

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

MINUTES OF THE REORGANIZATIONAL BOARD MEETING OF THE BOARD OF TRUSTEE
December 12, 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.
Study Session	Review of Board Meeting Agenda Welcome New Board Members
Closed Session	President Salinas declared the meeting recessed to closed session at 7:05 p.m.
Call to Order	President Salinas reconvened the meeting to order at 7:30 p.m. The flag salute was led by Dr. Anthony Zegarra, member, Board of Trustees
	Trustees Present: Melissa A. Salinas, Karen L. Shaw, Anastasia M. Shackelford, Anthony A. Zegarra, Christine J. Berg
	Trustees Absent: None
	Staff Present: Jim Coombs, Superintendent of Schools, Sheri McDonald, Assistant Superintendent of Educational Services, David Bennett, Assistant Superintendent of Business Services, and Carl Erickson, Assistant Superintendent of Administrative Services
	Staff Absent: None
Reporting out Action (if any) Taken in Closed Session	The Board took action (4-0) to approve Carl Erickson, classified administrative employee in the position of Assistant Superintendent of Administrative Services, effective November 28, 2022, and directed the Superintendent or designee to execute the necessary documents. The Board took action (4-0) to accept and to agree to the terms of OAH case number 2022100221, and directed the Superintendent or designee to execute the necessary documents.
Introductions and Welcome of Guests	President Salinas welcomed the guests in attendance and staff members present.
Acknowledgement of Correspondence	Mrs. Salinas mentioned a thank you note that was received from Ms. Andrea Reynolds.
Approval of Agenda	It was moved, seconded, and carried by unanimous vote, (4 – 0) to approve the December 12, 2022, Board agenda.

Approval of Minutes	It was moved, seconded, and carried by unanimous vote, (4-0) to approve the minutes from the November 7, 2022, Regular Board Meeting.
Organization of the Board of Trustees	Every December an organization meeting is held to establish the upcoming year.
Ceremonial Oath of Office For the Board of Trustees Members	Ms. Karen Shaw, Mrs. Anastasia Shackelford, Mr. Anthony Zegarra and Mrs. Christine Berg were elected to office of Governing Board Member of the school district. Ms. Karen Shaw, Mrs. Anastasia Shackelford and Mrs. Christine Berg's term of office ends on December 11, 2026. Mr. Anthony Zegarra's term of office ends on December 13, 2024. Mrs. Salinas administered the Ceremonial Oath of office to Mrs. Anastasia Shackelford, Ms. Karen Shaw, Mr. Anthony Zegarra and Mrs. Christine Berg.
RECESS	President Shaw declared a recess at 7:38 p.m. President Shaw reopened the meeting at 7:48 p.m.
Election of a President	It was moved, seconded, and carried by unanimous vote, (5-0), for Ms, Karen Shaw to serve as President of the Board of Trustees for the 2023 organizational year. Ms. Shaw took the position at the table as the president of the Board of Trustees and she thanked everyone for their support. Mrs. Shackelford thanked Mrs. Salinas for her service this past year serving as the President of the Board of Trustees.
Election of Vice-President	It was moved, seconded, and carried by unanimous vote, (5-0), for Mrs. Anastasia Shackelford to serve as Vice-President of the Board of Trustees for the 2023 organizational year.
Election of Clerk	It was moved, seconded, and carried by unanimous vote, (5-0), for Dr. Anthony Zegarra to serve as Clerk of the Board of Trustees for the 2023 organizational year.
Adoption of the Schedule of Regular Meetings of the Board of Trustees of the Lowell Joint School District, 2023 Organizational Year and the Regular Meetings of the Citizens Bond Oversight Committee of the Lowell Joint School District, 2023 Year	It was moved, seconded, and carried by unanimous vote, (5 – 0), to adopt the schedule of Regular Meetings of the Board of Trustees of the Lowell Joint School District, 2023 Organizational Year and the Regular Meetings of the Citizens Bond Oversight Committee of the Lowell Joint School District, 2023 Year, as attached.
Election of Member to Serve on Orange County Committee Nominating Committee for School District Organization for One	It was moved, seconded, and carried by unanimous vote, (5 – 0), for Mrs. Melissa Salinas to serve on the Nominating Committee for the Orange County Committee on School District Organization for one year

Year

Election of Alternate Member to Serve on the Orange County Nominating Committee on School District Organization for One Year

It was moved, seconded, and carried by unanimous vote, (5 – 0), for Ms. Karen Shaw to serve as an alternate on the Nominating Committee for the Orange County Committee on School District Organization for one year.

Election of Two Members to Serve on the Board of Directors of the Lowell Joint Education Foundation

It was moved, seconded, and carried by unanimous vote, (5 – 0), for Mrs. Anastasia Shackelford and Mrs. Christine Berg to serve as the two members on the Board of Directors of the Lowell Joint Education Foundation

Approval of “Certification of Signatures”

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

Timely Information from Board and Superintendent – Board President

None.

School Reports

Each Board member shared highlights of their respective schools.

Topics Not on the Agenda

Mrs. Naomi Rivera, Meadow Green parent, spoke to the board of trustees about a student in her child’s kindergarten classroom.

Presentation of First Interim Report 2022/23

David Bennett, Assistant Superintendent of Business Services, presented of the First Interim Report for 2022/2023.

It was moved, seconded, and carried by unanimous vote (5-0) approve a “Positive Certification” for the First Interim reporting period to comply with the December 15, 2022 Education Code deadline and that the Superintendent or designee be authorized to execute the necessary documents

Resolution 2022/23 No. #881 Approval of Authorization of Signatures

It was moved, seconded, and carried by unanimous roll call vote, (5-0) to adopt Resolution 2022/2023 No. 881 for Approval of Authorization of Signatures, stating that the following named person(s) be authorized to sign and/or electronically approve payments and documents related to Payroll, Purchase Orders, Contracts, Travel Reimbursement Requisitions, and Vendor Orders, as indicated, and that all previous authorization of signatures are rescinded Pursuant to provisions of Education Code sections 42630-34/85230-34, and that the Superintendent or designee be authorized to execute the resolution.

Authorization to Utilize National Cooperative Purchasing Alliance Agreement with Howard

It was moved, seconded, and carried by unanimous vote, (5-0) to approve the authorization to utilize the NCPA contract with Howard Technology Solutions, a Division of Howard Industries, Inc., (RFP #11-15, Contract 01-45) for the Purchase of Electronic Display Technology at Meadow Green Elementary School, at a

Technology Solutions, a Division of Howard Industries, Inc., (RFP #11-15, Contract 01-45) for the Purchase of Electronic Display Technology at Meadow Green Elementary School.

financial impact of \$34,221.60, to be paid out of Fund 40.0 Special Reserve for Capital Outlay Projects and Fund 21.0 Measure LL General Obligation Fund, installation through Erickson Hall Construction, and that the Superintendent or designee be authorized to execute the resolution.

Approval of Schoolwide Title I Programs for Macy Elementary School

It was moved, seconded, and carried by unanimous vote, (5-0) to approve Macy Elementary School as a Schoolwide Title I Program, and that the Superintendent or designee be authorized to execute all necessary documents.

Consent Calendar

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

Approval of Consultant Agreement with Mrs. Sharon Hensley to Serve as the Coordinator, C.R.E.W Counseling and Psychologist Intern Program for the 2022-2023 School Year

Approved the consultant agreement with Mrs. Hensley to serve as the coordinator of the C.R.E.W. program for the 2022-2023 school year, not to exceed \$20,000.00, funding to be paid from Out of Home Care funds, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Consultant Agreement with Mr. Larry Costello to Provide After-School Coaching Services for the 2022/23 School Year

Approved the consultant agreement with Mr. Larry Costello to provide after-school coaching services for the 2022/23 school year, not to exceed \$1400.00, to be paid from the monies secured by the Rancho Starbuck Athletic account, and that the Superintendent or designee be authorized to execute the agreement.

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

Approved the Agreement with Behavior and Education Inc., a nonpublic nonsectarian agency, to provide additional direct Behavioral Intervention Services for a select District Students for the 2022/2023 school year, at the rate of \$52.25 per hour, not to exceed \$93,225.00, and that the Superintendent or designee be authorized to execute the agreement.

Approval of Independent Contract with Dr. Robin Morris for an Independent Educational Evaluation (IEE) – Psycho-Educational Assessment for the 2022-2023 School Year

Approved the independent consultant agreement with Dr. Robin Morris for an Independent Educational Evaluation (IEE)- Psycho-Educational Assessment for the 2022-2023 School Year, for an estimated cost not to exceed \$6,000.00, to be paid from resource 6500- Special Education Funds, and that the Superintendent or designee be authorized to execute the agreement.

Approval of Memorandum of Understanding (MOU) Between Lowell Joint School District and <i>Rancho Santiago Community College District, Santa Ana College</i> for the 2022/2023 School Year	Approved the MOU with <i>Santa Ana College</i> and Lowell Joint School District for the 2022/2023 school year, effective July 1, 2022 through June 30, 2023 at no cost to the district, and that the Superintendent or designee be authorized to execute the necessary documents
Approval of OCDE to Provide Electronic Document Management Service for the District per Agreement Number: 10002199	Approved the agreement that OCDE provide electronic document management service for the District, at a cost of \$125 per hour for setup and implementation, capped at 20 hours, ongoing annual support fee of \$3000 per year based on the Districts ADA, and that the Superintendent be authorized to execute the necessary documents.
Purchase Order Listing Report/Check Register 2022/2023 #5	Approved the Purchase Order Listing Report/Check Register 2022/2023 #5, issued October 1, 2022, through October 31, 2022, as attached, and that the Superintendent or designee be authorized to execute the necessary documents.
Consolidated Check Register Listing Report 2022/2023 #5	Approved the Consolidated Check Register Listing Report 2022/2023 #5, issued October 1, 2022, through October 31, 2022, as attached, and that the Superintendent or designee be authorized to execute the necessary documents.
Approval of Agreement with Whittier Union High School District for Field Trip Transportation	Approved the agreement with Whittier Union High School District for Field Trip Transportation services from July 1, 2022, through June 30, 2023, and that the Superintendent or designee be authorized to execute the necessary documents.
Acceptance of Notice of Completion, Silver Creek Industries, Inc. for the Purchase and Installation of Division of State Architect (DSA) Approved Modular Buildings at Jordan Elementary School	Approved acceptance of a Notice of Completion, Silver Creek Industries, Jordan Elementary School, \$3,452,151.07, Measure LL Bond Fund and Capital Facilities Fund, and that the Superintendent or designee be authorized to execute the necessary documents.
Employer-Employee Relations/Personnel Report 2022/2023 #5 Which Includes Hiring, Resignations, Contract Adjustments, and Retirements for Certificated, Classified, and Confidential Employees Approval of the Classified Management Salary Schedule and Updated Job Descriptions	Ratified Employer-Employee Relations/Personnel Report 2022/23 #5, as attached, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees.

Approval of the 2022-2023 Classified Management and the 2022-2033 Confidential Salary Schedule

Approved the 2022-2023 Classified Management salary schedule, effective July 1, 2022, including the addition of the Lead Maintenance and Operations Supervisor and the Coordinator of Early Childhood Program positions, and the Confidential Salary Schedule with the addition of the Administrative Assistant – Business Services position and salary range change to the Administrative Assistant – Administrative Services /Classified Personnel and the Executive Assistant and Secretary to the Superintendent /Certificated Personnel, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Agreement #100002087 with Orange County Department of Education

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 Jordan 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, effective July 1, 2022 ending no later than June 30, 2023. Approved the Agreement #100002087 with Orange County Department of Education, to participate in Quality Start OC, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Interagency Data Sharing Agreement #100002264 with Orange County Department of Education

Approved the Agreement #100002264 with the Orange County Department of Education, effective until June 30, 2027 unless a written request for termination is submitted at least 30 calendar days in advance of requested date of termination, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Consultant Agreement with Brennan Logan to be a Choreographer for the Lowell Joint Youth Theater for the 2022-23 School Year

Approved the consultant agreement for Brennan Logan to be a Choreographer for the Lowell Joint Youth Theater for Lowell Joint School District during the 2022/23 school year, contract amount is \$1200 per show, 4 shows for a total not to exceed \$4,800, funding for this expenditure to be covered by the 6762-Arts, Music, and Instructional Materials Discretionary One Time Block Grant and Fund 12 ELOP funds, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Consultant Agreement with Marie Madeline Neavez to be a Vocal Director for the Lowell Joint Youth Theater for the 2022/23 School Year

Approved the consultant agreement for Marie Madeline Neavez to be a Vocal Director for the Lowell Joint Youth Theater for Lowell Joint School District during the 2022/23 school year, contract amount is \$1650 per show, 4 shows for a total not to exceed \$6,600, funding for this expenditure will be covered by the 6762-Arts, Music, and Instructional Materials Discretionary One Time Block Grant and Fund 12 ELOP funds, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Consultant Agreement with Tana Carmichael to be a Costume Designer for the Lowell Joint Youth Theater for the 2022-23 School Year

Approved the consultant agreement for Tana Carmichael to be a Costume Designer for the Lowell Joint Youth Theater for Lowell Joint School District during the 2022/23 school year, contract amount is \$1000 per show, 4 shows for a total not to exceed \$4,000, funding for this expenditure will be covered by the 6762-Arts, Music, and Instructional Materials Discretionary One Time Block Grant and Fund

12 ELOP funds, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Consultant Agreement with Cristina Blevins to Provide Administrative Support for the Early Learning Department during the 2022/23 School Year

Approved the consultant agreement with Cristina Blevins to provide Administrative Support of the Early Learning Department during the 2022/23 school year, at an amount not to exceed \$6,000.00, funding for this expenditure will be covered by Learning Recovery Emergency Block Grant Funds targeting Early Learning, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Consultant Agreement with Jennifer Kinkel to Provide a Parent Presentation at Rancho Starbuck on December 5, 2022

Approved the consultant agreement with Kristina Kinkel to Provide a Parent Presentation on Gross and Fine Motor Skills on December 5, 2022 at an amount not to exceed \$1,000.00, funding for this expenditure will be covered by Title I Funds .and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Consultant Agreement with RMH Dance & Productions to Provide Audio and Lighting Services for Lowell Joint Youth Theatre Seussical Shows

Approved the consultant agreement with RMH Dance & Productions to provide audio and lighting services for the Seussical Shows at Jordan and Olita on October 28, 29 & 30, 2022, at a cost not to exceed \$4,625.00, funding for this expenditure will be covered by Art, Music, and Instructional Materials Block Grant, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Consultant Agreement with Nancy J. Kemp to Provide Consultation for Data Support at Rancho-Starbuck Intermediate School for the 2022/23 School Year

Approved the consultant agreement with Nancy J. Kemp to provide data support during the 2022/23 school year at Rancho-Starbuck Intermediate School, at an amount not to exceed \$5000.00, funding for this expenditure will be covered by Rancho-Starbuck's Site Funds, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Affiliation Agreement with The Regents of the University of California

Approved the Affiliation Agreement with The Regents of the University of California to provide vision support to preschool children that fail the annual vision screening through UCI Pediatric Eye Mobile visits to our school locations, at no cost to our District, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Agreement with Fullerton Joint Union High School District Provision of Library Services, Effective July 1, 2022 through June 30, 2027

Approved the agreement with Fullerton Joint Union High School District for the provision of Library Services, effective July 1, 2022 through June 30, 2027 for compliance, not to exceed \$1,000.00. to be paid by Curriculum department funds, and that the Superintendent or designee be authorized to execute the necessary documents.

Board Member/Superintendent

Dr. Zegarra welcomed Mrs. Christine Berg to the Board of Trustees. Mr. Coombs mentioned that Lowell Joint had received their sixth Golden Bell Award in

Comments

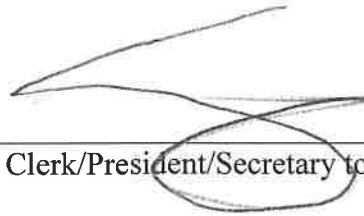
six straight years. Mr. Zegarra also welcomed Mr. Carl Erickson to the Lowell Joint School District. Ms. Shaw wished everyone happy holidays.

Adjournment

President Shaw adjourned the meeting at 8:35 p.m. in accordance with Government Code Section 54956.9 (a, b, c) and indicated no further public action would be taken.

Date Approved:

12/12/22

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the left.

Clerk/President/Secretary to the Board of Trustees



Lowell Joint School District

Tradition of Excellence Since 1906
Home of Scholars and Champions

SCHEDULE OF REGULAR MEETINGS OF THE BOARD OF TRUSTEES OF THE LOWELL JOINT SCHOOL DISTRICT 2023

2023 ORGANIZATIONAL YEAR

Unless otherwise specified, all Closed Session meetings are held at 6:30pm and Open Sessions held at 7:30 p.m. in the Board Room of the District Office, located at 11019 Valley Home, Whittier, California.

First and Only Regular Meeting in January 2023	Monday, January 9 (2 nd Monday)
First and Only Regular Meeting in February, 2023	Monday, February 6
First and Only Regular Meeting in March, 2023	Monday, March 6
First and Only Regular Meeting in April, 2023	Monday, April 3
First and Only Regular Meeting in May, 2023	Monday, May 1
First Regular Meeting in June, 2023	Monday, June 12 (2 nd Monday)
Second Regular Meeting in June, 2023	Monday, June 26 (4 th Monday)
JULY – DARK	
First and Only Regular Meeting in August, 2023	Monday, August 7
First and Only Regular Meeting in September, 2023	Monday, September 11 (2 nd Monday)
First and Only Regular Meeting in October, 2023	Monday, October 2
First and Only Regular Meeting in November, 2023	Monday, November 6
First and Only Regular Meeting in December, 2023 (Organizational Meeting)	Monday, December 11 (2 nd Monday)

**SCHEDULE OF CITIZEN BOND OVERSIGHT COMMITTEE - CBOC (Measure LL)
OF THE LOWELL JOINT SCHOOL DISTRICT
2023 ORGANIZATIONAL YEAR**

First and Only Regular Meeting in March, 2023

Tuesday, March 7th

First and Only Regular Meeting in June, 2023

Tuesday, June 6th

First and Only Regular Meeting in September, 2023

Tuesday, September 5th

First and Only Regular Meeting in December, 2023

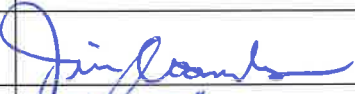

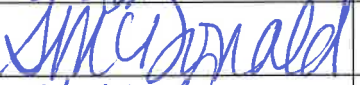


Tuesday, December 5th

LOWELL JOINT SCHOOL DISTRICT.

RESOLUTION 2022/2023 NO. #881

AUTHORIZATION OF GROUP SIGNATURES

I, Anastasia Shackelford, Clerk of the governing Board of the above named School District of Orange County, California, hereby certify that the said Board at a regular/special meeting thereof, held on the 12th day of December 2022, adopted by a majority vote of said Board, a board action/resolution that the following named persons be authorized to sign and/or **electronically** approve payments and documents related to Payroll, Purchase Orders, Contracts, Travel Reimbursement Requisitions, and Vendor Orders, as indicated, and that all previous authorization of signatures are rescinded. This resolution further states that the authorization is subject to the following provisions:

NAME TYPED	SIGNATURE	AUTHORIZED TO APPROVE				
		PAYROLL DOCUMENTS	VENDOR PAYMENT ORDERS	PURCHASE ORDERS	CONTRACTS	TRAVEL REIMBURSEMENTS
Jim Coombs		X	X	X	X	X
David Bennett		X	X	X	X	X
Sheri McDonald			X	X	X	X
Chelle Price		X	X		X	X
Carl Erickson			X	X	X	X

Pursuant to provisions of Education Code sections 42630-34/85230-34.

In witness whereof, I have hereunto set my hand this 12th day of December 2022.

Anastasia Shackelford, Clerk of the Board of Trustees

Phone: 1.888.912.3151
Fax: 1.601.399.5077
Online: www.howardcomputers.com



Howard Computers
P.O. Box 1588
Laurel, MS 39441

Online Quotation

Quote No: KJ2 1252617.00 **Quote Date:** November 18, 2022
Customer Name: David Bennett **Phone Number:** 5629024291
Company Name: Lowell Joint School District **Fax Number:**
Quote Name: Optec Display - Meadow Green

Item 1

Category	Description	Qty.	Unit Price	Ext. Price
System Type:	Accessories			
1:	Optec HB Cell Modem - 5 year part warranty + Lifetime Data < 50,000 pixels - Double Face	1	\$31,040.00	\$31,040.00

Sub-Total: \$31,040.00
Shipping & Handling : Included
Taxes: \$ 3,181.60
Enviromental Fee: \$0.00
Total for Item 1: \$34,221.60

This quote will expire December 18, 2022.
To expedite your order, please include your quote number with your Purchase Order.

Total for all pre-configured items

Sub-Total: \$31,040.00
Shipping & Handling : Included
Taxes: \$ 3,181.60
Enviromental Fee: \$0.00
Total: \$34,221.60

Notes:

Payment Term: 20% Deposit
Shipping not included -- Pick-up only

Pricing and availability subject to change without notice. Packaging, Shipping, and Handling fees are not included unless specifically stated. Prices and lease payments do not include applicable taxes. Ship dates are approximations and are not guarantees. Quick ship items not available in Alaska, Hawaii, or outside the United States. Specific state laws may affect shipment of products.

Any order for kiosks must be canceled prior to 21 days from the scheduled date of shipment to avoid incurring a 50% cancellation fee. Any cancellation made within that 21-day window will automatically incur a charge equivalent to 50% of the total kiosk order being canceled.

Howard reserves the right to charge a 25% restocking fee for cancellation of a purchase order after Howard has commenced fulfillment of the order. Howard may, with notice, cancel any purchase order at any time without any liability to the Purchaser. Howard reserves the right to charge the Purchaser full purchase price for delaying shipment of a purchase order for an extended period of time which then results in the cancellation of said order.

Given the current uncertainties related to international trade, Howard hereby reserves the right to unilaterally revise the prices quoted herein in the event its manufacturing or procurement costs for such goods increase due to the imposition by the United States or any other country of new or higher tariff(s) or of any other similar tax, fee or charge.

If Purchaser fails to pay any invoice in full within the time quoted herein, Howard may, without notice, accelerate the due date of all outstanding invoices and require that all outstanding invoices, including any interest thereon, be immediately due and payable in full.

Howard's product warranties and return policies and related information, which are available at <https://www.howardcomputers.com/support/warranties.cfm> and <https://www.howardcomputers.com/support/returnpolicy.cfm>, are fully adopted and incorporated herein by reference. These may also be obtained by calling 1-888-912-3151 or emailing webmaster@howardcomputers.com.

THIS QUOTATION IS EXPRESSLY LIMITED TO, AND EXPRESSLY MADE CONDITIONAL ON, PURCHASER'S ACCEPTANCE OF THE TERMS SET FORTH OR INCORPORATED HEREIN; HOWARD OBJECTS TO ANY DIFFERENT OR ADDITIONAL TERMS.

LOWELL JOINT SD

PURCHASE ORDER DETAIL REPORT

BOARD OF TRUSTEES MEETING 12/07/2022

FROM 10/01/2022 TO 10/31/2022

PO NUMBER	VENDOR	PO TOTAL		ACCOUNT AMOUNT		ACCOUNT NUMBER		OBJECT DESCRIPTION
S99B0008	KOURY ENGINEERING & TESTING	13,450.00	13,450.00	2100000013	6282			Consultant/Contractor
S99B0009	HAUFFE COMPANY	182,112.00	182,112.00	2100000009	6281			Inspector of Record
S99B0010	GHATAODE BANNON ARCHITECTS	140,700.00	140,700.00	2100000013	6210			Architect Fees/Reimbursables
S99B0011	GHATAODE BANNON ARCHITECTS	5,000.00	5,000.00	2100000013	6210			Architect Fees/Reimbursables
S99B0014	HAULWAY STORAGE CONTAINERS	4,150.00	4,150.00	2100000011	5620			Lease/Portables
S99B0015	GHATAODE BANNON ARCHITECTS	15,000.00	15,000.00	2100000013	6210			Architect Fees/Reimbursables
S99F0035	WARE DISPOSAL	2,742.48	2,742.48	0100000287	5560			Waste Disposal
S99F0036	A-1 FENCE COMPANY	1,336.00	1,336.00	1400000007	4400			Non Capitalized Equipment
S99F0037	AMERICAN TIME	1,188.18	1,188.18	0100000098	4300			Materials and Supplies
S99F0038	UNITED REFRIGERATION INC.	1,616.25	1,616.25	0100000096	4300			Materials and Supplies
S99F0039	SHIFFLER EQUIPMENT	1,725.72	1,725.72	0100000098	4300			Materials and Supplies
S99F0040	LEONARD CHAIDEZ TREE SERVICE	400.00	400.00	0100000102	5630			Repairs or Maintenance
S99F0041	PEST OPTION INC.	627.39	143.38	0100000105	5570			Pest Control
			484.01	1353100070	5570			Pest Control
S99F0042	CINTAS FIRE PROTECTION	4,036.25	1,994.57	0100000090	5630			Repairs or Maintenance
			1,590.97	0100000093	5630			Repairs or Maintenance
			450.71	0100000095	5630			Repairs or Maintenance
S99I0001	PAUL EISENBERG	3,000.00	3,000.00	0156400013	5800			Prof/ConsultingServ&Oper Exp
S99I0002	GERALDINE CHINARIAN	40,000.00	40,000.00	0100000071	5850			Consl/Ind Contractors(NonEmp)
S99I0003	COLLEEN PATTERSON	1,875.00	1,875.00	0100000071	5800			Prof/ConsultingServ&Oper Exp
S99M0102	AMERICAN EXPRESS	2,000.00	2,000.00	0105110041	4300			Materials and Supplies
S99M0103	AMERICAN EXPRESS	111.40	111.40	01000000317	4300			Materials and Supplies
S99M0104	AMERICAN EXPRESS	27.51	27.51	01000000317	4300			Materials and Supplies

LOWELL JOINT SD

PURCHASE ORDER DETAIL REPORT

BOARD OF TRUSTEES MEETING 12/07/2022

FROM 10/01/2022 TO 10/31/2022

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>OBJECT DESCRIPTION</u>
S99M0105	AMERICAN EXPRESS	75.31	75.31	0156400005 4300	Materials and Supplies
S99M0106	AMERICAN EXPRESS	132.13	132.13	0105110044 4300	Materials and Supplies
S99M0107	AMERICAN EXPRESS	154.57	154.57	0165000012 4300	Materials and Supplies
S99M0108	AMERICAN EXPRESS	656.61	656.61	0108880020 4300	Materials and Supplies
S99M0109	AMERICAN EXPRESS	2,500.00	2,500.00	0141270023 4300	Materials and Supplies
S99M0110	AMERICAN EXPRESS	169.54	169.54	0160530002 4300	Materials and Supplies
S99M0111	AMERICAN EXPRESS	109.37	109.37	0100000317 4300	Materials and Supplies
S99M0112	AMERICAN EXPRESS	561.44	280.72	0100000071 5200	Travel and Conferences
			280.72	0100000317 5200	Travel and Conferences
S99M0113	AMERICAN EXPRESS	436.78	436.78	0100000317 5200	Travel and Conferences
S99M0114	AMERICAN EXPRESS	770.00	770.00	0100000071 5200	Travel and Conferences
S99M0115	AMERICAN EXPRESS	414.37	414.37	010880006 4300	Materials and Supplies
S99M0116	AMERICAN EXPRESS	141.67	141.67	0156400046 4300	Materials and Supplies
S99M0117	F.M. THOMAS AIR CONDITIONING	525.63	525.63	1400000027 5630	Repairs or Maintenance
S99M0118	AMERICAN EXPRESS	350.00	350.00	0100000317 4300	Materials and Supplies
S99M0119	AMERICAN EXPRESS	570.00	475.00	0100000065 5200	Travel and Conferences
			95.00	0100000068 5200	Travel and Conferences
S99M0120	AMERICAN EXPRESS	29.74	29.74	0165000012 4300	Materials and Supplies
S99M0121	AMERICAN EXPRESS	56.21	56.21	0165000012 4300	Materials and Supplies
S99M0122	AMERICAN EXPRESS	52.07	52.07	0165000012 4300	Materials and Supplies
S99M0123	AMERICAN EXPRESS	240.25	36.37	0100000055 4300	Materials and Supplies
			36.37	0100000056 4300	Materials and Supplies
			36.37	0100000057 4300	Materials and Supplies
			22.03	0100000058 4300	Materials and Supplies

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PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	OBJECT DESCRIPTION
S99M0123	*** CONTINUED ***				
S99M0124	AMERICAN EXPRESS	59.48	36.37	0100000277 4300	Materials and Supplies
S99M0125	AMERICAN EXPRESS	75.71	36.37	0100000278 4300	Materials and Supplies
S99M0126	AMERICAN EXPRESS	91.13	36.37	0100000279 4300	Materials and Supplies
S99M0127	AMERICAN EXPRESS	88.74	59.48	0165000010 4300	Materials and Supplies
S99M0128	AMERICAN EXPRESS	1,000.00	75.71	0140350016 4300	Materials and Supplies
S99R0167	LEARNING A-Z	768.00	91.13	0100510008 4300	Materials and Supplies
S99R0168	DEMCO INC	67.13	88.74	0100510007 4300	Materials and Supplies
S99R0169	F.M. THOMAS AIR CONDITIONING	3,403.14	1,000.00	0132130002 4300	Materials and Supplies
S99R0170	UNLOCKING SOR	165.38	768.00	0130100031 5810	Licenses/Technology
S99R0171	MUCKENTHALER CULTURAL CENTER F	47,520.00	67.13	0101005400 4300	Materials and Supplies
			2,615.00	0100000089 5630	Repairs or Maintenance
			788.14	0100000094 5630	Repairs or Maintenance
			165.38	0130100007 5200	Travel and Conferences
			9,768.00	0100510009 5800	Prof/ConsultingServ&Oper Exp
			4,488.00	0100560009 5800	Prof/ConsultingServ&Oper Exp
			4,224.00	0100590007 5800	Prof/ConsultingServ&Oper Exp
			5,280.00	0100980012 5800	Prof/ConsultingServ&Oper Exp
			5,016.00	0167620003 5800	Prof/ConsultingServ&Oper Exp
			4,752.00	0167620004 5800	Prof/ConsultingServ&Oper Exp
			4,488.00	0167620005 5800	Prof/ConsultingServ&Oper Exp
			5,280.00	0167620006 5800	Prof/ConsultingServ&Oper Exp
			4,224.00	0167620007 5800	Prof/ConsultingServ&Oper Exp
S99R0172	UNIFORM ADVANTAGE	972.22	972.22	0156400033 4300	Materials and Supplies
S99R0173	GOVCONNECTION INC.	1,325.07	1,325.07	0108880038 4400	Non Capitalized Equipment
S99R0174	DASH MEDICAL GLOVES	5,941.17	2,578.53	0156400005 4300	Materials and Supplies

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S99R0174	*** CONTINUED ***		1,047.38	0156400013 4300	Materials and Supplies
			2,315.26	0156400033 4300	Materials and Supplies
S99R0175	RIVERSIDE COUNTY OFFICE OF EDU	485.00	485.00	0100000317 5200	Travel and Conferences
S99R0176	BRIGHT IDEAS MEDIA LLC	594.00	594.00	0156400046 5200	Travel and Conferences
S99R0177	BEARCOM	110.39	110.39	010005900006 4300	Materials and Supplies
S99R0178	INTERQUEST DETECTION	430.00	430.00	0105110044 4300	Materials and Supplies
S99R0179	AMPLIFIED IT	7,680.00	1,280.00	0108880033 5810	Licenses/Technology
			1,280.00	0108880034 5810	Licenses/Technology
			1,280.00	0108880035 5810	Licenses/Technology
			1,280.00	0108880036 5810	Licenses/Technology
			1,280.00	0108880037 5810	Licenses/Technology
			1,280.00	0108880038 5810	Licenses/Technology
S99R0180	SPIRIT MONKEY	981.75	981.75	0100510008 4300	Materials and Supplies
S99R0181	ACTION SALES	3,487.35	3,487.35	1353100043 4400	Non Capitalized Equipment
S99R0182	CALIFORNIA SCHOOL NUTRITION AS	525.00	525.00	1353100052 4300	Materials and Supplies
S99R0183	BENCHMARK EDUCATION COMPANY	49,593.46	5,600.00	0140350030 5800	Prof/ConsultingServ&Oper Exp
			43,993.46	0163000003 4130	Textbooks
S99R0184	N2Y	3,400.81	771.74	0165000006 5810	Licenses/Technology
			1,686.45	0165000010 5810	Licenses/Technology
			771.74	0165000011 5810	Licenses/Technology
			170.88	0165000012 5810	Licenses/Technology
S99R0185	THINKING MAPS	1,104.38	1,104.38	0140350016 4300	Materials and Supplies
S99R0186	RMH DANCE & PRODUCTIONS	4,175.00	4,175.00	0167620001 4300	Materials and Supplies
S99R0187	SCHOOL SERVICES OF CALIFORNIA	195.00	195.00	01000000416 5200	Travel and Conferences

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PO NUMBER	VENDOR	PO		ACCOUNT		ACCOUNT NUMBER	OBJECT DESCRIPTION
		TOTAL	AMOUNT	AMOUNT	NUMBER		
S99R0188	GOVCONNECTION INC.	661.92	661.92	0100510004	4300		Materials and Supplies
S99R0189	806 TECHNOLOGIES INC.	2,500.00	2,500.00	0162660004	5800		Prof/ConsultingServ&Oper Exp
S99R0190	OCDE	27,500.00	27,500.00	0100000071	5800		Prof/ConsultingServ&Oper Exp
S99R0191	OCDE	27,500.00	27,500.00	0100000071	5800		Prof/ConsultingServ&Oper Exp
S99R0192	BEARCOM	6,284.16	1,047.36	0100000089	4300		Materials and Supplies
			1,047.36	0100000090	4300		Materials and Supplies
			1,047.36	0100000091	4300		Materials and Supplies
			1,047.36	0100000092	4300		Materials and Supplies
			1,047.36	0100000093	4300		Materials and Supplies
			1,047.36	0100000094	4300		Materials and Supplies
S99R0193	BUENA PARK PLAQUE & TROPHY	516.12	516.12	0100000317	4300		Materials and Supplies
S99R0194	KATIE MY LADY BOUTIQUE	48.00	48.00	0100000317	4300		Materials and Supplies
S99R0195	COYOTE FFA ALUMNI & SUPPORTERS	146.15	80.00	0109120005	4300		Materials and Supplies
			66.15	0109120007	4300		Materials and Supplies
S99R0196	EMERGENT DEVICES INC	628.43	104.73	0100000055	4300		Materials and Supplies
			104.73	0100000056	4300		Materials and Supplies
			104.73	0100000057	4300		Materials and Supplies
			104.73	0100000277	4300		Materials and Supplies
			104.73	0100000278	4300		Materials and Supplies
			104.78	0100000279	4300		Materials and Supplies
S99R0197	RIFTON EQUIPMENT	2,902.76	2,902.76	0165010001	4300		Materials and Supplies
S99R0198	BULKBOOK STORE	279.30	279.30	0130100044	4300		Materials and Supplies
S99R0199	ILLUMINATE EDUCATION, INC.	22,407.16	3,611.65	0107090109	5810		Licenses/Technology
			3,276.77	0107090110	5810		Licenses/Technology
			3,087.49	0107090111	5810		Licenses/Technology
			3,800.93	0107090112	5810		Licenses/Technology

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PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	OBJECT DESCRIPTION
S99R0199	*** CONTINUED ***				
S99R0200	806 TECHNOLOGIES INC.	3,850.00	3,174.85	0107090113 5810	Licenses/Technology
S99R0202	ACTION SALES	4,258.48	5,455.47	0107090114 5810	Licenses/Technology
S99S0003	LEADER SERVICES	15,000.00	4,258.48	1353100043 4400	Licenses/Technology
S99S0004	ADMINISTRATIVE SERV. CO-OP	150,000.00	15,000.00	0156400013 5800	Non Capitalized Equipment
S99S0005	SPEECH PATHOLOGY ASSOCIATES	5,000.00	150,000.00	0100000316 5811	Prof/ConsultingServ&Oper Exp
S99T0039	APPLE INC.	5,079.30	5,000.00	0165000012 4300	Transportation/Spec Ed
S99T0040	FRONTIER	626.83	2,539.65	0141270021 4400	Materials and Supplies
S99T0041	FRONTIER	19.18	2,539.65	0141270022 4400	Non Capitalized Equipment
S99T0042	FRONTIER	22.49	2,539.65	0141270022 4400	Non Capitalized Equipment
S99T0043	GOVCONNECTION INC.	661.92	626.83	0108880051 5910	Communications
S99T0044	GOVCONNECTION INC.	661.92	19.18	0108880051 5910	Communications
S99T0045	DELL MARKETING L.P.	273,383.13	22.49	0108880051 5910	Communications
S99T0046	AMERICAN EXPRESS	220.50	661.92	0100890005 4300	Materials and Supplies
S99Z0031	HUNTINGTON HARDWARE CO. INC.	2,500.00	661.92	0100860002 4400	Non Capitalized Equipment
S99Z0032	BEST LAWNMOWER INC.	1,500.00	241,313.13	0108120010 4300	Materials and Supplies
S99Z0033	WALTERS WHOLESALE ELECTRIC	3,500.00	32,070.00	0108120010 5810	Licenses/Technology
S99Z0034	AAA ELECTRIC MOTOR SALES & SER	5,600.00	220.50	1200000001 4300	Materials and Supplies
			220.50	0100000001 4300	Materials and Supplies
			2,500.00	0100000098 4300	Materials and Supplies
			1,500.00	0100000108 5633	Repairs/Tools
			3,500.00	0100000414 4300	Materials and Supplies
			800.00	0100000089 4300	Materials and Supplies
			800.00	0100000090 4300	Materials and Supplies
			800.00	0100000091 4300	Materials and Supplies

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S99Z0034	*** CONTINUED ***				
			800.00	0100000093 4300	Materials and Supplies
			800.00	0100000094 4300	Materials and Supplies
			800.00	0100000096 4300	Materials and Supplies
			800.00	0100000098 4300	Materials and Supplies
S99Z0035	CITY OF LA HABRA	38,000.00	18,000.00	0100000098 4360	Tires, Fuel and Oil
			18,000.00	0100000108 4360	Tires, Fuel and Oil
			2,000.00	1353100052 4360	Tires, Fuel and Oil
S99Z0036	HOME DEPOT CREDIT SERVICES	16,000.00	2,000.00	0100000089 4300	Materials and Supplies
			2,000.00	0100000090 4300	Materials and Supplies
			2,000.00	0100000091 4300	Materials and Supplies
			2,000.00	0100000093 4300	Materials and Supplies
			2,000.00	0100000094 4300	Materials and Supplies
			2,000.00	0100000095 4300	Materials and Supplies
			2,000.00	0100000096 4300	Materials and Supplies
			2,000.00	0100000098 4300	Materials and Supplies
			807,291.96		
			220.50		
			10,754.84		
			1,861.63		
			360,412.00		
			1,180,540.93		

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Check	Payee ID	Payee Name	Reference	Subs Check Date	Cancel Date	Type	Status	Check Amount
99 00002140	V9903348	BROTHERS AUTOMOTIVE INC	865	OH 10/03/2022		MW	IS	187.75
99 00002141	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	6382WC	OH 10/04/2022		MW	IS	188,446.00
99 00002142	V9903421	ARAIZA, ISABEL	SEPT2022CNTRCT	OH 10/04/2022		MW	IS	416.66
99 00002143	V9900020	ATKINSON ANDELSON LOYA RUUD &	660134	OH 10/04/2022		MW	IS	1,435.00
99 00002144	V9900024	BEARCOM	5440075	OH 10/04/2022		MW	IS	1,342.26
99 00002145	V9900028	BUENA PARK PLAQUE & TROPHY	21349	OH 10/04/2022		MW	IS	147.62
99 00002146	V9903475	CA ASSOC OF SCHOOL PSYCHOLOGIS	489	OH 10/04/2022		MW	IS	189.00
99 00002147	V9900033	CALIFORNIA SCHOOL BOARDS ASSOC	INV-63297-D6I8N7	OH 10/04/2022		MW	IS	10,695.39
99 00002148	V9900036	CDW GOVERNMENT INC.	CV09841	OH 10/04/2022		MW	IS	1,021.54
99 00002149	V9900036	CDW GOVERNMENT INC.	BH34891	OH 10/04/2022		MW	IS	370.54
99 00002150	V9900036	CDW GOVERNMENT INC.	CV09841	OH 10/04/2022		MW	IS	158.25
99 00002151	V9900057	DEMCO	7167069	OH 10/04/2022		MW	IS	292.00
99 00002152	V9900070	EXPLORE LEARNING	5739027	OH 10/04/2022		MW	IS	3,295.00
99 00002153	V9900070	EXPLORE LEARNING	5627730	OH 10/04/2022		MW	IS	7,900.20
99 00002154	V9900077	FULLERTON SCHOOL DISTRICT	22SI0231	OH 10/04/2022		MW	IS	679.50
99 00002155	V9900080	GOPHER	IN219579	OH 10/04/2022		MW	IS	1,234.19
99 00002156	V9903282	GOVCONNECTION INC.	73236327	OH 10/04/2022		MW	IS	2,276.39
99 00002157	V9903282	GOVCONNECTION INC.	73236227	OH 10/04/2022		MW	IS	2,054.39
99 00002158	E9900073	HEATHER PFAFF	CLSRMPURCHREI	OH 10/04/2022		MW	IS	52.50
99 00002159	V9900083	HOGENTOGLER & CO. INC.	0297372-IN	OH 10/04/2022		MW	IS	255.78
99 00002160	V9900084	HOUGHTON MIFFLIN HARCOURT	955609266	OH 10/04/2022		MW	IS	874.73
99 00002161	V9900085	HOWARD INDUSTRIES INC	22-00562445	OH 10/04/2022		MW	IS	436.36
99 00002162	I9900007	LEES, DEBRA	032	OH 10/04/2022		MW	IS	1,512.00
99 00002163	E9900127	LINDA TAKACS	093022-CONTRAC	OH 10/04/2022		MW	IS	3,500.00
99 00002164	V9903279	LOPEZ, ALEJANDRO	SEPT2022CNTRAC	OH 10/04/2022		MW	IS	416.66
99 00002165	E9900138	MARIKATE ELMQUIST	091422REIMBRSM	OH 10/04/2022		MW	IS	308.39
99 00002166	V9903496	NAZARI, GILBERT	SEPT2022CNTRAC	OH 10/04/2022		MW	IS	1,000.00
99 00002167	V9900132	NMK CORPORATION	LJSD-0013	OH 10/04/2022		MW	IS	14,985.60
99 00002168	V9900133	NO EXCUSES UNIVERSITY	14544	OH 10/04/2022		MW	IS	262.43
99 00002169	F9900054	PLUMBING WHOLESAL OUTLET	S100610208.001	OH 10/04/2022		MW	IS	4,081.56
99 00002170	V9900154	READYREFRESH BY NESTLE	02I0032621385.02	OH 10/04/2022		MW	IS	147.70
99 00002171	E9900170	REGINA FISCUS	PURCH REIMB-7/9	OH 10/04/2022		MW	IS	99.06
99 00002172	U9900004	SOUTHERN CALIFORNIA EDISON	0824092222	OH 10/04/2022		MW	IS	3,710.83
99 00002173	U9900008	T-MOBILE	0821092022	OH 10/04/2022		MW	IS	140.36

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Check	Payee ID	Payee Name	Reference	Subs Check Date	Cancel Date	Type	Status	Check Amount
99 00002174	V9903300	TECHNICOLOR PRINTING	7238	OH 10/04/2022		MW	IS	834.07
99 00002175	V9903455	TEXAS SCHOOL FOR THE BLIND AND	10455	OH 10/04/2022		MW	IS	120.75
99 00002176	V9900197	TOOLS4EVER	17492	OH 10/04/2022		MW	IS	1,735.45
99 00002177	I9900011	TRINIDAD, GINA	092322RS-GT	OH 10/04/2022		MW	IS	520.13
99 00002178	V9900209	WILLIAM V.MACGILL & CO.	IN0803355	OH 10/04/2022		MW	IS	1,043.75
99 00002179	F9900001	A-1 FENCE COMPANY	21289	OH 10/04/2022		MW	IS	750.00
99 00002180	V9903299	SCHOOL SPECIALTY LLC	308104072263	OH 10/05/2022		MW	IS	32,628.48
99 00002181	U9900001	CITY OF LA HABRA WATER DEPARTM	0801090122	OH 10/06/2022		MW	IS	7,020.22
99 00002182	U9900003	MCI A VERIZON COMPANY	409086136	OH 10/06/2022		MW	IS	4.72
99 00002183	U9900005	SOUTHERN CALIFORNIA GAS CO	0829092822	OH 10/06/2022		MW	IS	105.05
99 00002184	U9900006	SUBURBAN WATER SYSTEMS	180071395245	OH 10/06/2022		MW	IS	10,710.52
99 00002185	F9900011	BEST LAWNMOWER INC.	107184	OH 10/07/2022		MW	IS	344.40
99 00002186	F9900014	BUG FLIP	63326	OH 10/07/2022		MW	IS	280.00
99 00002187	V9900037	CENGAGE LEARNING	79052487	OH 10/07/2022		MW	IS	33,396.40
99 00002188	V9903486	CHENG, KAJITLYN	PURCHREIMBRS	OH 10/07/2022		MW	IS	29.94
99 00002189	V9900053	DATA IMPRESSIONS	20087-IN	OH 10/07/2022		MW	IS	16,844.71
99 00002190	F9900037	HUNTINGTON HARDWARE CO. INC.	1254150-01	OH 10/07/2022		MW	IS	310.53
99 00002191	E9900084	JIM COOMBS	SEPT2022-ADDDL	OH 10/07/2022		MW	IS	595.63
99 00002192	F9900047	LOWES	958009	OH 10/07/2022		MW	IS	359.84
99 00002193	F9900054	PLUMBING WHOLESALE OUTLET	S100617163.001	OH 10/07/2022		MW	IS	699.97
99 00002194	V9900149	QUADIANT LEASING USA INC.	P9593764	OH 10/07/2022		MW	IS	108.92
99 00002195	V9900168	SCHOLASTIC INC.	M7257455	OH 10/07/2022		MW	IS	3,597.57
99 00002196	V9900180	SPARKLETT'S	15734879092522	OH 10/07/2022		MW	IS	222.88
99 00002197	U9900006	SUBURBAN WATER SYSTEMS	180061598245	OH 10/07/2022		MW	IS	2,947.01
99 00002198	V9900195	THINKING MAPS	INV0064237	OH 10/07/2022		MW	IS	95.27
99 00002199	F9900064	TURF STAR, INC.	7248346-00	OH 10/07/2022		MW	IS	176.21
99 00002200	V9903201	TWO BIT CIRCUS FOUNDATION	5034	OH 10/07/2022		MW	IS	150.82
99 00002201	N9900014	UNITED REFRIGERATION INC.	86859653-00	OH 10/07/2022		MW	IS	4.79
99 00002202	F9900069	WALTERS WHOLESALE ELECTRIC	S121588096.002	OH 10/07/2022		MW	IS	914.34
99 00002203	U9900010	WARE DISPOSAL	1050683A	OH 10/07/2022		MW	IS	2,742.48
99 00002204	V9900212	WPS	WPS-439290	OH 10/07/2022		MW	IS	5,656.33
99 00002205	V9900175	SENTRY SIGNS & PRINTING	4124	OH 10/07/2022		MW	IS	1,543.50
99 00002206	V9903461	C-BELOW	28266	OH 10/07/2022		MW	IS	16,460.00
99 00002207	F9900055	PQ BIDS INC.	LJUSD004	OH 10/07/2022		MW	IS	10,000.00

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99 00002208	V9900160	RMA GROUP	81610	OH 10/07/2022		MW	IS	413.77
99 00002209	V9903470	WHITTIER CHRISTIAN HIGH SCHOOL	149825	OH 10/07/2022		MW	IS	3,300.00
99 00002210	B9990012	HANCOCK PARK & DELONG INC	6129	OH 10/07/2022		MW	IS	350.00
99 00002211	V9903379	SAVVAS LEARNING COMPANY LLC	7028208328,40268	OH 10/10/2022		MW	IS	518,139.44
99 00002212	F9900011	BEST LAWNMOWER INC.	107203	OH 10/12/2022		MW	IS	909.47
99 00002213	F9900015	CANNINGS HARDWARE LA HABRA	493893	OH 10/12/2022		MW	IS	258.03
99 00002214	U9900002	FRONTIER	0810090922	OH 10/12/2022		MW	IS	626.83
99 00002215	V9903376	GoTo Communications Inc.	IN7101469534	OH 10/12/2022		MW	IS	9,302.59
99 00002216	V9900087	IMAGE APPAREL FOR BUSINESS	296640	OH 10/12/2022		MW	IS	7,203.80
99 00002217	V9900088	IMPERIAL BAND INSTRUMENTS	72039	OH 10/12/2022		MW	IS	91.26
99 00002218	V9900093	INTRADO INTERACTIVE SERVICE	298130	OH 10/12/2022		MW	IS	2,729.65
99 00002219	V9903303	iPRINT TECHNOLOGIES	930663	OH 10/12/2022		MW	IS	325.28
99 00002220	V9900094	J.W.PEPPER & SON INC.	364465936	OH 10/12/2022		MW	IS	50.00
99 00002221	V9900103	LAKESHORE LEARNING MATERIALS	385156083122	OH 10/12/2022		MW	IS	8,763.86
99 00002222	V9903262	NEARPOD INC	57387	OH 10/12/2022		MW	IS	2,690.94
99 00002223	F9900059	THE HOME DEPOT PRO INSTITUTION	709915474	OH 10/12/2022		MW	IS	5,509.89
99 00002224	N9900014	UNITED REFRIGERATION INC.	86681331-00	OH 10/12/2022		MW	IS	1,616.25
99 00002225	F9900069	WALTERS WHOLESale ELECTRIC	S121588096.001	OH 10/12/2022		MW	IS	2,759.63
99 00002226	F9900014	BUG FLIP	AUG/SEP22022	OH 10/12/2022		MW	IS	260.00
99 00002227	N9900015	Continental Sales	SEPT2022	OH 10/12/2022		MW	IS	5,259.66
99 00002228	N9900004	DRIFTWOOD DAIRY	SEPT2022	OH 10/12/2022		MW	IS	13,846.65
99 00002229	N9900007	GOLD STAR FOODS	SEPT2022	OH 10/12/2022		MW	IS	34,605.05
99 00002230	F9900045	LADY BUGS ENVIRONMENTAL TERMIT	24990	OH 10/12/2022		MW	IS	55.00
99 00002231	V9903228	LOVE TO SNACK LLC	34808,37038	OH 10/12/2022		MW	IS	1,315.44
99 00002232	N9900009	P & R PAPER SUPPLY COMPANY	SEPT2022	OH 10/12/2022		MW	IS	6,275.18
99 00002233	N9900013	SOUTHERN CALIFORNIA PIZZA	SEPT2022	OH 10/12/2022		MW	IS	16,233.40
99 00002234	F9900038	ICS SERVICE COMPANY	36367	OH 10/13/2022		MW	IS	185.30
99 00002235	V9900104	LEADER SERVICES	CDS5959	OH 10/13/2022		MW	IS	3,462.95
99 00002236	V9900114	LRP PUBLICATIONS	4559737	OH 10/13/2022		MW	IS	40.00
99 00002237	U9900004	SOUTHERN CALIFORNIA EDISON	0901093022	OH 10/13/2022		MW	IS	12,566.26
99 00002238	U9900006	SUBURBAN WATER SYSTEMS	181003338136	OH 10/13/2022		MW	IS	10,561.30
99 00002239	V9903449	LEARNING GENIE	INV-1148	OH 10/13/2022		MW	IS	2,356.00
99 00002240	B9990010	ERICKSON-HALL CONSTRUCTION	PAY 4-8/12-8/20	OH 10/13/2022		MW	IS	823,302.29
99 00002241	B9990010	ERICKSON-HALL CONSTRUCTION	PAY3 9/1-9/30/22	OH 10/13/2022		MW	IS	833,341.90

LOWELL JOINT SD
Consolidated Check Register
 from 10/1/2022 to 10/31/2022

Check	Payee ID	Payee Name	Reference	Subs Check Date	Cancel Date	Type	Status	Check Amount
99 00002242	B9990011	GHATAODE BANNON ARCHITECTS	4979	OH 10/13/2022		MW	IS	66,551.00
99 00002243	B9990011	GHATAODE BANNON ARCHITECTS	4978	OH 10/13/2022		MW	IS	16,872.80
99 00002244	B9990013	HAUFFE COMPANY	443	OH 10/13/2022		MW	IS	6,720.00
99 00002245	B9990013	HAUFFE COMPANY	453	OH 10/13/2022		MW	IS	17,920.00
99 00002246	V9903436	PARK WAREHOUSE	15007109	OH 10/13/2022		MW	IS	22,823.15
99 00002247	VOID.CONTIVoid - Continued Stub		CONTINUE	OH 10/14/2022		VM	VD	0.00
99 00002248	VOID.CONTIVoid - Continued Stub		CONTINUE	OH 10/14/2022		VM	VD	0.00
99 00002249	VOID.CONTIVoid - Continued Stub		CONTINUE	OH 10/14/2022		VM	VD	0.00
99 00002250	V9999999	CALIFORNIA DEPARTMENT OF TAX A	SWEETWATER-89	OH 10/14/2022		MW	IS	729.65
99 00002251	U9900002	FRONTIER	910100922B	OH 10/14/2022		MW	IS	41.67
99 00002252	V9903420	Granite Telecommunications LLC	1001103122	OH 10/14/2022		MW	IS	2,430.54
99 00002253	U9900004	SOUTHERN CALIFORNIA EDISON	096100422	OH 10/14/2022		MW	IS	8,045.19
99 00002254	V9999999	CALIFORNIA DEPARTMENT OF TAX A	IGLOO 829765	OH 10/14/2022		MW	IS	17.55
99 00002255	V9999999	CALIFORNIA DEPARTMENT OF TAX A	43982	OH 10/14/2022		MW	IS	32.51
99 00002256	B9903229	HAULAWAY STORAGE CONTAINERS	2081588	OH 10/14/2022		MW	IS	291.20
99 00002257	B9903229	HAULAWAY STORAGE CONTAINERS	2076165	OH 10/14/2022		MW	IS	291.20
99 00002258	V9999999	CALIFORNIA DEPARTMENT OF TAX A	6694-8	OH 10/14/2022		MW	IS	199.01
99 00002259	F9900002	AAA ELECTRIC MOTOR SALES & SER	ASI-64844	OH 10/17/2022		MW	IS	55.85
99 00002260	F9900033	GLASBY MAINTENANCE SUPPLY	328027A	OH 10/17/2022		MW	IS	7,993.29
99 00002261	F9900040	JAMES HARDWARE COMPANY	2209-025153	OH 10/17/2022		MW	IS	151.83
99 00002262	V9903377	AC PRO	S7168078.001	OH 10/18/2022		MW	IS	30.14
99 00002263	F9900014	BUG FLIP	63832	OH 10/18/2022		MW	IS	145.00
99 00002264	V9900037	CENGAGE LEARNING	79340069	OH 10/18/2022		MW	IS	169.79
99 00002265	V9903362	DELL MARKETING L.P.	10618722750	OH 10/18/2022		MW	IS	9,690.30
99 00002266	V9903473	DISCOVERY EDUCATION INC	CINV-069060	OH 10/18/2022		MW	IS	264.60
99 00002267	V9900068	EMERGENCY MEDICAL PRODUCTS	2486341	OH 10/18/2022		MW	IS	187.97
99 00002268	V9900094	J.W.PEPPER & SON INC.	364558582	OH 10/18/2022		MW	IS	78.99
99 00002269	V9900104	LEADER SERVICES	CDS6021	OH 10/18/2022		MW	IS	33.02
99 00002270	V9900123	MONOPRICE INC.	22954061	OH 10/18/2022		MW	IS	551.14
99 00002271	F9900052	PDQ EQUIPMENT RENTAL	758846	OH 10/18/2022		MW	IS	189.75
99 00002272	V9900144	PRO-ED	2954386	OH 10/18/2022		MW	IS	1,043.77
99 00002273	N9900008	HEARTLAND PAYMENT SYSTEMS INC.	1756086	OH 10/18/2022		MW	IS	7,051.16
99 00002274	F9900001	A-1 FENCE COMPANY	21325	OH 10/18/2022		MW	IS	1,336.00
99 00002275	V9903492	123 LOCK-DOWN LATCH	0000121	OH 10/19/2022		MW	IS	1,652.10

LOWELL JOINT SD
Consolidated Check Register
 from 10/1/2022 to 10/31/2022

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99	00002276	VOID CONTIVoid - Continued Stub	CONTINUE	OH	10/19/2022		VM	VD	0.00
99	00002277	AMERICAN EXPRESS	ZOOM SEPT2022	OH	10/19/2022		MW	IS	16,419.38
99	00002278	INTERQUEST DETECTION	145-0922	OH	10/19/2022		MW	IS	430.00
99	00002279	iPRINT TECHNOLOGIES	931041	OH	10/19/2022		MW	IS	70.56
99	00002280	RIVERSIDE COUNTY OFFICE OF EDU	10132022	OH	10/19/2022		MW	IS	485.00
99	00002281	CALIFORNIA SCHOOL NUTRITION AS	OCT222022	OH	10/19/2022		MW	IS	525.00
99	00002282	FORM PLASTICS COMPANY	IV-121014	OH	10/19/2022		MW	IS	2,059.86
99	00002283	PDQ EQUIPMENT RENTAL	758713	OH	10/20/2022		MW	IS	908.54
99	00002284	ADMINISTRATIVE SERV. CO-OP	15001	OH	10/24/2022		MW	IS	20,394.15
99	00002285	AMERICAN TIME	859529	OH	10/24/2022		MW	IS	1,188.17
99	00002286	APPLE INC.	AK08775999	OH	10/24/2022		MW	IS	5,079.30
99	00002287	ATKINSON ANDELSON LOYA RUUD &	655616	OH	10/24/2022		MW	IS	745.00
99	00002288	BENCHMARK EDUCATION COMPANY	472461	OH	10/24/2022		MW	IS	43,993.46
99	00002289	BROTHERS AUTOMOTIVE INC	944	OH	10/24/2022		MW	IS	2,165.36
99	00002290	CDW GOVERNMENT INC.	DC17615	OH	10/24/2022		MW	IS	85.53
99	00002291	CHRISTIAN MANGOLD	9/27/22 REIMB	OH	10/24/2022		MW	IS	170.15
99	00002292	CITY OF LA HABRA	LH23-432AR	OH	10/24/2022		MW	IS	2,887.96
99	00002293	F.M. THOMAS AIR CONDITIONING	44425	OH	10/24/2022		MW	IS	3,403.14
99	00002294	JEANETTE TREVINO	REIMB-10/19/22	OH	10/24/2022		MW	IS	35.90
99	00002295	JOHN ZAPPULLA	MILEAGE	OH	10/24/2022		MW	IS	54.45
99	00002296	LAKESHORE LEARNING MATERIALS	552710092922	OH	10/24/2022		MW	IS	1,779.92
99	00002297	LECIA GUNSALUS	REIMB-CLSRM	OH	10/24/2022		MW	IS	10.75
99	00002298	LEONARD CHAIDEZ TREE SERVICE	32259	OH	10/24/2022		MW	IS	400.00
99	00002299	QUADIENT FINANCE USA INC.	OCT2022 STMT	OH	10/24/2022		MW	IS	3,000.00
99	00002300	RANDI VASQUEZ	MILEAGE	OH	10/24/2022		MW	IS	61.58
99	00002301	SELAH BAUTISTA	9162022-POSTAGE	OH	10/24/2022		MW	IS	22.42
99	00002302	SHERYL MCDONALD	COSTCO 9142022	OH	10/24/2022		MW	IS	86.05
99	00002303	SOUTHERN CALIFORNIA EDISON	0913101222	OH	10/24/2022		MW	IS	13,699.50
99	00002304	SOUTHERN CALIFORNIA GAS CO	0914101322	OH	10/24/2022		MW	IS	454.56
99	00002305	SPEECH PATHOLOGY ASSOCIATES	1	OH	10/24/2022		MW	IS	1,000.00
99	00002306	THE HARTFORD	GL-99501 OCT22	OH	10/24/2022		MW	IS	170.79
99	00002307	WARE DISPOSAL	1074477	OH	10/24/2022		MW	IS	3,898.34
99	00002308	COMMITTEE FOR CHILDREN - SECON	2036818	OH	10/24/2022		MW	IS	1,490.61
99	00002309	CITY OF LA HABRA	LH23-432AR	OH	10/24/2022		MW	IS	228.11

LOWELL JOINT SD
Consolidated Check Register
 from 10/1/2022 to 10/31/2022

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99 00002310	F9900031	F.M. THOMAS AIR CONDITIONING	44492	OH	10/24/2022		MW	IS	525.53
99 00002311	E9900022	ARIANA CAZARES	BLICK9142022	OH	10/25/2022		MW	IS	115.66
99 00002312	E9900218	YUMI YAMAMOTO	AUGUST 2022	OH	10/25/2022		MW	IS	92.92
99 00002313	U9900001	CITY OF LA HABRA WATER DEPARTM	0903100122	OH	10/26/2022		MW	IS	960.20
99 00002314	V9900103	LAKESHORE LEARNING MATERIALS	385156100522	OH	10/26/2022		MW	IS	2,918.10
99 00002315	V9900129	NCS PEARSON INC.	19217434	OH	10/26/2022		MW	IS	6,519.58
99 00002316	V9900134	OCDE	94SI1328	OH	10/26/2022		MW	IS	216.09
99 00002317	U9900004	SOUTHERN CALIFORNIA EDISON	0913101222A	OH	10/26/2022		MW	IS	13,182.99
99 00002318	B9990010	ERICKSON-HALL CONSTRUCTION	PAY APP 15	OH	10/26/2022		MW	IS	278,964.31
99 00002319	B9990010	ERICKSON-HALL CONSTRUCTION	PAY APP 16	OH	10/26/2022		MW	IS	375,747.03
99 00002320	B9990011	GHATAODE BANNON ARCHITECTS	5061	OH	10/26/2022		MW	IS	84,420.00
99 00002321	B9990011	GHATAODE BANNON ARCHITECTS	5062	OH	10/26/2022		MW	IS	377,121.00
99 00002322	V9900160	RMA GROUP	81813	OH	10/26/2022		MW	IS	4,986.97
99 00002323	V9903514	MARIA MEDINA	POS910869	OH	10/27/2022		MW	IS	9.40
99 00002324	V9903517	MARY TUCK	POS410367/8/9	OH	10/27/2022		MW	IS	150.00
99 00002325	U9900001	CITY OF LA HABRA WATER DEPARTM	0923102022	OH	10/28/2022		MW	IS	3,471.20
99 00002326	F9900035	HOME DEPOT CREDIT SERVICES	8900885	OH	10/28/2022		MW	IS	687.66
99 00002327	U9900005	SOUTHERN CALIFORNIA GAS CO	0921102022	OH	10/28/2022		MW	IS	198.42
99 00002328	U9900009	VERIZON WIRELESS-LA	9918350537	OH	10/28/2022		MW	IS	657.06
99 00002329	V9900152	RCF JIM COOMBS	RCF-JUL-SEPT22	OH	10/31/2022		MW	IS	18,925.42

Issued: 4,206,450.64
99 Bank Total: 4,206,450.64

Grand Total: 4,206,450.64

LOWELL JOINT SCHOOL DISTRICT
EMPLOYER-EMPLOYEE RELATIONS PERSONNEL REPORT 2022/2023 #5

December 12, 2022

I. CERTIFICATED EMPLOYEE

A. CHANGE OF STATUS

NAME	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	SITE	COMMENTS
Saieva, Alyson	08/15/2022	12/23/2022	OL	(AB375) FMLA Medical Leave Correction of EER 2022-2023 #5
Rutledge, Stephanie	11/14/2022	11/18/2022	MA	(AB375) CFRA Medical Leave
Kosareff, Breanna	12/05/2022	12/23/2022	JO	(AB375) CFRA Medical Leave
Kosareff, Breanna	01/09/2023	02/03/2023	JO	(AB375) CFRA Maternity Leave
Casey, Kaleen	01/09/2023	01/20/23	MA	(AB375) CFRA Baby Bonding Leave
Casey, Kaleen	03/06/2023	03/17/2023	MA	(AB375) CFRA Baby Bonding Leave
Austin, Stephanie	03/08/2023	03/14/2023	RS	(AB375) CFRA Family Leave

B. RESIGNATION

NAME	<u>EFFECTIVE DATE</u>	SITE	COMMENTS
Becerra, Chris	11/30/2022	DO	Resignation. Coordinator, Child Development

C. CERTIFICATED SALARIES FOR 2022-2023**

<u>NAME</u>	<u>SITE</u>	<u>CLASS</u>	<u>STEP</u>	<u>COMMENTS</u>
Jimenez, Yovanna	Jordan	4	3	Units to move. Effective January 1, 2023. Was C1/S3 EER #11 2021-2022
Carrillo, Valerie	Jordan	3	6	Units to move. Effective January 1, 2023. Was C2/S6 EER #11 2021-2022
McCoy Stacey	Jordan	3	1	TK Teacher Jordan Elementary. Temporary Contract 01/09/2023-06/02/2023
Dixon, Ronica	DO	Column 1		Child Development Coordinator 01/09/2022

* It is further recommended that these individuals be approved for substitute teaching at the rate of \$200.00 per day and/or \$35.00 an hour rate (not to exceed six hours) as applicable and to include: Professional Development, Saturday School, Site Support Duties, Intervention and Power Source

**It is further recommended that the individuals listed in Certificated Salaries for 2022-2023 is approved to instruct in the Intervention Programs. The rate of pay is \$35.00/hour and will be paid from Title I or LCFF Supplemental Grant Funds.

**It is further recommended that individuals listed in Certificated Salaries for 2022-2023 serve as home school teachers, if needed, for the 2022-2023 school year at a rate of \$35.00/hour, not to exceed five hours per week, per student. Mileage will be paid at the IRS Standard Mileage Rate for the 2022-2023 school year.

D. Employment of substitutes effective 08/15/2022 for the 2022-2023 school year @ \$200 per day and \$100.00 per half day rate and \$35.00 per hour* (not to exceed six hours) as applicable and to include: professional development, Saturday school, and site support duties and Power Source, and \$250.00 long term sub rate.

Michael Gaber
 Michele Chevallier
 Jessica Lau
 Nicole Azucar
 William Hoover
 Ryana Murch
 Jennifer Perez

E. SUBSTITUTE CHANGE OF PAY

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
Wallace, Gregory	08/15/2022	12/23/2022	DO	To be paid special long term rate of \$250.00 Third Grade Teacher Olita.
Petersen, Kaycee	12/05/2022	12/23/2022	DO	To be paid special long term rate of \$250.00 Fourth Grade Teacher Jordan.
Petersen, Kaycee	01/09/2023	02/03/2023	DO	To be paid special long term rate of \$250.00 Fourth Grade Teacher Jordan.
Zavala, Kimberly	01/09/2023	01/20/23	DO	To be paid rate of \$200.00 Second Grade Teacher Macy.
Sauceda, Antoinette	03/06/2023	03/17/2023	DO	To be paid rate of \$200.00 Second Grade Teacher Macy.
Carr, Candice	01/09/2022	06/02/2023	DO	To be paid special long term rate of \$250 for Dance/ Movement and Recorder Teacher. District.

II. CLASSIFIED EMPLOYEES December 12, 2022

A. MONTHLY – GENERAL FUND

B. HOURLY – GENERAL FUND

<u>NAME/ EMPLOYEE ID#</u>	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	<u>RANGE/ STEP</u>	<u>SITE</u>	<u>COMMENTS</u>
Allstun, Brenda	08/29/22			MA	Longevity: Instructional Assistant SE/MOD Classified HR 25 yrs 10.00%
Aragon, Yvonne	11/19/22			OL	Longevity: Instructional Aide Special Education Classified HR 15 yrs 5.00%
Cardenas, Marina	12/01/22		RN/S06	DO	Reclassification: Admin Assist. to the Assist. Superintendent of Admin. Svcs Classified Personnel

Douville, Jamie	12/05/2022	R14/S01	EP	New Hire Instructional Aide Early Learning TK
Erickson, Carl	11/28/22	R02/S08	DO	New Hire: Assistant Superintendent of Administrative Services Classified Personnel Management
Evanoff, Mary Jo	12/01/22	RZ/S03	DO	Range Increase: Executive Assist to the Superintendent - Certificated Personnel
Herman, Kathleen	03/04/23		OL	Longevity: Instructional Aide Early Learning Classified HR 10 yrs 2.50%
Hernandez, Frances	12/1/2022	R14/S01	DO	Substitute Instructional Aide
Hutcherson, Angela	01/07/23		MG	Longevity: Instructional Assistant SE/MOD Classified HR 10 yrs 2.50%
Johnson, Rachel	11/01/22	R14/S02	JO	Step Increase: Instructional Aide Early Learning from S01 to S02
Kim, Elizabeth	10/20/22		DO	New Hire: Noon Duty Aide Substitute
Lawson, Jennifer	11/01/22	R07/S05	OL	Step Increase: Cafeteria Worker from S04 to S05
Lawson, Jennifer	11/01/22	R07/S05	OL	Step Increase: Cafeteria Worker Extra Hours from S04 to S05
Lepe, Caroline	11/13/22	R14/S05	MG	Step Increase: Bilingual Instructional Aide from S04 to S05
Martinez, Veronica	08/27/22		RS	Longevity: Cafeteria Manager Classified HR 10 yrs 2.50%
Muravez, Alicia	01/14/23		EL	Longevity: Satellite Cafeteria Worker Classified HR 15 yrs 5.00%
Rivera, Ismael	10/09/22	R21/S06	MG	Step increase: Day Custodian from S05 to S06
Shrainer, Chelsea	10/01/22	R16/S02	MA	Step increase: Clerk Typist from S01 to S02
Solis, Wendy	11/10/2022		DO	New Hire: Instructional Aide SE/MOD Substitute
Soto, Denise	12/1/2022	RI/S07	DO	Reclassification: Admin. Assist.to the Superintendent of Business Services
Swisshelm, Lisa	4/23/2023		OL	Longevity: Satellite Cafeteria Worker Classified HR 15 yrs 5.00%
Vazquez, Maricela	11/10/2022		MA	Instructional Aide Site Transfer : OL to MA
Verbeck, Renee Marie	10/14/2022		DO	Longevity: Administrative Secretary of Education Services 25 yrs 10.00%
Villarino, Kathleen (Pillar)	10/23/2022	R14/S05	MA	Step increase: Instructional Assistant SE/MOD from S04 to S05
Villalovos, Mary Jane	12/01/2022	RF/S04	DO	Step increase: Asst. to Supt Office from S03 to S04

C. CLASSIFIED JOB DESCRIPTIONS

Addition:

- Administrative Assistant to the Assistant Superintendent of Administrative Services Classified Personnel
- Administrative Assistant to the Assistant Superintendent of Business Services
- Executive Assistant to the Superintendent- Certificated Personnel
- Expanded Learning Site Coordinator
- Maintenance and Operations Supervisor
- Secretary- Maintenance & Operations



LOWELL JOINT SCHOOL DISTRICT

ADMINISTRATIVE ASSISTANT- ADMINISTRATIVE SERVICES/CLASSIFIED PERSONNEL



Confidential Salary Schedule
Range N

JOB SUMMARY:

Under general direction serves as confidential assistant to the Assistant Superintendent of Administrative Services and the District Superintendent of Schools, performing a full range of responsible technical and complex tasks of a confidential nature; works with minimal supervision using independent judgment, requiring knowledge of District programs, State federal laws and District regulations and requirements for business related issues; performs functions in the operation of the personnel program for classified employees; and performs related 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 class.

Business Services

- Organizes and schedules appointments, meetings, and conferences; maintains appointment calendar for the Assistant Superintendent of Administrative Services.
- Greets and screens callers, visitors, employees, administrators, parents, vendors and the public; provides information or directs parties to appropriate personnel; receives, opens, and screens incoming mail.
- Composes and types letters, bulletins, memos, forms, etc.; prepares Board agenda items; and maintains records and files.
- Provides ancillary support to the programs and departments that the Assistant Superintendent of Administrative Services directly supervises.
- Prepares Board agenda items for Business Services and other departments that the Assistant Superintendent of Administrative Services directly supervises.
- Assists Assistant Superintendent of Administrative Services with preparation for confidential proceedings of collective bargaining negotiations; updates and distributes classified collective bargaining agreement.
- Creates and maintains presentation materials for Assistant Superintendent of Administrative Services to use in conjunction with business meetings, Board information, or community events.
- Compiles information pertaining to related administrative activities and prepares drafts of reports; develops procedures to expedite transmittal of information or to facilitate implementation of policies and programs.
- Maintains control files of matters in progress and expedites their completion; prepares reports by finding, assembling, and summarizing information and data.
- Updates and maintains Administrative Services page on District's website.
- Performs other related duties as assigned.

Classified Personnel

- Responds to inquiries from applicants, employees and the general public regarding classified employment and District policies and procedures and regulations.
- Performs functions in support of recruitment, selection, and processing of classified employees and classified substitutes.
- Composes correspondence, bulletins, memos, annual notifications, offers of employment and regret letters.
- Communicates with administrators to determine staffing needs and recruitment status; confirm assignments with school sites and departments throughout the school year; generate assignment changes as needed.

- Assists in drafting discipline documentation for managers, schedules discipline meetings and hearings.
- Administers CSEA collective bargaining unit agreement.
- Maintains Human Resources employee database (excluding health benefits and voluntary deductions).
- Prepares and updates job descriptions, salary schedules and work calendars, and conducts salary surveys.
- Prepares Board agenda items for classified personnel; compiles data and submit to administrators for collective bargaining activities; researches data and compiles reports and spreadsheets for multiple purposes throughout the school year; work with auditors as needed.
- Maintain employee personnel files.
- Maintains seniority data, layoff and reemployment lists for classified personnel.
- Communicates regularly with legal counsel regarding classified personnel issues.
- Screens and maintains classified substitute call list; Maintains substitute-calling system.
- .Assists with the administration of Workers' Compensation claims.
- Tracks modified duty accommodations and employees who are on leave status; notifies employees of FMLA and all leave balances in coordination with payroll department.
- Coordinates and attends Good Faith Interactive Process meetings.
- Tracks and monitors TB results and sends notices regarding expiration.
- Maintains records of unemployment insurance claims, responds to inquiries from EDD, and represents the District at unemployment appeals hearings.
- Maintains and updates Classified Personnel page on District's website.
- Performs other related duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge of:

- Office administration practices and procedures, including filing systems and telephone techniques and etiquette.
- Employment laws, State Education Code and fair employment laws and regulations; District policies and procedures regarding classified personnel and bargaining agreements.
- Record keeping and methods of collecting and organizing data and information.
- Principles of business letter and report writing including correct English usage, grammar, spelling, and proofreading.
- Workers' Compensation benefits and risk management practices.
- Oral and written communication skills.
- General knowledge of modern office equipment and computer programs.

Ability to:

- Pass a typing test at 55 words per minute; operate a computer using presentation, word processing, spreadsheet, and database software applications.
- Interpret, explain, and apply District policies, procedures, and collective bargaining contracts.
- Perform complex and responsible secretarial duties requiring confidentiality, independent judgment, and analysis.
- Communicate clearly and effectively, both orally and in writing, with administrators, employees, parents and the public.
- Work independently with minimal supervision, meeting schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.

Education/Training/Experience:

High school diploma or its equivalent to assure the ability to read and write English and to perform mathematical calculations at a level required for successful job performance PLUS a minimum of two (2) years of formal, related education beyond a high school diploma or other combination of training, education, and experience that demonstrates possession of the knowledge and abilities to perform the duties of the position. A combination of training and experience equivalent to five (5) years of progressively responsible clerical, administrative, secretarial, and/or technical experience, preferably in the field of public education/services (including classified personnel), which has provided the applicant with the required knowledge and abilities to successfully perform job duties. Ability to type 55 words per minute required and high-level computer skills preferred, including word processing, presentation, spreadsheet and database software applications.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

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

Physical Demands:

While performing the duties of this position, employees are subject to constant interruption and are in direct contact with the public and employees. Negative interactions resulting from these contacts can result in stressful situations. Employees are required to constantly sit for periods of time. Talk or hear, in person and by telephone. Use hands and fingers to touch, handle, feel or operate standard office equipment, reaching with hands and arms. Employees are frequently required to stand and walk, bend and stoop and to grasp, lift and move records and documents.

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:

Employees work under typical office conditions, and the noise level is usually quiet or moderately quiet. The employee occasionally drives to District sites to provide administrative support for the department and District.

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



ADMINISTRATIVE ASSISTANT- BUSINESS SERVICES

Confidential Salary Schedule
Range I

JOB SUMMARY:

Under general direction serves as confidential assistant to the Assistant Superintendent of Business Services and the District Superintendent of Schools, performing a full range of responsible technical and complex tasks of a confidential nature; works with minimal supervision using independent judgment, requiring knowledge of District programs, State federal laws and District regulations and requirements for business related issues and related confidential employee documentation; and performs related 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 class.

Business Services

- Organizes and schedules appointments, meetings, and conferences; maintains appointment calendar for the Assistant Superintendent of Business Services.
- Greets and screens callers, visitors, employees, administrators, parents, vendors and the public; provides information or directs parties to appropriate personnel; receives, opens, and screens incoming mail.
- Composes and types letters, bulletins, memos, forms, etc.; prepares Board agenda items; and maintains records and files.
- Maintains records for leases including lease insurance, rent, and agreements.
- Assist in maintaining confidential employee records and employee evaluation records.
- Provides ancillary support to the programs and departments that the Assistant Superintendent of Business Services directly supervises.
- Prepares Board agenda items for Business Services and other departments that the Assistant Superintendent of Business Services directly supervises.
- Assists Assistant Superintendent of Business Services with preparation for confidential proceedings of collective bargaining negotiations.
- Creates and maintains presentation materials for Assistant Superintendent of Business Services to use in conjunction with business meetings, Board information, or community events.
- Compiles information pertaining to related administrative activities and prepares drafts of reports; develops procedures to expedite transmittal of information or to facilitate implementation of policies and programs.
- Maintains control files of matters in progress and expedites their completion; prepares reports by finding, assembling, and summarizing information and data.
- Records and processes incoming property and liability claims.
- Reviews and ensures certificates of insurance meet the contractual requirements.
- Updates and maintains Business Services page on District's website.
- Performs other related duties as assigned.
- Assist with inquiries from applicants, employees and the general public regarding classified employment and District policies and procedures and regulations.
- Assist with functions in support of recruitment, selection, and processing of classified employees and classified substitutes.
- Composes correspondence, bulletins, memos, annual notifications, offers of employment and regret letters.
- Communicates with administrators to determine staffing needs and recruitment status; confirm assignments with school sites and departments throughout the school year; generate assignment changes as needed.

- Assists in drafting discipline documentation for managers, schedules discipline meetings and hearings.
- Assist the maintenance of the Human Resources employee database (excluding health benefits and voluntary deductions).
- Prepares Board agenda items for classified personnel; compiles data and submit to administrators for collective bargaining activities; researches data and compiles reports and spreadsheets for multiple purposes throughout the school year; work with auditors as needed.
- Communicates regularly with legal counsel regarding classified personnel issues.
- Screens and maintains classified substitute call list; Maintains substitute-calling system.
- Assist in tracking modified duty accommodations and employees who are on leave status; notifies employees of FMLA and all leave balances in coordination with payroll department.
- Performs other related duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge of:

- Office administration practices and procedures, including filing systems and telephone techniques and etiquette.
- Employment laws, State Education Code and fair employment laws and regulations; District policies and procedures regarding classified personnel and bargaining agreements.
- Record keeping and methods of collecting and organizing data and information.
- Principles of business letter and report writing including correct English usage, grammar, spelling, and proofreading.
- Workers' Compensation benefits and risk management practices.
- Oral and written communication skills.
- General knowledge of modern office equipment and computer programs.

Ability to:

- Pass a typing test at 55 words per minute; operate a computer using presentation, word processing, spreadsheet, and database software applications.
- Interpret, explain, and apply District policies, procedures, and collective bargaining contracts.
- Perform complex and responsible secretarial duties requiring confidentiality, independent judgment, and analysis.
- Communicate clearly and effectively, both orally and in writing, with administrators, employees, parents and the public.
- Work independently with minimal supervision, meeting schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.

Education/Training/Experience:

High school diploma or its equivalent to assure the ability to read and write English and to perform mathematical calculations at a level required for successful job performance PLUS a minimum of two (2) years of formal, related education beyond a high school diploma or other combination of training, education, and experience that demonstrates possession of the knowledge and abilities to perform the duties of the position. A combination of training and experience equivalent to five (5) years of progressively responsible clerical, administrative, secretarial, and/or technical experience, preferably in the field of public education/services (including classified personnel), which has provided the applicant with the required knowledge and abilities to successfully perform job duties. Ability to type 55 words per minute required and high-level computer skills preferred, including word processing, presentation, spreadsheet and database software applications.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

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

Physical Demands:

While performing the duties of this position, employees are subject to constant interruption and are in direct contact with the public and employees. Negative interactions resulting from these contacts can result in stressful situations. Employees are required to constantly sit for periods of time. Talk or hear, in person and by telephone. Use hands and fingers to touch, handle, feel or operate standard office equipment, reaching with hands and arms. Employees are frequently required to stand and walk, bend and stoop and to grasp, lift and move records and documents.

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:

Employees work under typical office conditions, and the noise level is usually quiet or moderately quiet. The employee occasionally drives to District sites to provide administrative support for the department and District.

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

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT/CERTIFICATED PERSONNEL



Confidential Range Z

JOB SUMMARY:

Under direction of the District Superintendent, the Executive Assistant to the Superintendent coordinates work activities of the Superintendent's office and provides administrative support for the Superintendent and Board of Trustees including but not limited to communications, agendas, schedules, meetings, travel arrangements, and official proceedings. The Executive Assistant assists with interpretations of policies and regulations to officials, staff, and the public; and is responsible for the operation and administration of services related to certificated personnel; maintain records, compile data and prepare complex reports; provide technical assistance and complex assistance and supervise assigned staff.

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.

- Assists Superintendent in coordinating operation procedures, public relations, communications, and administrative support functions.
- Serves as a contact for the Superintendent with the public, department officials, media, and other employees as needed.
- Serves as the initial contact/resource for the Superintendent's office for the purpose of screening calls, visitors, and mail to organize the flow of communication.
- Organizes, develops and implements office practices and procedures as required by the California Department of Education, the County Offices of Education and the school district.
- Reviews correspondence directed to the Superintendent; independently prepares written communications, reports, manuals, minutes, and complex, confidential data and information on behalf of and/or for the Superintendent.
- Researches and obtains information, and computes data for reports, and/or special projects as assigned.
- Preparation, compilation, and distribution of agenda for Board of Trustees' meetings and Administrative Staff meetings.
- Attends District Board Meetings, completes minutes, and maintains official records; prepares public agenda items, reports and correspondence regarding Board actions; coordinates publication and distribution of Board policies and administrative regulations.
- Maintains and updates Board policies, legislative information, budget records, and subject index of major Board actions.
- Meets regularly with office managers to collaborate and coordinate District protocols.
- Interprets, communicates, and applies District rules, legal requirements, procedures and policies.
- Assists families and community members with complaints and requests for services or information.
- Performs secretarial duties related to the Superintendent's office.
- Maintains confidentiality and provides follow-up assistance on sensitive and confidential collective bargaining materials, legal issues, and other District actions.
- Coordinate and administer the inter and intra-district student transfer process.
- Makes reservations and travel arrangements for Board of Trustees and the Superintendent.

Certificated Personnel

- Coordinate the recruitment and selection process of certificated personnel, to include but not limited to transfers, and reassignments.
- Coordinate the employment, assignment, leaves of absence, transfers, and retirement of employees.
- Oversee the automated employee absence reporting system for certificated employees.
- Develop recruitment and retention programs to ensure adequate substitute staffing.
- Study and recommend personnel policies and programs, and implement as directed standard personnel procedures.
- Assists with interpretation and provide information on certificated human resources policies, rules and regulations to administrators and employees.
- Develop and maintain essential personnel records for all certificated District employees.

- Compile data for the negotiation process; maintain confidentiality of sensitive negotiation and other personnel-related information.
- Assists with interpretation of employee association contracts and implementation.
- Maintain HRS employee database.
- Prepare and update job descriptions and conducts salary surveys.
- Prepare Board agenda items for personnel; compile data and submit to administrators for collective bargaining activities; research data and compile reports and spreadsheets for multiple purposes throughout the school year.
- Maintain seniority data, layoff and reemployment lists, vacancy listings, job descriptions, salary placement, college unit posting, orientation and testing.
- Communicate as directed with legal counsel regarding personnel issues.
- Supervise and evaluate assigned personnel.
- Performs other related duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge of:

- Office procedures and practices, including filing systems, telephone techniques, principles of business letter and report writing.
- Relevant statutes, legal requirements, policies, practices, and regulations.
- Collection and organization of data and information.
- General knowledge of modern office equipment and computer programs.
- Technology-based competencies required to satisfactorily perform the functions of the job including word processing, presentations, communications, databases and spreadsheets.
- Oral and written communication skills.
- English usage, spelling, grammar and manuscript and report formatting.
- Interpersonal skills using tact, patience and courtesy.
- Principles and procedures of teacher certification, compensation, employment, conflict resolution, and other personnel services.
- Applicable sections of the Education Code and other laws related to certificated personnel practices and procedures, including Board and District policies, procedures, and regulations.
- Principles of public administration, management, organization, employee training and supervision.
- Modern office practices, procedures and equipment.
- Computer software applications.
- Principles and practices of supervision and evaluation.

Ability to:

- Effectively and efficiently perform clerical, secretarial, and administrative assistant functions and activities.
- Analyze situations and use independent judgment to develop effective options in resolving problems and/or complex situations.
- Interpret and apply statutes, legal requirements, school district policies, practices and regulations, as well as those of local, county, State and national agencies.
- Produce complex documents and reports.
- Establish and maintain procedural systems and controls, and work priorities.
- Work under pressure and maintain effective and harmonious working relationships with school officials, other employees, outside agencies and the public.
- Provide excellent customer service.
- Find accurate sources of information in order to respond to requests for information.
- Maintain confidentiality of information.
- Effectively multi-task and work with disruptions.
- Pass a typing test at 60 words per minute.
- Effectively work with minimal direction.
- Establish and maintain cooperative relationships with staff, parents, students and District administrators.
- Communicate clearly and concisely, both orally and in writing.
- Interpret and apply a wide variety of rules and regulations relating to the operation of the personnel department under the Education Code and the California Commission on Teacher Credentialing.
- Perform a variety of professional and technical duties involved in the conduct of the District's recruitment, selection, and employee discipline.

- Effectively advise appropriate personnel on disciplinary hearings, procedures and problems.
- Perform in situations requiring specialized knowledge, using tact, discretion and good judgment.
- Assume responsibility for assigned related activities and programs; plan and organize work meeting schedules and deadlines.
- Establish and maintain cooperative relationships with school staff, parents, students and District administrators.
- Communicate clearly and concisely, both orally and in writing.
- Effectively train, supervise and evaluate assigned personnel.

Education/Training/Experience:

Four (4) years of administrative or secretarial experience involving public contact. School district experience preferred.

Licenses/Certificates/Special Requirements:

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

PHYSICAL STANDARDS AND WORKING CONDITIONS:

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

Work Environment:

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

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; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact cooperatively with District staff, parents, community members, vendors, and other organizations; occasionally required to deal with conflict situations.

Physical Demands: Ability to sit for extended periods of time. Walking, standing, bending, and reaching below and above shoulder level. Lifting, pulling or pushing objects generally not exceeding twenty pounds may also be required. Repetitive use of fingers and hands to operate a keyboard and other office equipment is necessary. Talk or hear, in person and by telephone. Specific vision abilities including close vision, depth perception and the ability to focus are required.

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

WORK PERIOD:

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



LOWELL JOINT SCHOOL DISTRICT

EXPANDED LEARNING SITE COORDINATOR

Classified Salary Schedule
Range 17

JOB SUMMARY:

Under supervision, assists in the supervision, management, safety and well being of students of school age during the before and/or after school expanded learning program a district school age before and after school program.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from other Instructional Assistant classifications in that the primary responsibility is working with students in the Expanded Learning Opportunities Program (PowerSource) department.

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 position.

- Assist vendors and teachers in a learning environment designed to develop the physical, cognitive, emotional, creative and social skills of child development students.
- Assist in the preparation of a variety of instructional materials and learning aids designed for learning of expanded learning students.
- Supervise groups or individual students under the directions of the assigned supervisor;
- Demonstrate standards of behavior and utilize a positive approach while working with children.
- Distribute snacks and other meals as appropriate; set up plates and meals; clean serving area after meals; assist students with cleanliness and toileting as needed.
- Maintain and assure a clean, safe, attractive and positive learning environment; perform light housekeeping duties, including cleaning the classroom after students leave and ensuring the classroom is ready for the next day.
- May set up and operate simple audio-visual equipment, assisting students to learn through the use of computers and other teaching aids.
- Assist in administering routine first aid to students as needed; assist in toileting, administering medication and medical procedures in accordance with specific medical instructions as assigned
- Participate in meetings and in-service training programs as assigned.
- Assist with classroom preparation and materials.
- Routinely squat, crouch, sit on small chairs, and hard surfaces with students.
- Maintains student, classified, certificated, and community partner attendance records.
- Coordinates student dismissal procedures, communicating with community partners, parents and guardians in an ongoing manner
- Perform other related duties as assigned.

QUALIFICATION GUIDELINES:

Knowledge of:

- Basic concepts used in Education/Child Development
- Program policies, practices and procedures.
- Safe classroom and playground practices.
- Health and safety precautions and procedures
- Basic first aid procedures and health and safety regulations.
- Interpersonal relations skills using tact, patience and courtesy.

Ability to:

- Appropriately manage student behavior and guide students toward acceptable social behavior.
- Implement learning activities for children while maintaining a healthy and safe environment.
- Monitor and assist students.

- Communicate clearly and effectively, both orally and in writing, with administrators, employees, parents and the public.
- Maintain confidentiality.
- Work independently with minimal supervision, meeting schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Squat, crouch or sit on small chairs low to the ground or hard floors.
- Demonstrate understanding, patient and receptive attitude toward students, staff, community partners and parents.
- Work confidentially with discretion and independently with little supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Perform routine clerical duties.
- Lift and move items weighing up to 50 pounds.

Education/Training/Licenses/Experience:

- (1) Graduation from high school or its equivalent and must successfully pass the District's local assessment test; and
- (2) 24 college level units, 12 of which need to be in Education, Child Development, or related field; and
- (3) At least one year of experience working with children in a child development program or equivalent

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 and standing for extended periods of time. The employee may frequently move or lift children weighing up to 50 pounds unassisted. Occasional bending at the waist is required, as is kneeling, crouching, squatting, pushing and pulling. Employees may reach overhead as well as above the shoulders and horizontally.

Mental Demands:

Employee must be able to comprehend and follow written and oral instructions; interpret policies and procedures; and interact cooperatively with District staff, parents, and the general public.

Work Environment:

While performing the duties of this job, the employee works in several environments including classroom, indoor and outdoor environments and on or near student playground equipment.

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

WORK PERIOD:

10 months per year, 5 days per week, up to 3.75 hours/day before and or after school



Maintenance & Operations Supervisor

JOB SUMMARY:

The job of Maintenance & Operations Lead is established for the purpose/s of performing skilled work in one or more of the following areas: electrical, painting, plumbing, welding, asbestos removal and/or carpentry work in the alteration, repair and construction of equipment and structures; resolving emergency situations; ensuring that assignments are completed in a safe, proper and timely manner and assisting the oversight and support of assigned maintenance personnel in the performance of their assignments.

This job is distinguished from similar jobs by the following characteristics: Incumbents in this class are assigned a variety of tasks requiring skills in various trades, which are performed under minimal supervision, and assist with the oversight of assigned maintenance and operational personnel.

ESSENTIAL FUNCTIONS:

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

- Applies finishes to walls and other surfaces (e.g. undercoat, sizing, texture, tints, plaster, etc.) for the purpose of finishing new construction and/or preparing surfaces after repairs
- Builds articles and structures of wood (e.g. office furniture, fixtures, room additions, partitions, counters, doors, window frames, sheds, scaffolds, forms, fences, gates, etc.) for the purpose of modifying and/or adapting facilities to specific needs.
- Coordinates with administration and other trades for the purpose of completing projects/work orders efficiently.
- Estimates materials and/or equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Inspects facilities, systems and their components for the purpose of identifying necessary repairs.
- Installs systems and/or components (e.g. cabinets, woodwork, electrical and air conditioning control equipment, transformers, conduit, ducting, motors, bells, clocks, lighting circuits, gutters, flooring, etc.) for the purpose of completing projects safely and within established time frames.
- Maintains tools, equipment, systems and/or components (e.g. hand tools, power tools, etc.) for the purpose of ensuring the availability of equipment in safe operating condition.
- Monitors District premises and facilities for the purpose of ensuring the welfare of students and staff and/or minimizing loss and/or liability.
- Oversees maintenance and custodial personnel as assigned for the purpose of maximizing the efficiency of the work force and meeting shift requirements. Assists in the assignment of shift assignments and task to be completed.
- Pours and finishes concrete walks and curbs for the purpose of providing safe and attractive access to facilities.
- Prepares and paints various surfaces for the purpose of protecting District property and/or maintaining attractive facilities.
- Prepares documentation (e.g. requisitions, purchase orders, etc.) for the purpose of providing written support and/or conveying information.
- Repairs various items, systems and/or components (e.g. office furniture, wooden fixtures, woodwork, flooring, doors, windows, sashes, screens, plaster walls, gutters, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Supports the preparation of monthly, quarterly, semiannual, and annual reports.
- Prepares written and oral reports and correspondence.

- Assist in the planning, organization, control and direction of a variety of programs, projects and activities related to operations including facility planning and management.
- Provide technical expertise regarding assigned functions; provide input for the development of policies and procedures; review and evaluate services and make necessary adjustments.
- Assist in the preparation and maintenance of a variety of narrative and statistical reports, records and files; assure accuracy of federal and state reporting regarding operational services; prepare and maintain records and reports, including property contracts, insurance policies, legislative updates and other related reports.
- Communicate with administrators and District personnel to coordinate activities and programs, resolve issues and conflicts and exchange information to assure effective services.
- Provide input in the supervision, development, and evaluation of the performance of support staff members; interview and select employees; help to plan, coordinate and arrange for appropriate training of staff; manage personnel-related issues in the division.
- Perform all other related duties as assigned by the Superintendent

QUALIFICATION GUIDELINES:

Knowledge of:

How to perform basic math, including calculations using fractions, percent's, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; and fundamentals of carpentry, painting, electrical and plumbing work. Ability to review and apply laws, rules, ordinances, regulations, policies and procedures related to assigned divisional activities and operating practices relative to the above listed divisional responsibilities; business related data processing; principles and practices of personnel management, accounting and payroll, purchasing, electronic data processing, risk management, contracts, budget preparation and control, and debt issuance. Demonstrate oral and written communication skills; understanding of applicable laws, codes, regulations, policies and procedures affecting facilities and operations; operation of computer equipment and specified software; computer programs that support efficient processing and managing of data for facilities planning; public contract code.

Ability to:

Schedule activities and/or meetings; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; displaying mechanical aptitude; meeting deadlines and schedules; setting priorities; and working as part of a team; lift, carry, push, pull or guide up to 50 pounds individually or more than 50 pounds with assistance.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Education/Training/Experience:

Experience – Completion of apprenticeship in the trade or craft (i.e., carpenter, roofer, glazier, painter, electronics technician, etc.), plus one (1) additional year experience in the same trade or craft; or, Five (5) years experience in the skilled trade or craft; plus, journeyman certification (i.e., carpenter, roofer, glazier, painter, electronics technician, etc.); or, Five (5) years experience in a District skilled trade or craft position (i.e., carpenter, roofer, glazier, painter, electronics technician, etc.).

Education – High school graduation or other equivalent is required, (i.e., General Educational Development (GED), foreign equivalency, etc.) At least two years of college education in a related field is preferred.

Licenses/Certificates/Special Requirements:

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

PHYSICAL STANDARDS AND WORKING CONDITIONS:

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

Physical Demands:

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 5% sitting, 50% walking, and 45% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

While performing the duties of this position, the employee is subject to constant interruptions and is in direct contact with the public and employees. Negative interactions resulting from this contact can result in stressful situations. Employee is required to constantly sit for periods to time. Talk or hear, in person and by telephone. Use hands and fingers to touch, handle, feel or operate standard office equipment, reaching with hands and arms. Employee is frequently required to stand and walk, bend and stoop and to grasp, lift and move records and documents weighing less than 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

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

Work Environment:

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

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

WORK PERIOD: 12 months per year, 5 days per week, Professional Day



LOWELL JOINT SCHOOL DISTRICT

SECRETARY – MAINTENANCE & OPERATIONS

Classified Salary Schedule

Range: 23

JOB SUMMARY

Under general supervision, performs skilled secretarial and clerical work for the Supervisor of Maintenance and Operations; including organization of departmental activities, word processing and typing requiring independent judgment and discretion; and to 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 sole secretarial support to Supervisor of Maintenance and Operations; plan, organize and coordinate activities to relieve the Supervisor of routine administrative duties.
- Organize office function, systems and procedures; oversee the flow of clerical work, reviewing work and assuring deadlines are met; establish and maintain filing systems.
- Serve as receptionist and coordinate activities of the department; greet and screen visitors, explain policies, procedures and programs, provide directions and relay information.
- Maintain departmental budget, monitor expenses and maintain records.
- Type a variety of materials from verbal or written instructions.
- Coordinate communications between the Supervisor, other District staff and the public; schedule meetings, workshops and appointments as assigned; maintain calendar.
- Respond to inquiries from staff, District personnel or the community according to established procedures; provide information or direct to appropriate personnel; maintain confidentiality of sensitive information.
- Maintain a variety of specialized reports and records; maintain attendance and work records for department and various employees; format various documents and prepare spreadsheets as assigned.
- Process repair requests and issue work orders while managing the District's work order system.
- Order custodial supplies as needed.
- Keep office operational when management is out; coordinate assignments of substitute custodians and maintain their attendance records.
- Attend to injured employees in accordance with District policy and procedures.
- Operate a variety of office equipment including computer, facsimile machine, typewriter, copier, calculator and others as assigned.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

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

Secretary – Maintenance & Operations

Board Approved: January 14, 2013

Board Approved: May 13, 2019 (was formerly Secretary Maintenance & Operations – Approved Facilities & Operations Secretary/ Technician)

Revised: November 18, 2022 (revised to former Secretary Maintenance & Operations)

Ability to:

- Perform difficult and complex clerical work involving independent judgment and requiring speed and accuracy.
- Compile data and prepare specialized and comprehensive reports.
- Operate a computer with efficiency to word process and for record-keeping.
- Make clear and confidential reports and keep difficult records independently.
- 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.
- Complete work with many interruptions, working independently with little direction.
- Meet schedules and timelines.

Education/Training/Experience:

High school diploma or equivalent supplemented by coursework in general office practices and computer programs; three years increasingly responsible secretarial or clerical experience.

Licenses/Certificates/Special Requirements:

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

PHYSICAL STANDARDS AND WORKING CONDITIONS:

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

Physical Demands:

Physical demands of this position include sitting most of the time, but may involve walking or standing for brief periods; ability to exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects; perceiving the nature of sound, near and far vision, depth perception, providing oral information, 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 under deadlines with constant interruptions; and interact cooperatively with District staff, vendors, contractors, other organizations, and the general public.

Work Environment:

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

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

WORK PERIOD:

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

**LOWELL JOINT SCHOOL DISTRICT
2022/23 CLASSIFIED MANAGEMENT SALARY SCHEDULE**

*Effective July 1, 2022, employees shall receive a 3.50% increase to base salary earnings (excluding stipends and other remuneration)
Effective September 1, 2022, New Director's Salary Schedule and New Assistant Director Salary Schedule*

MANAGEMENT POSITIONS	RANGE		RANGE		RANGE		RANGE		RANGE		RANGE		RANGE	
	1	2	3	4	5	6	7	8						
Assistant Superintendent of Business Services	13,789	14,516	15,279	16,043	16,845	17,687	18,571	19,499						
Assistant Superintendent of Administrative Services	13,097	13,752	14,439	15,163	15,921	16,717	17,553	18,430						
Occupational Therapist (11 months)	6,923	7,268	7,633	8,016	8,416	8,838	9,279	9,743						
Assistant Director of Fiscal Services	9,888	10,042	10,195	10,348	10,501	10,653	10,807	11,348						
Bond Contracts and Accounting Compliance Manager	6,736	7,005	7,269	7,574	7,892	8,223	8,560	8,905						
Site Supervisor/Teacher - Preschool	3,946	4,144	4,351	4,567	4,797	5,036	X	X						

DIRECTOR/SUPERVISOR POSITIONS

Director of Educational & Information Technology	12,360	12,552	12,743	12,934	13,126	13,316	13,509	13,705						
Director of Fiscal Services	12,360	12,552	12,743	12,934	13,126	13,316	13,509	13,705						
Maintenance & Operations Supervisor	5,100	5,399	5,715	6,050	6,404	6,779	7,176	7,176						
Coordinator of Early Childhood Program	9,755	9,939	10,106	10,272	10,457	10,623	10,808	X						

Twelve-month Classified Management employees receive 22 days vacation per year.

LONGEVITY

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

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

LOWELL JOINT SCHOOL DISTRICT
2022/23 CLASSIFIED CONFIDENTIAL SALARY SCHEDULE

Effective December 1, 2022

Effective July 1, 2022, employees shall receive a 3.5% increase to their base salary earnings (excluding stipends and other remuneration).

RANGE	PERFORMANCE RECOGNITION INCREASES							
	1	2	3	4	5	6	7	8
(A)	3,869	4,062	4,265	4,478	4,702	4,937	5,185	5,443
(B)	3,980	4,178	4,399	4,613	4,851	5,102	5,361	5,632
(C)	4,080	4,283	4,507	4,736	4,977	5,228	5,494	5,766
(D)	4,193	4,403	4,614	4,851	5,102	5,361	5,632	5,912
(E)	4,296	4,508	4,737	4,977	5,228	5,494	5,766	6,062
(F)	4,398	4,617	4,852	5,102	5,361	5,632	5,912	6,212
(G)	4,506	4,733	4,977	5,228	5,494	5,766	6,062	6,365
(H)	4,613	4,844	5,103	5,361	5,632	5,912	6,212	6,533
(I)	4,736	4,974	5,228	5,494	5,766	6,062	6,365	6,689
(J)	4,851	5,093	5,361	5,632	5,912	6,212	6,533	6,858
(K)	4,977	5,225	5,493	5,766	6,062	6,365	6,689	7,035
(L)	5,102	5,356	5,635	5,912	6,212	6,533	6,858	7,206
(M)	5,228	5,490	5,765	6,062	6,365	6,689	7,035	7,388
(N)	5,361	5,629	5,912	6,212	6,533	6,858	7,206	7,571
(O)	5,494	5,767	6,062	6,365	6,689	7,035	7,388	7,763
(P)	5,632	5,914	6,211	6,533	6,858	7,206	7,571	7,955
(Q)	5,766	6,055	6,366	6,689	7,035	7,388	7,763	8,154
(R)	5,912	6,207	6,533	6,858	7,206	7,571	7,955	8,365
(S)	6,062	6,366	6,689	7,035	7,388	7,763	8,154	8,565
(T)	6,212	6,522	6,856	7,206	7,571	7,955	8,365	8,777
(U)	6,365	6,684	7,035	7,388	7,763	8,154	8,565	8,995
(V)	6,533	6,859	7,204	7,571	7,955	8,365	8,777	9,230
(W)	6,689	7,024	7,388	7,763	8,154	8,565	8,995	9,456
(X)	6,858	7,199	7,571	7,955	8,365	8,777	9,230	9,690
(Y)	7,035	7,386	7,763	8,154	8,565	8,995	9,456	9,927
(Z)	7,206	7,567	7,956	8,365	8,777	9,230	9,690	10,179

CONFIDENTIAL EMPLOYEES

RANGE

LONGEVITY

Exec. Asst. and Secretary to Superintendent/Cert. Personnel

Z

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

Administrative Assistant - Admin. Services/Classified Personnel

N

Administrative Assistant - Business Services

I

10 years of service 2.5 %

15 years of service 5 %

Assistant to the Superintendent's Office

F

20 years of service 7.5 %

25 years of service 10 %

30 years of service 12.5%

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