Hiring, Resignations,
Contract Adjustments, and
Retirements for Certificated,
Classified, and Confidential
Employees

Ratified Employer-Employee Relations/Personnel Report 2021/22 #8 as attached, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees.

Approval of Agreement
with Chris Becerra
Consulting Services to
Provide Services during
2021-2022 School Year

Universal prekindergarten (UPK) implementation is a part of the California Department of Education's Preschool through Third Grade Alignment initiative that supports strategies to improve policies and practices. The District's UPK plan must be presented to the Board for approval by June 30, 2022. Chris Becerra Consulting Services will provide support in developing this plan for our district. Mr. Becerra has supported the Alta Loma School District, the Orange County Department of Education, and Brea Olinda Unified School District in the area of child development in addition to work with the YMCA and the City of Placentia. He is an adjunct professor at multiple colleges for Early Childhood Education and will be able to support system development for Early Childhood in Lowell Joint under the Universal Pre-Kindergarten planning. Mr. Becerra's contracted fee is \$150 per hour with an amount not to exceed \$10,000 for the school year. Costs will be covered by Universal Pre-Kindergarten Planning money allocated to our district.

Approved the Agreement with Chris Becerra Consulting Services, and the Superintendent or designee be authorized to execute the necessary documents.

Approval of Extended Field
Trip to Catalina Island
Marine Institute from March
14-16, 2022

There will be 49 sixth-grade students from Macy Elementary School participating in an extended field trip to Catalina Island Marine Institute from Monday, March 14, 2022, to, Wednesday, March 16, 2022. Students will enjoy a variety of experiential science labs and adventure activities in Marine Science and Island Ecology. 3 staff members and 8 parent volunteers will provide supervision. Supervision will be provided by the following individuals:
Patty Jacobsen (Staff), Ashley Solis (Staff), Maya Picado (Staff), Kim Johnson (Parent), Yuni Sharkey (Parent), Cassie Tolmasoff (Parent), Maggie Beven (Parent), Lee Perine (Parent), Ed Gutierrez (Parent), Jason Toettcher (Parent) Whitney Peterson (Parent)

Approved the extended field trip to Catalina Island Marine Institute, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Consultant
Agreement with Nancy J.
Kemp to Provide

Approved the consultant agreement with Nancy J. Kemp to provide data support during the 2021/22 school year at Rancho-Starbuck Intermediate School, at an

Consultation for Data Support at Rancho-Starbuck Intermediate School for the 2021/22 School Year

amount not to exceed \$2000.00, and that the Superintendent or designee be authorized to execute the necessary documents

Approval of Consultant Agreement with Isabel Araiza to Provide Drumline Instruction at Rancho-Starbuck Intermediate School for the 2021/22 School Year

Approved the consultant agreement with Isabel Araiza to provide drumline instruction during the 2021/22 school year at Rancho-Starbuck Intermediate School, at an amount not to exceed \$500.00, and that the Superintendent or designee be authorized to execute the necessary documents

Approval of Agreement #10000593 with Orange County Department of Education

OCDE Operates and maintains a Quality Ratings and Implementation System (QRIS) program within Orange County, referred to as Quality Start OC. Our District has voluntarily agreed to participate in Quality Start OC. OCDE and the Children and Families Commission of Orange County jointly applied for and were awarded Quality Counts California (QCC) Local Consortia and Partnership Grants. The Lowell Joint Maybrook Learning Link will receive a \$1,000 stipend as part of the grant in addition to free technical support for the Learning Link. There is no cost to the District to participate in this Agreement. This agreement begins July 1, 2021 and will end no later than June 30, 2022.

Approved the Agreement with the Orange County Department of Education be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Board Member/Superintendent Comments

Mrs. Shackelford stated that the Lion King presentation that El Portal produced was phenomenal. She acknowledged her 36th wedding anniversary.

Mrs. Salinas wanted to acknowledge and respect the student, parents and staff as to their right to wear masks.

Adjournment

President Salinas declared the meeting adjourned at 9:25 p.m. in accordance with Government Code Section 54956.9 (a, b, c) and indicated no further public action would be taken

Date Approved:

4/4/22



Clerk/President/Secretary to the Board of Trustees

Lowell Joint School District

STUDENT ATTENDANCE CALENDAR FOR 2022/2023

First Day of Student Attendance 7th Grade Students (Minimum Day)..... Tuesday, August 16, 2022
 First Day of School..... Wednesday, August 17, 2022
 Staff Development Day a.m. (*students do not attend*)..... Tuesday, November 1, 2022
 Staff Development Day (*students do not attend*) Friday, April 7, 2023
 Last Day for 7th Grade Students..... Thursday, June 1, 2023
 Last Day for Students (Last Day Schedule) (8th Grade Promotion).....Friday, June 2, 2023

HOLIDAYS

Labor Day..... Monday, September 5, 2022
 Veterans' Day Friday, November 11, 2022
 Thanksgiving Holiday..... Monday, November 21 through Friday, November 25, 2022
 Winter Recess Monday, December 26, 2022 through Friday, January 6, 2023
 Martin Luther King Day..... Monday, January 16, 2023
 Lincoln Day.....Monday, February 13, 2023
 Washington Day Monday, February 20, 2023
 Spring Recess..... Monday, March 20 through Friday, March 24, 2023
 Memorial Day Monday May 29, 2023

DAYS SCHOOL WILL BE IN SESSION

Calendar Months	Student Days Attended	
August	11	
September	21	
October	21	
November	15	
December	17	
January	16	
February	18	
March	18	
April	19	
May	22	
June	<u>2</u>	
 Total Instructional Days		 180

Adopted by the Board of Trustees 03/07/2022

Distrito Escolar Lowell Joint

CALENDARIO DE ASISTENCIA ESCOLAR 2022/2023

Primer Día de Clases para estudiantes de 7°.grado (Día Mínimo)	martes 16 de agosto, 2022
Primer Día de Clases	miércoles 17 de agosto, 2022
Día de Desarrollo a Personal Escolar (No hay clases)	lunes 1°. de noviembre, 2022
Día de Desarrollo a Personal Escolar (No hay clases)	viernes 7 de abril, 2023
Ultimo día para estudiantes de 7°.grado	jueves 1 de junio, 2023
Ultimo Día para Estudiantes (ultimo día programado) (Promoción de 8° grados)	viernes 2 de junio, 2023

DIAS FESTIVOS

Día del Trabajo	lunes 5 de septiembre, 2022
Día de los Veteranos	jueves 11 de noviembre, 2022
Festividades por Acción de Gracias	del lunes noviembre 21 al viernes noviembre 25, 2022
Vacaciones de Navidad	del lunes 26 de diciembre al viernes 6 de enero, 2022
Día Conmemorativo Martin Luther King	lunes 16 de enero, 2023
Día Conmemorativo Lincoln	lunes 13 de febrero, 2023
Día Conmemorativo Washington	lunes 20 de febrero, 2023
Vacaciones de Primavera	del lunes 20 de marzo al viernes 24 de marzo, 2023
Día Conmemorativo	lunes 29 de mayo, 2023

DIAS EN QUE LAS ESCUELAS ESTAN EN CLASE

Calendario en meses	Días de asistencia
Agosto	11
Septiembre	21
Octubre	21
Noviembre	15
Diciembre	17
Enero	16
Febrero	18
Marzo	18
Abril	19
Mayo	22
Junio	<u>2</u>
Total Días de Instrucción:	180

Lowell Joint School District

STUDENT ATTENDANCE CALENDAR FOR 2023/2024

First Day of Student Attendance 7th Grade Students (Minimum Day)..... Tuesday, August 15, 2023
 First Day of School..... Wednesday, August 16, 2023
 Staff Development Day a.m. (*students do not attend*)..... Wednesday, November 1, 2023
 Staff Development Day (*students do not attend*) Friday, March 29, 2024
 Last Day for 7th Grade Students..... Thursday, May 30, 2024
 Last Day for Students (Last Day Schedule) (8th Grade Promotion)..... Friday, May 31, 2024

HOLIDAYS

Labor Day..... Monday, September 4, 2023
 Veterans' Day Friday, November 10, 2023
 Thanksgiving Holiday..... Monday, November 20 through Friday, November 24, 2023
 Winter Recess Monday, December 25, 2023 through Friday, January 5, 2024
 Martin Luther King Day..... Monday, January 15, 2024
 Lincoln Day..... Monday, February 12, 2024
 Washington Day..... Monday, February 19, 2024
 Spring Recess..... Monday, March 18 through Friday, March 22, 2024
 Memorial Day..... Monday May 27, 2024

DAYS SCHOOL WILL BE IN SESSION

Calendar Months	Student Days Attended	
August	12	
September	20	
October	22	
November	15	
December	16	
January	17	
February	19	
March	15	
April	22	
May	22	
June	<u>0</u>	
Total Instructional Days		180

Adopted by the Board of Trustees 03/07/2022

Distrito Escolar Lowell Joint

CALENDARIO DE ASISTENCIA ESCOLAR 2023/2024

Primer Día de Clases para estudiantes de 7°.grado (Día Mínimo)	martes 15 de agosto, 2023
Primer Día de Clases	miércoles 16 de agosto, 2023
Día de Desarrollo a Personal Escolar (No hay clases)	lunes 1°. de noviembre, 2023
Día de Desarrollo a Personal Escolar (No hay clases)	viernes 29 de marzo, 2024
Ultimo día para estudiantes de 7°.grado	jueves 30 de mayo, 2024
Ultimo Día para Estudiantes (ultimo día programado) (Promoción de 8° grados)	viernes 31 de mayo, 2024

DIAS FESTIVOS

Día del Trabajo	lunes 4 de septiembre, 2023
Día de los Veteranos	jueves 10 de noviembre, 2023
Festividades por Acción de Gracias	del lunes noviembre 20 al viernes noviembre 24, 2023
Vacaciones de Navidad	del lunes 25 de diciembre, 2023 al viernes 5 de enero, 2024
Día Conmemorativo Martin Luther King	lunes 15 de enero, 2024
Día Conmemorativo Lincoln	lunes 12 de febrero, 2024
Día Conmemorativo Washington	lunes 19 de febrero, 2024
Vacaciones de Primavera	del lunes 18 de marzo al viernes 22 de marzo, 2024
Día Conmemorativo	lunes 27 de mayo, 2024

DIAS EN QUE LAS ESCUELAS ESTAN EN CLASE

Calendario en meses	Días de asistencia
Agosto	12
Septiembre	20
Octubre	22
Noviembre	15
Diciembre	16
Enero	17
Febrero	19
Marzo	15
Abril	22
Mayo	22
Junio	<u>0</u>
Total Días de Instrucción:	180

RESOLUTION NO. 853

**RESOLUTION AND ORDER OF THE
BOARD OF TRUSTEES OF THE LOWELL JOINT SCHOOL DISTRICT,
LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
FOR THE BIENNIAL TRUSTEE ELECTION AND
SPECIFICATIONS OF THE ELECTION ORDER FOR
LOS ANGELES COUNTY**

WHEREAS, pursuant to Education Code Section 5000-5030, the Los Angeles County Superintendent of Schools is hereby ordered to call an election for the purpose, and in accordance with the designations contained in the following specifications of the Election Order made under the authority of EC §5302, §5304, and §5322.

WHEREAS, the election of the governing board members is ordered by law pursuant to §5000 of the Education Code to fill the office of members whose terms expire on November 30, 2022, next succeeding the election.

WHEREAS, for district elections the filing of Candidate Statements will be no more than 200 words allowed and that the payment of the estimated cost must be made by the candidate at time of filing.

WHEREAS, the Los Angeles County Registrar-Recorder/County Clerk will perform all the duties incident to the preparation for and holding of the above-mentioned election. The Lowell Joint School District will pay the costs of the election. If any agency holds an election on Tuesday, November 8, 2022, the Lowell Joint School District shall pay its pro rata share pertaining to the conduct of this election and shall be under the provisions of the appropriate section of the Education and Election Codes.

IT IS FURTHER ORDERED that the Clerk of the district is hereby directed to furnish two copies of this order to the County Superintendent not less than 130 days prior to the date set for the election.

NOW BE IT RESOLVED the foregoing Resolution and Order was adopted and affirmed by the Governing Board of Lowell Joint School District of Los Angeles County, being that the Board authorized by law to make the designations contained therein.

PASSED AND ADOPTED by the Board of Trustees of the Lowell Joint School District, Los Angeles and Orange Counties on March 7, 2022, by the following vote:

AYES: Melissa Salinas, Karen Shaw, Anastasia Shackelford, William Hinz,
Anthony Zegarra

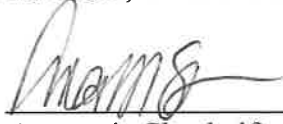
NOES: None

ABSTAIN: None

ABSENT: None

I, Anastasia Shackelford, Clerk 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 7th day of March, 2022, and passed by a unanimous vote of those present:

IN WITNESS THEREOF, I have hereunto set my hand and seal this 7th day of March 2022.



Anastasia Shackelford, Lowell Joint School District
Clerk to the Board of Trustees

RESOLUTION NO. 854

**RESOLUTION AND ORDER OF THE
BOARD OF TRUSTEES OF THE LOWELL JOINT SCHOOL DISTRICT,
LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
FOR THE BIENNIAL TRUSTEE ELECTION AND
SPECIFICATIONS OF THE ELECTION ORDER FOR
ORANGE COUNTY**

WHEREAS, the election of the governing board members is ordered by law pursuant to §5000 of the Education Code to fill the office of members whose terms expire on November 30, 2022, next succeeding the election.

WHEREAS, for district elections the filing of Candidate Statements will be no more than 200 words allowed and that the payment of the estimated cost must be made by the candidate at time of filing.

NOW BE IT RESOLVED that pursuant to the authority of Education Code Sections 5304 and 5322, the County Superintendent of Schools, Orange County, is hereby informed of the specifications of the election order for the forthcoming Biennial Governing Board Election to be held on Tuesday, November 8, 2022.

The County Superintendent is further ordered to consolidate this election in accordance with Education Code Sections 5340 and 5342.

PASSED AND ADOPTED by the Board of Trustees of the Lowell Joint School District, Los Angeles and Orange Counties on March 7, 2022, by the following vote:

AYES: Melissa Salinas, Karen Shaw, Anastasia Shackelford, William Hinz, Anthony Zegarra


NOES:

ABSTAIN:

ABSENT:

I, Anastasia Shackelford, Clerk 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 7th day of March, 2022, and passed by a unanimous vote of those present:

IN WITNESS THEREOF, I have hereunto set my hand and seal this 7th day of March 2022.



Anastasia Shackelford, Lowell Joint School District
Clerk to the Board of Trustees

LOWELL

JOINT

EDUCATION ASSOCIATION

LJEA/CTA/NEA

March 7, 2022

Mr. Jim Coombs, Superintendent
1019 Valley Home Ave.
Whittier, CA 90603

RE: LJEA Sunshine Notice

Dear Mr. Coombs,

In accordance with the Educational Employment Relations Act (EERA) and the operable provisions of our Collective Bargaining Agreement (CBA), the following represents LJEA's public notice and "sunshine proposals" on negotiations for a successor agreement. Since the parties will be negotiating their successor agreement, all articles are subject to negotiations. At this time LJEA intends to address:

Article 1: Agreement: LJEA seeks to negotiate changes to Agreement.

Article 7: Association Rights: LJEA seeks to negotiate changes to Association Rights.

Article 9: Grievance Procedures: LJEA seeks to negotiate changes to Grievance Procedures.

Article 13: Working Environment: LJEA seeks to negotiate changes to Working Environment.

Article 14: Class Size Policy: LJEA seeks to negotiate changes to Class Size Policy.

Article 15: Teaching Hours and Adjunct Duties: LJEA seeks to negotiate changes to Teaching Hours and Adjunct Duties.

Article 17: Peer Assistance and Review (PAR): LJEA seeks to negotiate changes to PAR

Article 18: Academic Freedom: LJEA seeks to negotiate changes to Academic Freedom.

LOWELL

JOINT

EDUCATION ASSOCIATION

LJEA/CTA/NEA

Article 19: Certificated Evaluation Procedures: LJEA seeks to negotiate changes to Certificated Evaluation Procedures.

Article 20: Personnel Files: LJEA seeks to negotiate changes to Personnel Files.

Article 22: Leaves: LJEA seeks to negotiate changes to Leaves.

Article 23: Salary: LJEA seeks to negotiate changes to Salary for the 2023-2024, 2024-2025, and 2025-2026 school years.

Article 28: Matters Not Covered/Savings Provisions: LJEA seeks to negotiate changes to Matters Not Covered/Savings Provisions.

Article 29: Miscellaneous Provisions: LJEA seeks to negotiate changes to Miscellaneous Provisions.

Article 30: Support of Agreement: LJEA seeks to negotiate changes to Support of Agreement.

Article 31: Effect of Agreement: LJEA seeks to negotiate Effect of Agreement.

LJEA also seeks to review any related appendices.

Please submit this notice to the Board of Trustees for inclusion on their next meeting agenda.

Respectfully,

Leslie Mangold, LJEA Bargaining Chair

Cc: Allison Fonti, LJEA President
Angel Maldonado, CTA Regional Uniserv Staff

NOTICE OF PUBLIC HEARING
LOWELL JOINT SCHOOL DISTRICT

Lowell Joint School District will hold a Public Hearing to hear the Initial Proposal from the Lowell Joint Education Association for a Successor Agreement. 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 March 7, 2022, will hold a public hearing at which the Board of Trustees shall hear the initial proposal from the Lowell Joint Education Association for a successor agreement to the 2023-2026 contract.

The March 7, 2022, Board meeting of the District will begin at 7:30 p.m. in the District's Board Room located at 11019 Valley Home, Whittier, California, 90603.

Questions and/or comments should be directed to Jim Coombs, Superintendent, (562) 943-0211.

NOTICE OF PUBLIC HEARING
LOWELL JOINT SCHOOL DISTRICT

Lowell Joint School District will hold a Public Hearing to hear the Initial Proposal from the District regarding the California School Employees Association Agreement sections they intend to negotiate. Two contract items are allowed as “re-openers” for the current year. 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 March 7, 2022, will hold a public hearing at which the Board of Trustees shall hear the initial proposal from the School District for two contract sections to be negotiated in the CSEA agreement in the 2019-2022 contract.

The March 7, 2022, Board meeting at the District will begin at 7:30 p.m. in the District’s Board Room located at 11019 Valley Home, Whittier, California, 90603.

Questions and/or comments should be directed to Jim Coombs, Superintendent, (562) 943-0211.

AR/sb

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2021-22 NO. 855

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

A. General Recitals

1. **WHEREAS**, the Board of Trustees employs temporary certificated employees pursuant to Sections 44909, 44918, and 44920 of the Education Code; and
2. **WHEREAS**, Education Code section 44916 requires a temporary certificated employee to receive notice, prior to the first day of paid service, of the temporary nature of the employment and the anticipated length of service; and
3. **WHEREAS**, each employee classified as a temporary certificated employee pursuant to Sections of 44909, 44918, and 44920 of the Education Code received notice, prior to their first day of paid service, of the temporary nature of the employment and anticipated length of their service; and
4. **WHEREAS**, Education Code section 44954 provides that the Board of Trustees shall notify temporary employees in a position requiring certification qualification of the District's decision to release the employees from such a position prior to the next succeeding school year; and
5. **WHEREAS**, through this resolution, it is the intent of the Board of Trustees to release each temporary certificated employee employed for the 2021/22 school year effective no later than the last school day of the school year.

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

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

2. **WHEREAS**, the Board of Trustees employed the following certificated employees under temporary contracts pursuant to Education Code section 44920 during the 2021/22 school year:

9900000480	9900000588	9900000455	9900000596
9900000174	9900000587	9900000312	9900000591
9900000013	9900000370	9900000660	9900000006
9900000592	9900000593	9900000118	9900000220
9900000490	9900000638	9900000311	9900000479
9900000431	9900000250	9900000595	

3. **WHEREAS**, the above-listed employees may be released pursuant to Education Code section 44918 and 44954 regardless of any expiration of a contract or a specially funded project; and
4. **WHEREAS**, the Board of Trustees of the Lowell Joint School District has determined to release the above-listed employees at the conclusion of the current 2021/22 school year and not to re-elect the following employee for the 2022/23 school year:

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

1. **WHEREAS**, Education Code section 44909 permits the Board of Trustees to “employ persons possessing an appropriate credential as certificated employees in programs and projects to perform services conducted under contract with public or private agencies, or categorically funded projects which are not required by federal or state statutes;” and
5. **WHEREAS**, Education Code section 44909 provides, “Such persons may be employed for periods which are less than a full school year and may be terminated at the expiration of the contract or specially funded project without regard to other requirements of this code respecting the termination of probationary or permanent employees other than Section 44918”; and
6. **WHEREAS**, the Board of Trustees employed no certificated employee under a temporary contract in a categorically funded position pursuant to Education Code section 44909 during the 2021/22 school year.
7. **WHEREAS**, Education Code section 44909 requires the “terms and conditions under which such persons are employed shall be mutually agreed upon by the employee and the Board of Trustees and such agreement shall be reduced in writing;” and
8. **WHEREAS**, the above-listed individual was employed pursuant to a mutually agreed-upon contract between the employee and the Board of Trustees and for the term of the contract or project; and

9. **WHEREAS**, the employee was hired to perform services conducted under contract with public or private agencies or categorically funded projects which are not required by federal or state statutes; and
10. **WHEREAS**, the employee's contract specifically identified the particular contract or project under which their services were to be performed; and
11. **WHEREAS**, the term for each specifically fund project or contract has expired, or will expire by the termination date of the employee's contract; and
12. **WHEREAS**, all categorical funds used to justify the above-listed employee classification as temporary under Education Code section 44909 will be expended and therefore will expire at the end of the 2021/22 school year; and
13. **WHEREAS**, no categorical funding used to justify certain the above-listed employee classification as temporary under Education Code section 44909 has a duration beyond the 2021/22 school year; and
14. **WHEREAS**, accordingly, the above-listed employee designated as temporary by the District under Education Code section 44909 may be released at the end of the 2021/22 school year without the procedural requirements applicable to probationary and permanent employees; and

WHEREAS, the Board of Trustees has determined to release the above-listed employee, whether their lawful status is considered to be temporary or probationary, at the end of the current 2021/22 school year, and not to re-elect for the 2022/23 school year, consistent with the terms of Education Code sections 44909, and 44954.

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

BE IT FURTHER RESOLVED that the Board of Trustees of the Lowell Joint School District hereby directs that notice be provided to each of the above employees of his or her release effective upon the close of the 2021/22 school year or the expiration of any applicable temporary contract (whichever occurs first), that his or her employment with the Lowell Joint School District is thereby ended accordingly, that the employee is not re-elected to employment for the next succeeding school year, and that the notification be provided on or before March 15, 2022.

APPROVED AND ADOPTED this 7th day of March, 2022, by the following vote:

AYES: Melissa Salinas, Karen Shaw, Anastasia Shackelford, William Hinz, Anthony Zegarra

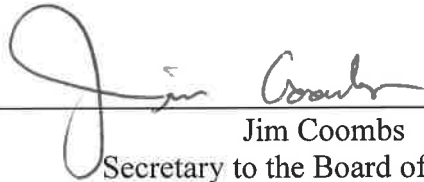
NOES: None

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 7th day of March, 2022, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 7th day of March, 2022.



Jim Coombs
Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2021-22 NO. 856

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
LOWELL JOINT SCHOOL DISTRICT OF
LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
TO RELEASE PROBATIONARY CERTIFICATED EMPLOYEES
(Education Code Section 44929.21)**

A. General Recitals

1. **WHEREAS**, Education Code section 44929.21 permits a governing board to notify an employee serving the District in a position requiring certification qualifications, on or before June 30 of the employee's first complete consecutive school year of employment, of the decision to non-reelect the employee to such a position for the next succeeding school year; and
2. **WHEREAS**, Education Code section 44929.21 requires a governing board to notify a probationary certificated employee, on or before March 15 of the employee's second complete consecutive year of employment by the District in a position requiring certification qualifications, of the decision to non-reelect the employee for the succeeding school year to such a position; and
3. **WHEREAS**, Education Code section 44908 provides that a probationary employee is deemed to have served a complete school year when he or she has served for at least 75 percent of the number of days the regular schools of the district in which he or she is employed are maintained; and
4. **WHEREAS**, the following individuals are currently employed as probationary certificated employees with the Lowell Joint School District and the Board desires to release from employment and non-reelect these employees for the 2022-2023 school year in any certificated position with the District:

9900000594

5. **NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the above-listed employees are released from employment upon the close of the 2021-2022 school year and are non-reelected for the 2022-2023 school year.
6. **BE IT THEREFORE RESOLVED AND ORDERED** that the Board of Trustees of the Lowell Joint School District hereby directs the Superintendent or designee to provide notice on or before March 15, 2022 to the above-named employees in accordance with Education Code 44929.21, which shall be served in accordance with those provisions, and with adherence to applicable legal timelines, that the Board has determined to release these

probationary employees from employment upon the close of the current school year and to non-reelect these employees for the 2022-2023 school year. The Superintendent or designee is further authorized to take other actions necessary to carry out the intent of this Resolution.

APPROVED AND ADOPTED this 7th day of March, 2022, by the following vote:

AYES: Melissa Salinas, Karen Shaw, Anastasia Shackelford, Willian Hinz, Anthony Zegarra

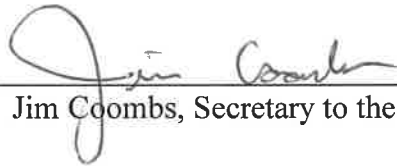
NOES:

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 7th day of March, 2022, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 7th day of March, 2022.



Jim Coombs, Secretary to the Board of Trustees


**El Portal Elementary School
Comprehensive School Safety Plan Signature Page
2021-2022**

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


Rhonda Overby, Principal 2/23/22
Date


Rachel Guerrero, Teacher's Association Representative 2/23/22
Date


Lori McGill, School Site Council Chairperson 2/25/2022
Date

 FOR REGINA FISCUS
Regina Fiscus, Classified Employee Association Representative 3/1/22
Date

Student - Optional

- Fire Departments:** 911
- La Habra Heights Fire Department
1245 Hacienda Rd, La Habra Heights, CA 90631

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

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

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

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

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

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

functioning as a template for meeting the requirements for the annual Safety Plan Process under SB 187 and the National Incident Management System. It is designed to be a hard copy Safety Plan.

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

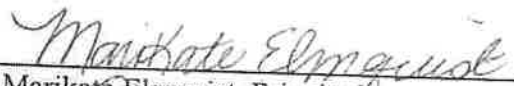
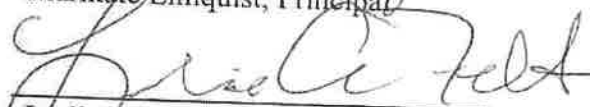
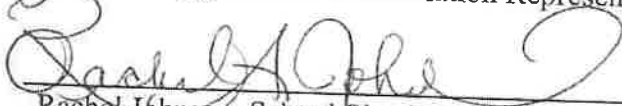
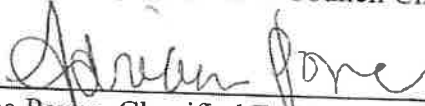
It is *NOT* intended to be a "grab and go" guide in an actual emergency.

This document is available for public inspection during regular business hours at 10654 Jordan Road Whittier, CA 90603.

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

**Jordan Elementary
Comprehensive School Safety Plan Signature Page
2021-2022**

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

 Marikate Elmquist, Principal	<u>3-2-22</u> Date
 Leslie Felton, Teacher's Association Representative	<u>3-2-22</u> Date
 Rachel Johnson, School Site Council Chairperson	<u>3/2/22</u> Date
 Adriana Ponce, Classified Employee Association Representative	<u>3/2/22</u> Date

Fire Departments:

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

911

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

Preface

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

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


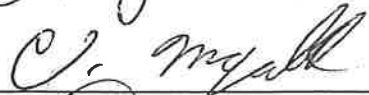

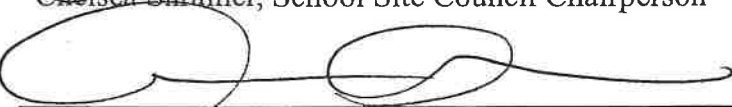
It is *NOT* intended to be a “grab and go” guide in an actual emergency.

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

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

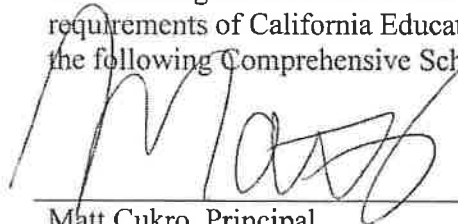

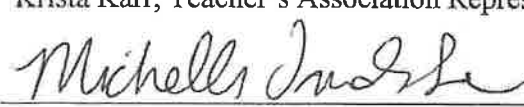
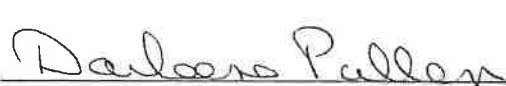
**MacyElementary
Comprehensive School Safety Plan Signature Page
2021-2022**

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

 Patty Jacobsen, Principal	3/1/22 Date
 Christian Mangold, Teacher’s Association Representative	3/1/22 Date
 Chelsea Shrainer, School Site Council Chairperson	3/1/22 Date
 Aida Areega, Classified Employee Association Representative	3/1/2022 Date

**Meadow Green Elementary School
Comprehensive School Safety Plan Signature Page
2021-2022**

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

	9/30/21
Matt Cukro, Principal	Date
	9/30/21
Krista Karr, Teacher's Association Representative	Date
	10/1/21
Michelle Van der Lee, School Site Council Chairperson	Date
	10/1/21
Darlene Pullen, Classified Employee Association Representative	Date

Fire Departments:

911

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

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

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

Police Departments:

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

(562) 383-4300

Whittier Police Department
13200 Penn St, Whittier, CA 90602

(562) 567-9200

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

(562) 863-8711

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

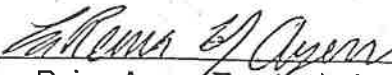
(562) 694-5923

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

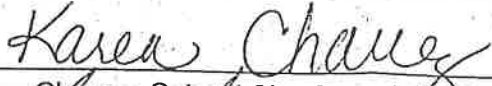
The undersigned members of the Olita Elementary School Site Council certify that the requirements of California Education Code 32280-32282 have been met in the development of the following Comprehensive School Safety Plan.



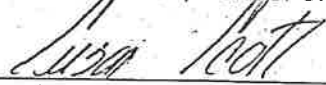
Krista Van Hoogmoed, Principal 2/24/22
Date



La Reina Ayers, Teacher's Association Representative 2-24-22
Date



Karen Chavez, School Site Council Chairperson 02/24/2022
Date



Susan Scott, Classified Employee Association Representative 2/24/2022
Date

Student - Optional

Fire Departments: 911
La Habra Heights Fire Department
1245 Hacienda Road, La Habra Heights, CA 90631

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

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

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

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

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

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

Preface

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

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

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

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

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

**Rancho-Starbuck Intermediate School
Comprehensive School Safety Plan Signature Page
2021-2022**

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

 _____ Dr. Jennifer Jackson, Principal	1/27/22 _____ Date
 _____ Brittany Goss, Teacher's Association Representative	1/27/22 _____ Date
 _____ Arlene Anaya, School Site Council Vice Chairperson	1/27/22 _____ Date
 _____ April Bullard, Classified Employee Association Representative	1-27-22 _____ Date

**LOWELL JOINT SCHOOL DISTRICT
RESOLUTION 2021-22 NO. 857**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
LOWELL JOINT SCHOOL DISTRICT OF
LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
DECLARING NATIONAL SCHOOL BREAKFAST WEEK MARCH 7-11, 2022**

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

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

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

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

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

NOW THEREFORE, BE IT RESOLVED, that the Lowell Joint School District's Board of Education declares the week of March 7-11, 2021, as "NATIONAL SCHOOL BREAKFAST WEEK" and devote this week to the recognition of the dedicated and hardworking people who make the School Breakfast Program a reality in their community schools, and encourage all residents of the community to become aware of the solid foundation for learning provided by a nutritious School Breakfast.

APPROVED AND ADOPTED this 7th day of March, 2022, by the following vote:

AYES: Melissa Salinas, Karen Shaw, Anastasia Shackelford, William Hinz, Anthony Zegarra

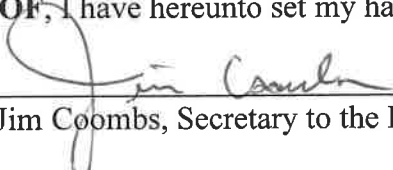
NOES: None

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 7th day of March, 2022, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 7th day of March, 2022.



Jim Coombs, Secretary to the Board of Trustees



A-Tech Consulting, Inc.

February 16, 2022

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

Attn: Mr. David Bennett

Re: Meadow Green Elementary School
12025 Grovedale Drive
Whittier, California 90604

Areas/Scope of Work: Roofs, Windows and Pipe Chases of the Classroom Buildings and the Administration Building will be tested for asbestos and lead. The Roof for the MPR will also be tested for asbestos and lead. The concrete at the Northwest exterior of the MPR will also be tested. The portables will have the walls tested only.

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

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

LIMITED ASBESTOS ASSESSMENT

- This assessment will satisfy all the requirements of a pre-renovation assessment, in accordance with Cal-OSHA Rule Title 8 CCR 1529 and NESHAP/SCAQMD Rule 1403, as it pertains to this project only.
- Inspection of the areas within the project scope of work 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 24 Hour laboratory analysis.
- Review of any proposed renovation plans, if available
- Report preparation including sample locations, friability evaluations and remedial recommendations.

LIMITED XRF-LEAD ASSESSMENT

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



PRICING

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

LIMITED ASBESTOS & XRF-LEAD ASSESSMENT – 24 Hour Laboratory Analysis

Item	Price		Quantity	Line Total
Principal Hygienist	\$140.00/Hour	X	4	\$560.00
Environmental Project Manager	\$105.00/Hour	X	4	\$420.00
Certified Site Surveillance Technician (CSST) & CDPH Inspector Assessor or CDPH Sampling Technician	\$85.00/Hour	X	32	\$2,720.00
Asbestos Bulk Samples (PLM)	\$22.00/Sample	X	200	\$4,400.00
XRF Sample Analysis	\$450.00/Day	X	2	\$900.00
Senior Administrator	\$65.00/Hour	X	2	\$130.00
Clerical/Report Writing	\$60.00/Hour	X	10	\$600.00
Total (Not to Exceed)				\$9,730.00

Notes:

- **A-Tech will attempt to patch all roof cores but cannot guarantee the patch. A-Tech recommends a roofing contractor patch the roof cores after sampling is completed.**

SCHEDULE

A-Tech anticipates completing all fieldwork within two (2) business days. Verbal results will be available within one (1) business day from completion of all fieldwork and deliverance of sample(s) to laboratory. The comprehensive report will be delivered within five (5) business days from receipt of the laboratory results.

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 #19524

joew@atechinc.net

To proceed with scheduling, kindly reply to PM@atechinc.net and accounting@atechinc.net

**LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 03/07/2022**

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

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>OBJECT DESCRIPTION</u>
R99F0080	LOWES	6.13	6.13	0100000098 4300	Materials and Supplies
R99F0081	GREEN S SECURITY CENTERS INC.	74.14	25.76 19.32 12.88 16.18	0100000089 4300 0100000091 4300 0100000092 4300 0100000098 4300	Materials and Supplies Materials and Supplies Materials and Supplies Materials and Supplies
R99F0082	CINTAS	2,069.55	2,069.55	0100000098 4300	Materials and Supplies
R99F0083	THE SHERWIN-WILLIAMS CO.	507.65	80.91 115.26 157.51 153.97	0100000092 4300 0100000093 4300 0100000094 4300 0100000095 4300	Materials and Supplies Materials and Supplies Materials and Supplies Materials and Supplies
R99F0084	NAPA AUTO PARTS	371.90	371.90	0100000108 4300	Materials and Supplies
R99F0085	BEE GONE BEE REMOVAL SERVICE	300.00	100.00 200.00	0100000103 5570 0100000105 5570	Pest Control Pest Control
R99F0086	F.M. THOMAS AIR CONDITIONING	270.00	270.00	0100000092 5630	Repairs or Maintenance
R99F0087	DANIELS TIRE SERVICE INC.	1,533.02	889.63 643.39	0100000098 5631 0100000108 5631	Repairs/Vehicles Repairs/Vehicles
R99F0088	GLASBY MAINTENANCE SUPPLY	8,741.26	81.53 1,782.62 3,000.57 1,198.87 1,652.36 1,025.31	0108880025 4300 0185100006 4300 0185100007 4300 0185100008 4300 0185100017 4300 0185100022 4300	Materials and Supplies Materials and Supplies Materials and Supplies Materials and Supplies Materials and Supplies Materials and Supplies
R99F0089	HUNTINGTON HARDWARE CO. INC.	2,166.45	2,166.45	0100000098 4300	Materials and Supplies
R99F0090	RANCHO JANITORIAL SUPPLIES	17,675.28	17,675.28	0158700001 4300	Materials and Supplies
R99F0091	A-1 FENCE COMPANY	59,451.00	59,451.00	1400000005 5630	Repairs or Maintenance
R99F0092	BEST LAWNMOWER INC.	2,638.71	1,251.10	0100000108 4300	Materials and Supplies

**LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 03/07/2022**

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

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>OBJECT DESCRIPTION</u>
R99F0092	*** CONTINUED ***		275.80	0100000108 4380	Tools/M&O
			1,111.81	0100000108 5633	Repairs/Tools
R99M0120	AMERICAN EXPRESS	384.40	384.40	0105110042 4300	Materials and Supplies
R99M0121	AMERICAN EXPRESS	198.10	198.10	0100540005 4300	Materials and Supplies
R99M0122	AMERICAN EXPRESS	330.74	330.74	0156400022 5810	Licenses/Technology
R99M0123	AMERICAN EXPRESS	117.60	27.55	0100810002 4300	Materials and Supplies
			77.16	0108880018 4300	Materials and Supplies
			12.89	0108880020 4300	Materials and Supplies
R99M0124	AMERICAN EXPRESS	322.34	322.34	0105110043 4300	Materials and Supplies
R99M0125	AMERICAN EXPRESS	2,182.59	2,182.59	0100000380 4300	Materials and Supplies
R99M0126	AMERICAN EXPRESS	55.10	55.10	0100510008 4300	Materials and Supplies
R99M0127	GENERATION ESPORTS	180.00	180.00	0109110014 4300	Materials and Supplies
R99M0128	AMERICAN EXPRESS	89.20	89.20	0109110011 4300	Materials and Supplies
R99M0129	AMERICAN EXPRESS	47.33	47.33	0156400009 4300	Materials and Supplies
R99M0130	AMERICAN EXPRESS	38.58	38.58	0100000009 4300	Materials and Supplies
R99M0131	AMERICAN EXPRESS	919.36	919.36	0109110014 4300	Materials and Supplies
R99M0132	AMERICAN EXPRESS	12.55	12.55	0105110044 4300	Materials and Supplies
R99M0133	AMERICAN EXPRESS	121.55	121.55	0156400005 4300	Materials and Supplies
R99R0233	US BANK AS CUST FOR TOWER DBW	9,898.25	9,898.25	01 8048	Pnlts & Intrst from Dlgnt Tax
R99R0234	LASER PLUS IMAGING	1,563.25	1,563.25	0100000098 4300	Materials and Supplies
R99R0235	SCHOOL FIX	15.16	15.16	0100540008 4300	Materials and Supplies
R99R0236	POSITIVE ACTION INC.	601.25	601.25	0130100008 4300	Materials and Supplies
R99R0237	RMH DANCE & PRODUCTIONS	250.00	250.00	0100540008 4300	Materials and Supplies

LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 03/07/2022

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

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>OBJECT DESCRIPTION</u>
R99R0238	ACTION TROPHY	163.46	163.46	0100540008 4300	Materials and Supplies
R99R0239	LINKEDIN CORPORATION	2,100.00	2,100.00	0173110003 5200	Travel and Conferences
R99R0240	OCDE	661.50	661.50	0130100042 5200	Travel and Conferences
R99R0241	THE ELECTRIC COMPANY THEATRE	1,600.00	1,600.00	0105110043 5610	Rentals & Leases
R99R0242	LEARNING A-Z	678.70	678.70	0100510008 5810	Licenses/Technology
R99R0243	FULLERTON JOINT UNION HS DIST	350.00	350.00	0105110043 4300	Materials and Supplies
R99R0244	THINKING MAPS	7,200.00	7,200.00	0140350030 5800	Prof/ConsultingServ&Oper Exp
R99R0245	FULLERTON JOINT UNION HS DIST	280.00	280.00	0105110039 4300	Materials and Supplies
R99R0246	CPI	716.35	716.35	0156400013 4300	Materials and Supplies
R99R0247	OCDE	581.85	581.85	0142030009 4300	Materials and Supplies
R99R0248	AERIES SOFTWARE	199.00	199.00	0173110003 5200	Travel and Conferences
R99R0249	TARGET SPECIALTY PRODUCTS	943.10	943.10	0100000108 4300	Materials and Supplies
R99R0250	DASH MEDICAL GLOVES	652.46	652.46	0156400005 4300	Materials and Supplies
R99R0251	J.W.PEPPER & SON INC.	408.03	408.03	0105110037 4300	Materials and Supplies
R99R0252	NSDAR JOHN GREENLEAF	75.00	75.00	0100000065 5200	Travel and Conferences
R99R0253	VEX ROBOTICS	89.45	89.45	0105110044 4300	Materials and Supplies
R99R0254	RIVERSIDE INSIGHTS	367.47	367.47	0165000012 4300	Materials and Supplies
R99R0255	CALIFORNIA SCHOOL BOARDS ASSOC	4,155.00	4,155.00	0100000068 5810	Licenses/Technology
R99R0256	READ NATURALLY	192.83	192.83	0156400009 4300	Materials and Supplies
R99R0257	DATA IMPRESSIONS	1,882.30	1,882.30	0105110044 4300	Materials and Supplies
R99R0258	IMPERIAL BAND INSTRUMENTS	244.68	244.68	0105110041 4300	Materials and Supplies
R99R0259	WPS	342.38	342.38	0165000035 4300	Materials and Supplies

Current Date: 02/17/2022
 Current Time: 15:16:33

LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 03/07/2022

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

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>OBJECT DESCRIPTION</u>
R99R0260	WPS	349.28	349.28	0165000035 4300	Materials and Supplies
R99R0261	ADDICTION TREATMENT TECHNOLOGI	8,020.00	8,020.00	0132130020 5800	Prof/ConsultingServ&Oper Exp
R99R0262	IPRINT TECHNOLOGIES	132.30	132.30	0156400028 4300	Materials and Supplies
R99R0263	RIVERSIDE INSIGHTS	3,225.92	3,225.92	0156400013 4300	Materials and Supplies
R99R0264	THINKING MAPS	2,200.00	2,200.00	0140350030 5800	Prof/ConsultingServ&Oper Exp
R99R0265	THINKING MAPS	2,200.00	2,200.00	0140350030 5800	Prof/ConsultingServ&Oper Exp
R99R0266	THINKING MAPS	2,200.00	2,200.00	0140350030 5800	Prof/ConsultingServ&Oper Exp
R99R0267	SCHOOL SERVICES OF CALIFORNIA	4,080.00	4,080.00	0100000071 5300	Dues and Memberships
R99R0268	IPRINT TECHNOLOGIES	76.07	76.07	0156400017 4300	Materials and Supplies
R99R0269	LABEL OUTLET BY METALCRAFT	374.85	374.85	0108880020 4300	Materials and Supplies
R99R0270	IMPERIAL BAND INSTRUMENTS	445.99	445.99	0105110041 4300	Materials and Supplies
R99R0271	HOGENTOGLER & CO., INC	474.08	474.08	0156400033 4300	Materials and Supplies
R99R0272	ESGI LLC	235.00	235.00	0100540008 4300	Materials and Supplies
R99R0273	NO EXCUSES UNIVERSITY	1,574.58	1,574.58	0130100007 4300	Materials and Supplies
R99R0275	RMH DANCE & PRODUCTIONS	980.00	980.00	0130100007 4300	Materials and Supplies
R99R0276	SCHOLASTIC MAGAZINES	294.14	294.14	0130100007 4300	Materials and Supplies
R99R0277	STUDIES WEEKLY	29,084.08	29,084.08	0132120037 4300	Materials and Supplies
			2,504.40	0132121545 4300	Materials and Supplies
			1,695.45	0132121546 4300	Materials and Supplies
			2,122.09	0132121547 4300	Materials and Supplies
			2,742.65	0132121548 4300	Materials and Supplies
			843.92	0132121549 4300	Materials and Supplies
			2,221.82	0132121550 4300	Materials and Supplies
			2,459.41	0132121551 4300	Materials and Supplies

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

Check	Payee ID	Payee Name	Reference	Subs Check Date	Cancel Date	Type	Status	Check Amount
99	00000768	BRENT ALLSMAN	JAN 2022 REIMB	OH 01/03/2022		MW	IS	557.02
99	00000769	CAROLYN KANE	JAN 2022 REIMB	OH 01/03/2022		MW	IS	1,290.56
99	00000770	CLAUDIA SCHALCHLIN	JAN 2022 REIMB	OH 01/03/2022		MW	IS	570.78
99	00000771	DAWN AANDAHL	JAN 2022 REIMB	OH 01/03/2022		MW	IS	570.78
99	00000772	ELIZABETH KANESHIRO	JAN 2022 REIMB	OH 01/03/2022		MW	IS	1,115.12
99	00000773	EMILY WAKEFIELD	JAN 2022 REIMB	OH 01/03/2022		MW	IS	570.78
99	00000774	GAYLE ROGERS	JAN 2022 REIMB	OH 01/03/2022		MW	IS	232.94
99	00000775	JULIE ROTH	JAN 2022 REIMB	OH 01/03/2022		MW	IS	570.78
99	00000776	NANCY WHITE	JAN 2022 REIMB	OH 01/03/2022		MW	IS	1,290.56
99	00000777	PENNY MAYERCHECK	JAN 2022 REIMB	OH 01/03/2022		MW	IS	1,290.56
99	00000778	RONALD RANDOLPH	JAN 2022 REIMB	OH 01/03/2022		MW	IS	614.88
99	00000779	SHELLEY MARKER	JAN 2022 REIMB	OH 01/03/2022		MW	IS	570.78
99	00000780	BRUCE PATTILLO	JAN 2022 REIMB	OH 01/03/2022		MW	IS	557.02
99	00000781	WARE DISPOSAL	879458	OH 01/04/2022		MW	IS	3,132.08
99	00000782	DIANA GONZALEZ	12/13-12/17/21	OH 01/05/2022		MW	IS	101.25
99	00000783	SOUTHERN CALIFORNIA GAS CO	1122122221	OH 01/06/2022		MW	IS	2,503.48
99	00000784	SUBURBAN WATER SYSTEMS	180051623762	OH 01/06/2022		MW	IS	11,204.93
99	00000785	CITY OF LA HABRA WATER DEPARTM	1103120321	OH 01/07/2022		MW	IS	3,018.96
99	00000786	FRONTIER	1210010922	OH 01/07/2022		MW	IS	1,033.52
99	00000787	Laser Plus Imaging	139810	OH 01/07/2022		MW	IS	1,563.25
99	00000788	LEARNING WITHOUT TEARS	INV130230	OH 01/07/2022		MW	IS	247.08
99	00000789	NIGRO & NIGRO	15575	OH 01/07/2022		MW	IS	2,400.00
99	00000790	SOUTHERN CALIFORNIA EDISON	1123122221	OH 01/07/2022		MW	IS	23,550.60
99	00000791	T-MOBILE	1121122021	OH 01/07/2022		MW	IS	1,528.12
99	00000792	VERIZON WIRELESS-LA	9895225286	OH 01/07/2022		MW	IS	1,778.88
99	00000793	WARE DISPOSAL	898402	OH 01/07/2022		MW	IS	23.53
99	00000794	AMERICAN EXPRESS	ZOOM-DECEMBE	OH 01/10/2022		MW	IS	12,181.40
99	00000795	ACTION TROPHY	91242	OH 01/13/2022		MW	IS	163.46
99	00000796	AMANDA MALM	CSBA	OH 01/13/2022		MW	IS	90.20
99	00000797	APPLE INC.	AH08546945	OH 01/13/2022		MW	IS	1,659.55
99	00000798	BAUDVILLE	3864320	OH 01/13/2022		MW	IS	490.61
99	00000799	BUG FLIP	475964	OH 01/13/2022		MW	IS	1,955.00
99	00000800	BYRDSEED LLC	1361	OH 01/13/2022		MW	IS	4,000.00
99	00000801	CINTAS	9152073392	OH 01/13/2022		MW	IS	2,069.55

Current Date: 02/17/2022
 Current Time: 15:07:31

LOWELL JOINT SD

Consolidated Check Register

from 1/1/2022 to 1/31/2022

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99	00000802		34131	OH	01/13/2022		MW	IS	3,461.13
99	00000803	COASTAL ENTERPRISES	140103284	OH	01/13/2022		MW	IS	1,533.03
99	00000804	DANIELS TIRE SERVICE INC.	17918-IN	OH	01/13/2022		MW	IS	6,747.30
99	00000805	DATA IMPRESSIONS	BE004773977	OH	01/13/2022		MW	IS	1,780.89
99	00000806	DELTA DENTAL OF CALIFORNIA	1/3-1/7/2022	OH	01/13/2022		MW	IS	132.21
99	00000807	DIANA GONZALEZ	43158	OH	01/13/2022		MW	IS	270.00
99	00000808	F.M. THOMAS AIR CONDITIONING	70RI0063	OH	01/13/2022		MW	IS	630.00
99	00000809	FULLERTON JOINT UNION HS DIST	321113	OH	01/13/2022		MW	IS	8,741.26
99	00000810	GLASBY MAINTENANCE SUPPLY	CSBA	OH	01/13/2022		MW	IS	149.84
99	00000811	JIM COOMBS	CSBA	OH	01/13/2022		MW	IS	159.02
99	00000812	KALEO IGARTA	7100814598	OH	01/13/2022		MW	IS	4,501.47
99	00000813	LOGMEIN COMMUNICATIONS, INC.	901880	OH	01/13/2022		MW	IS	6.13
99	00000814	LOWES	CSBA	OH	01/13/2022		MW	IS	273.73
99	00000815	RHONDA OVERBY	BOARD BOOKS	OH	01/13/2022		MW	IS	65.77
99	00000816	SHERYL MCDONALD	91413	OH	01/13/2022		MW	IS	507.65
99	00000817	THE SHERWIN-WILLIAMS CO.	12181120921	OH	01/13/2022		MW	IS	5,068.58
99	00000818	TIME WARNER CABLE	DEC2021	OH	01/13/2022		MW	IS	180.00
99	00000819	BUG FLIP	DEC2021	OH	01/13/2022		MW	IS	7,874.12
99	00000820	DRIFTWOOD DAIRY	DEC2021	OH	01/13/2022		MW	IS	7,696.29
99	00000821	P & R PAPER SUPPLY COMPANY	DEC2021	OH	01/13/2022		MW	IS	7,022.60
99	00000822	SOUTHERN CALIFORNIA PIZZA	DEC2021	OH	01/13/2022		MW	IS	116.86
99	00000823	ADRIANA PONCE	STDNT	OH	01/18/2022		MW	IS	857.14
99	00000824	EDDIE MIJARES	DEC, 2021	OH	01/18/2022		MW	IS	3,600.00
99	00000825	HOUGHTON MIFFLIN HARCOURT	710233613	OH	01/18/2022		MW	IS	408.03
99	00000826	J.W. PEPPER & SON INC.	363855150	OH	01/18/2022		MW	IS	681.40
99	00000827	JIM COOMBS	CAKES	OH	01/18/2022		MW	IS	40.71
99	00000828	JOHN ZAPPULLA	DEC,2021-MILEAG	OH	01/18/2022		MW	IS	4,450.42
99	00000829	LOGMEIN COMMUNICATIONS, INC.	7100887744	OH	01/18/2022		MW	IS	357.14
99	00000830	LOPEZ, ALEJANDRO	DEC, 2021	OH	01/18/2022		MW	IS	371.90
99	00000831	NAPA AUTO PARTS	383039	OH	01/18/2022		MW	IS	539.92
99	00000832	NCS PEARSON INC.	16530998	OH	01/18/2022		MW	IS	816.96
99	00000833	NMK CORPORATION	LJSD-0007	OH	01/18/2022		MW	IS	75.00
99	00000834	NSDAR John Greenleaf	DAR AWARDS	OH	01/18/2022		MW	IS	79.06
99	00000835	OCDE	94RI2227	OH	01/18/2022		MW	IS	597.50
99	00000835	POSITIVE ACTION INC.	53022	OH	01/18/2022		MW	IS	

Current Date: 02/17/2022
Current Time: 15:07:31

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

Check	Payee ID	Payee Name	Reference	Subs Check Date	Cancel Date	Type	Status	Check Amount
99	00000836	YUMI YAMAMOTO	LIBRARYMATERI	01/18/2022		MW	IS	33.79
99	00000837	HAULAWAY STORAGE CONTAINERS	2033257	01/18/2022		MW	IS	539.96
99	00000838	ERICKSON-HALL CONSTRUCTION	PAY APP#8	01/19/2022		MW	IS	230,649.46
99	00000839	GHATAODE BANNON ARCHITECTS	4646	01/19/2022		MW	IS	13,087.03
99	00000840	GHATAODE BANNON ARCHITECTS	4647	01/19/2022		MW	IS	48,718.80
99	00000841	HAUFFE COMPANY	425	01/19/2022		MW	IS	14,280.00
99	00000842	ALLIANCE OF SCHOOLS FOR COOPER	6056WC-	01/20/2022		MW	IS	82,031.00
99	00000843	DEBRA LEES	025-DEC 2021	01/20/2022		MW	IS	1,400.00
99	00000844	Continental Sales	DEC2021	01/20/2022		MW	IS	2,253.39
99	00000845	GOLD STAR FOODS	DEC2021	01/20/2022		MW	IS	12,464.16
99	00000846	ALLIANCE OF SCHOOLS FOR COOPER	012022VSC	01/21/2022		MW	IS	37,841.08
99	00000847	ALLIANCE OF SCHOOLS FOR COOPER	010122VVL	01/24/2022		MW	IS	1,242.70
99	00000848	DIANA GONZALEZ	1/10-1/12/2022	01/24/2022		MW	IS	79.33
99	00000849	GALLAGHER PEDIATRIC THERAP	9437	01/24/2022		MW	IS	1,569.07
99	00000850	GREEN S SECURITY CENTERS INC.	72882	01/24/2022		MW	IS	74.15
99	00000851	HUNTINGTON HARDWARE CO., INC.	1216136-0-01	01/24/2022		MW	IS	2,166.44
99	00000852	IMPERIAL BAND INSTRUMENTS	65734	01/24/2022		MW	IS	244.68
99	00000853	LEADER SERVICES	CDS5724	01/24/2022		MW	IS	523.86
99	00000854	LINKEDIN CORPORATION	10111438186	01/24/2022		MW	IS	2,100.00
99	00000855	NCS PEARSON INC.	15955614	01/24/2022		MW	IS	1,721.22
99	00000856	HANCOCK PARK & DELONG, INC	5610	01/24/2022		MW	IS	87.50
99	00000857	FRONTIER	0110020922	01/25/2022		MW	IS	1,102.93
99	00000858	MCI A VERIZON COMPANY	409068622	01/25/2022		MW	IS	57.27
99	00000859	SOUTHERN CALIFORNIA EDISON	1214011222	01/25/2022		MW	IS	9,933.83
99	00000860	T-MOBILE	1204010322	01/25/2022		MW	IS	808.00
99	00000861	TIME WARNER CABLE	775266122921	01/25/2022		MW	IS	9,115.16
99	00000862	SILVER CREEK INDUSTRIES	PAY APP #2	01/25/2022		MW	IS	232,687.59
99	00000863	ADDITION TREATMENT TECHNOLOGI	2021-10424	01/26/2022		MW	IS	8,020.00
99	00000864	BRENT ALLSMAN	MEDICAL-FEB	01/26/2022		MW	IS	557.02
99	00000865	CALIFORNIA SCHOOL BOARDS ASSOC	INV-58356-T2J3P5	01/26/2022		MW	IS	4,155.00
99	00000866	CAROLYN KANE	MEDICAL-FEB	01/26/2022		MW	IS	1,290.56
99	00000867	CATAPULT.K12	1044725	01/26/2022		MW	IS	8,924.33
99	00000868	CLAUDIA SCHALCHLIN	MEDICAL-FEB	01/26/2022		MW	IS	570.78
99	00000869	CRISTIAN BOGDAN	MILEAGE-DEC	01/26/2022		MW	IS	34.25

Current Date: 02/17/2022
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LOWELL JOINT SD
Consolidated Check Register
 from 1/1/2022 to 1/31/2022

Check	Payee ID	Payee Name	Reference	Subs Check Date	Cancel Date	Type	Status	Check Amount
99	00000870	DAWN AANDAHAL	MEDICAL-FEB	OH 01/26/2022		MW	IS	570.78
99	00000871	DIANA GONZALEZ	1/18-1/20/2022	OH 01/26/2022		MW	IS	79.33
99	00000872	ELIZABETH KANESHIRO	MEDICAL-FEB	OH 01/26/2022		MW	IS	1,115.12
99	00000873	EMILY WAKEFIELD	MEDICAL-FEB	OH 01/26/2022		MW	IS	570.78
99	00000874	GAYLE ROGERS	MEDICAL-FEB	OH 01/26/2022		MW	IS	232.94
99	00000875	JULIE ROTH	MEDICAL-FEB	OH 01/26/2022		MW	IS	570.78
99	00000876	NANCY WHITE	MEDICAL-FEB	OH 01/26/2022		MW	IS	1,290.56
99	00000877	PENNY MAYERCHECK	MEDICAL-FEB	OH 01/26/2022		MW	IS	1,290.56
99	00000878	RONALD RANDOLPH	MEDICAL-FEB	OH 01/26/2022		MW	IS	614.88
99	00000879	SHELLEY MARKER	MEDICAL-FEB	OH 01/26/2022		MW	IS	570.78
99	00000880	SOUTHERN CALIFORNIA GAS CO	1210011122	OH 01/26/2022		MW	IS	3,043.51
99	00000881	SUBURBAN WATER SYSTEMS	1202123021	OH 01/26/2022		MW	IS	689.62
99	00000882	THE ELECTRIC COMPANY THEATRE	RENTAL	OH 01/26/2022		MW	IS	1,600.00
99	00000883	BRUCE PATTILLO	MEDICAL-FEB	OH 01/26/2022		MW	IS	557.02
99	00000884	ANCHOR AUDIO OUTLET SIDELINE P	6781	OH 01/27/2022		MW	IS	28,025.00
99	00000885	ANGIE HUTCHERSON	SEPT-NOV2021	OH 01/27/2022		MW	IS	372.75
99	00000886	COLLEEN PATTERSON	LOWELL0103022	OH 01/27/2022		MW	IS	1,232.50
99	00000887	JOHNSON, RACHEL	011222-PURCH REIOH	OH 01/27/2022		MW	IS	34.63
99	00000888	KAITLYN CAMPBELL	CSBA CONF EXP	OH 01/27/2022		MW	IS	222.37
99	00000889	LESLIE FELTON	CSBA GOLDEN	OH 01/27/2022		MW	IS	142.99
99	00000890	MARY BRIMMAGE	CSBA CONF EXP	OH 01/27/2022		MW	IS	206.00
99	00000891	RANCHO JANITORIAL SUPPLIES	703555	OH 01/27/2022		MW	IS	17,675.28
99	00000892	READYREFRESH BY NESTLE	02A0032621385	OH 01/27/2022		MW	IS	167.70
99	00000893	RIVERSIDE INSIGHTS	INV102694	OH 01/27/2022		MW	IS	603.32
99	00000894	RMH DANCE & PRODUCTIONS	121021	OH 01/27/2022		MW	IS	250.00
99	00000895	ROBERT LAUPRECHT	PURCH REIMB	OH 01/27/2022		MW	IS	17.74
99	00000896	SCHOOL SERVICES OF CALIFORNIA	0132294-IN	OH 01/27/2022		MW	IS	680.00
99	00000897	SHERYL MCDONALD	CHARLIE.CHOCHF	OH 01/27/2022		MW	IS	114.38
99	00000898	SPIRIT HERO	30532	OH 01/27/2022		MW	IS	350.40
99	00000899	SPIRIT MONKEY	48899	OH 01/27/2022		MW	IS	2,700.00
99	00000900	TAO ROSSINI APC	2180	OH 01/27/2022		MW	IS	1,080.00
99	00000901	TARGET SPECIALTY PRODUCTS	INVP500623979	OH 01/27/2022		MW	IS	943.08
99	00000902	THINKING MAPS	INV0061855	OH 01/27/2022		MW	IS	6,600.00
99	00000903	VEX ROBOTICS	544420	OH 01/27/2022		MW	IS	652.96

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

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99 00000904	V9900214	YORKTOWN	414095Y-IN	OH	01/27/2022		MW	IS	91.98
99 00000905	F9900001	A-1 FENCE COMPANY	20449	OH	01/27/2022		MW	IS	59,451.00
99 00000906	F9900062	TREMCO/WEATHERPROOFING TECHNOLOG	6088132	OH	01/27/2022		MW	IS	2,965.00
99 00000907	V9900160	RMA GROUP	77952	OH	01/27/2022		MW	IS	4,898.00
99 00000908	B9990012	HANCOCK PARK & DELONG INC	5611	OH	01/27/2022		MW	IS	3,000.00
99 00000909	V9900188	THE HARTFORD	GL-99501	OH	01/28/2022		MW	IS	170.79

Issued: 1,030,099.94
99 Bank Total: 1,030,099.94

Grand Total: 1,030,099.94

LOWELL JOINT SCHOOL DISTRICT
EMPLOYER-EMPLOYEE RELATIONS/PERSONNEL REPORT 2021-22 #8

March 7, 2021

I. CERTIFICATED EMPLOYEES

A. CHANGE OF STATUS

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
Stevens, Amanda	03/14/2022	06/03/2022	MG	FMLA (AB375) Maternity Leave (20%)
Long, Katelyn	03/07/2022	04/01/2022	OL	FMLA (AB375) Baby Bonding Leave
Wilkins, Melissa	02/15/2022	03/10/2022	MG	FMLA (AB375) Baby Bonding Leave
Kosareff, Bree	03/07/2022	03/18/2022	JO	FMLA (AB375) Baby Bonding Leave
Galli, Jessica	02/28/2022	03/18/2022	RS	FMLA (AB375) Baby Bonding Leave
Morrison, Deanna	March 1, 2022	04/22/202	MG	FMLA (AB375) Medical Leave
Higgins, Kelly	03/10/2022	03/25/2022	MA	FMLA (AB375) Medical Leave
Kuitems, Naomi	04/25/2022	04/29/2022	MG	FMLA (AB375) Family Medical Leave
Kuitems, Naomi	05/09/2022	05/13/2022	MG	FMLA (AB375) Family Medical Leave
Casey, Kaleen	03/28/2022	05/06/2022	MA	FMLA (AB375) Maternity Leave

B. SUBSTITUTE CHANGE OF PAY

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
Fiscus, Riley	04/25/2022	04/29/2022	DO	To be paid a rate of \$200.00 for 1/2 combo Meadow Green
Fiscus, Riley	05/09/2022	05/13/2022	DO	To be paid a rate of \$200.00 for 1/2 combo Meadow Green
Charman, Lauren	03/10/2022	03/25/2022	DO	To be paid a rate of \$200.00 for Macy Special Education Class
Charman, Lauren	03/28/2022	05/06/2022	DO	To be paid a rate of \$200.00 for Macy 2 ND grade
Peterson, Kaycee	03/14/2022	06/03/2022	DO	To be paid special long term rate of \$250.00 for Olita Elementary Intervention Teacher
Petersen, Kaycee	03/14/2022	06/03/2022	DO	To be paid special long term rate of \$250.00 for Olita Elementary 4 th grade share teacher (20%/

Fiscus, Riley	03/07/2022	03/18/2022	DO	Fridays) To be paid special long term rate of \$250.00 for Jordan fourth grade
Vega, Sandy	03/07/2022	04/01/2022	DO	To be paid special long term rate of \$250.00 for Olita Elementary for RSP
Carr, Candice	02/15/2022	03/10/2022	MG	To be paid a rate of \$200.00 for Meadow Green sixth grade
Jacobsen, Brennan	March 1, 2022	04/2/2022	DO	To be paid a rate of \$200.00 Meadow Green Elementary for Sixth Grade
Brooks, Edward	02/28/2022	03/18/2022	DO	To be paid a rate of \$200.00 Science Rancho Starbuck

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

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

*It is further recommended that the individuals listed above be approved as home school teachers, if needed, for the 2020/21 school year at a rate of \$35.00/hour, not to exceed five hours per week, per student. Mileage will be paid at the IRS Standard Mileage Rate for the 2020/21 school year.

Brynn Prosser
Ian Bouldin
Eddie Mijares

II. CLASSIFIED EMPLOYEES March 7, 2022

A. HOURLY – GENERAL FUND

<u>NAME/ EMPLOYEE ID#</u>	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	<u>RANGE/ STEP</u>	<u>SITE</u>	<u>COMMENTS</u>
Alcantara, Marissa	2/14/2022		R1/S1	MG	Noon Duty Aide- FMLA/Medical Leave
Cacioppo, Sherrie	2/1/2022	03/04/2022	R7/S6	RS	Cafeteria Worker/FMLA Unpaid leave
Cortez, Ernest	2/28/2022		R18/S4	RS	New Hire-Night Custodian
Cortez, Ernest	2/28/2022		\$37.50/month	RS	Custodian stipend for night time
Fiscus, Regina	2/22/2022	3/2/2022	R23/S8	EP	Office Manager-LOA FMLA
Gonzales, Vivian	02/11/2022		R16/S1	MG	Instructional Assistant/Termination of Regular employee hours
Gonzales, Vivian	02/12/2022		R14/S1	DO	Instructional Assistant/Substitute
Gonzalez, Maria	02/22/2022		R14/S3	OL	Bi-lingual Aide/FMLA
Gonzalez, Monica	02/16/2022		R14/S1	DO	Instructional Assistant/Substitute
Gonzalez, Monica	02/16/2022		R14/S1	DO	Noon Duty Aid/Substitute
Irizarry, Erin	02/10/2022		R14/S1	DO	Instructional Assistant/Substitute
Irizarry, Erin	02/10/2022		R14/S1	DO	Noon Duty Aid/Substitute

Kim, Sharon	03/01/2022		R20/S8	DO	Step Increase
Lozano, Melissa	02/11/2022		R30/S1	DO	SLPA Part time
Miller, Shelli	3/08/2022		R1/S1	RS	Noon Duty Aide/Temporary increase in hours
Munoz, Lauren	03/04/2022		R14/S5	RS	Instructional Assistant - Resignation
Navarro, Amber	08/09/2021	09/03/2021	R14/S2	DO	School Counselor/Intern Resignation
Palmer, Mary	02/10/2022	03/04/2022	R14/S8	RS	Instructional Assistant -LOA/Medical Leave
Qureshi, Lovely	03/04/2022		R15/S1	EP	Health Technician-Resignation
Rickenbacker, Kim	01/03/2022	01/13/2022	R23/S2	EP	Substituting for Office Manager- Temporary Upgrade
Rickenbacker, Kim	2/22/2022	3/2/2022	R23/S2	EP	Substituting for Office Manager- Temporary Upgrade
Rodia, Sue	02/24/2022	03/18/2022	R14/S8	OL	Instructional Assistant -LOA/Medical Leave
Sanchez, Marcela	03/23/2022		R17/S8	DO	Step Increase
Soto, Brenda	3/18/2022		Intern	DO	School Counselor/Intern Resignation
Trujillo, Mary	02/25/2022		R14/S1	DO	Health Technician Substitute- Resignation

B. 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>
Gonzalez, Maria	02/16/2022		R07/S4	DO	Cafeteria Worker/Substitute
Romero, Adriana	2/2/2022		R07/S4	DO	Cafeteria Worker/Substitute

C. CLASSIFIED JOB DESCRIPTIONS

Addition:

- Receptionist/Office Assistant
- Secretary Special Education and Health Services



Lowell Joint School District

A Tradition of Excellence Since 1906

"Home of Scholars and Champions"

LOWELL JOINT SCHOOL DISTRICT RECEPTIONIST/OFFICE ASSISTANT



Classified Salary Schedule
Range 17

JOB SUMMARY:

Under immediate supervision, operate the District's centralized telephone system; perform a variety of clerical duties as assigned; and perform other related clerical duties as assigned.

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.

- Serve as receptionist and direct visitors to appropriate administrative offices; perform a variety of clerical duties in as assigned.
- Operate the District's centralized telephone system; answer telephone calls and route calls to various offices.
- Check automated substitute calling system for employees who are absent and assure proper coverage; generate reports to determine substitute availability and call substitutes for coverage.
- Answer routine questions concerning locations of schools, attendance boundaries and related information; provide specific information concerning school and District schedules.
- Process District outgoing mail; maintain daily postage meter; receive, date stamp, and route incoming mail.
- Distribute student's cumulative files and records requests to newly enrolled schools.
- Report necessary District Office repairs to maintenance and operations.
- Coordinate transportation for all field trips as needed.
- Distribute and receive inter/intra-District transfer requests and answer related questions.
- Distribute payroll checks.
- Provide sign-in sheet and building keys to substitute custodians.
- Instructs substitute and relief personnel on operation of telephone system and postage meter.
- Performs other related duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge of:

- Operation of a centralized telephone system.
- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- District geographical area.
- Correct English usage, grammar spelling, punctuation and vocabulary.

Ability to:

- Operate a centralized telephone system with speed and accuracy.
- Greet visitors courteously, determine their needs and direct or escort visitors to the appropriate department.
- Operate a computer with efficiency to word process and for record-keeping.
- Understand and follow oral and written instructions.
- Communicate effectively, both orally and in writing, displaying tact, patience and judgment.
- Type at a rate of 40 wpm.
- Establish and maintain cooperative and effective working relationships with others.
- Apply and explain policies, procedures, rules and regulations both in person and on the telephone.

- Complete work with many interruptions.

Education/Training/Experience:

Any combination equivalent to graduation from high school and two years experience in clerical, secretarial or receptionist work in a multi-department organization.

Licenses/Certificates/Special Requirements:

Ability to speak multiple languages is preferred.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

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

Physical Demands:

Physical demands of this position include sitting for most of the time, but may involve walking or standing for brief periods; the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Mental Demands:

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

Work Environment:

While performing the duties of this position, employees will work in an office setting where the noise level is usually quiet. Negative interactions with employees and vendors can result in stressful situations.

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.



LOWELL JOINT SCHOOL DISTRICT

SECRETARY SPECIAL EDUCATION AND HEALTH SERVICES

Classified Salary Schedule
Range 21

JOB SUMMARY:

Under supervision of the Director of Special Education; performs secretarial and clerical functions related to the Special Education Department, computer-based management of information, and other duties as assigned.

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.

- Prepare and assist with reports including but not limited to student performance, staffing, and student attendance/enrollment.
- Assist with professional development/collaboration presentations, special projects and provide clerical support for professional development including registration, event planning and technology set-up.
- Assist with the organization of parent/guardian meetings and presentations.
- Maintain a calendar of all department activities.
- Maintain accurate and complete site-specific case load files.
- Maintain accurate student database (SEIS, CALPADS, AERIES) and reporting.
- Medi-Cal Programs Coordinator.
- Maintain all special education program records in compliance with State, Federal and District guidelines.
- Assist with annual transition Individual Education Plans (IEPs) and the transfer of files from feeder schools.
- Prepare documents such as the Parent Handbook, Staff Handbook etc.
- Assist with the organization of the Extended School Year program.
- Process mileage and incidental expense claims, purchase orders, low incidence requests etc., for all special education staff.
- Provide administrative support to program director including, but not limited to preparation of presentations, confidential files, tracking, calendar management, correspondence and answering all incoming calls.
- Knowledge of special education laws and regulations related to documentation and reporting.
- Maintains the locked confidential student files for LJSD.
- Assists with Department of Education reporting requirements.
- Process all contracts with Non-public schools, Non- public agencies and specialists providing services for Special Education Department.
- Process submitted IEP's and review for accuracy and compliance, including verification of service.
- Report weekly on the completeness and timeliness etc. of IEPs
- Maintain inventory and order all department supplies and equipment.
- Assists with coordination of student transportation needs.
- Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
- Attend district offered trainings.

QUALIFICATION GUIDELINES:

Knowledge of:

- Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound bookkeeping procedures; English usage, spelling, grammar and punctuation; ability to operate common office machines.
- Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations.
- Proficient in use of word processing, spreadsheets, and database management software.
- Knowledge of confidentiality laws.
- Meets the public tactfully and courteously and answer questions correctly; compile and maintain accurate records and files.
- Understand and carry out oral and written directions, establish and maintain cooperative relationships with those contacted in the course of work.

Ability to:

- Ability to use a computer and other job-related software.
- Ability to read and comprehend simple instructions, correspondence, and memos.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

Education/Training Experience:

- High school diploma or equivalent.
- Previous experience with special education law, procedures and policies and Special Education Information System (preferably SEIS) preferred.
- Secretarial, clerical and computer experience in a school setting is also preferred.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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. 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.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or push up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

Mental Demands:

Employees 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:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.

DRAFT

WORK PERIOD:

12 months per year, 5 days per week, 8 hours per day.

Board Approved: March 7, 2022

Revised: March 7, 2022