

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

MINUTES REGULAR MEETING OF THE BOARD OF TRUSTEES
June 26, 2023

| | |
|--|---|
| Call to Order | Vice President Shackelford called the meeting to order at 6:30 p.m. using video conference via zoom meeting ID # 823 6044 4336 for closed session of the Regular Board Meeting of the Board of Trustees, in compliance with Government Code 54953, at Lowell Joint School District, 11019 Valley Home Avenue, Whittier, CA 90603. Karen Shaw, President Board of Trustees, participated via zoom. |
| Topics Not on the Agenda | None. |
| Closed Session | Vice President Shackelford declared the meeting recessed to closed session at 6:31 p.m. |
| Call to Order | Vice President Shackelford reconvened the meeting to order at 7:32 p.m. using video conference via zoom meeting ID: 833 4393 1720 for open session Regular Board Meeting of the Board of Trustees, in Compliance with Government code 54953 at Lowell Joint School District, 11019 Valley Home Avenue, Whittier CA 90603. Karen Shaw, President Board of Trustees, participated via zoom. |
| | The flag salute was led by Anastasia Shackelford, Board of Trustees Vice President. |
| | Trustees Present: Anastasia M. Shackelford, Anthony A. Zegarra, Christine J. Berg and Melissa A. Salinas. Karen L. Shaw attended via zoom meeting ID #823 6044 4336. |
| | 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 | None. |
| Introductions and Welcome of Guests | Vice President Shackelford welcomed the guests in attendance, staff members present, Allison Fonti, LJEa president, Leslie Mangold, LJEa lead negotiator and CSEA President, Darleene Pullen. |
| Acknowledgement of Correspondence | None. |

| Approval of Agenda | It was moved, seconded, and carried by unanimous roll call vote, (5 – 0) to approve the amended June 26, 2023, Board agenda. | | | | | | | | | | | | |
|---|--|-----------------------------------|------------------------------|--|--------------|--|----------------|--|-------------|--|------------------|---|--------------|
| Approval of Minutes | It was moved, seconded, and carried by unanimous roll call vote, (5-0) to approve the minutes from the June 12, 2023, Regular Board Meeting. | | | | | | | | | | | | |
| Timely Information from Board and Superintendent – Board President | None. | | | | | | | | | | | | |
| Topics Not on the Agenda | None. | | | | | | | | | | | | |
| Submission of Williams Litigation Settlement – Quarterly Uniform Complaint Report for Quarter April 1 – June 30, 2023 | It was moved, seconded, and carried by unanimous roll call vote, (5-0) to approve the submission of the Williams Litigation Settlement – Quarterly Uniform Complaint Report for Quarter April 1 – June 30, 2023, with zero complaints, and that the Superintendent or designee be authorized to execute the necessary documents. | | | | | | | | | | | | |
| Appointment of the Citizens Bond Oversight Committee | <p>The committee must include at least the following representatives:</p> <ul style="list-style-type: none"> • One (1) member active in a business organization representing the business community located within the district • One (1) member active in a senior citizens' organization • One (1) member active in a bona fide taxpayers' organization • One (1) member who is the parent or guardian of a child enrolled in the district • One (1) member who is either a parent or guardian of a child enrolled in the district and active in a parent-teacher organization, such as the Parent Teacher Association or School Site Council • Two (2) members selected from the public at large <p>Recently, the Parent/PTA representative, Mr. Tourville, chose to step down from his position. In order to maintain the continuity of the committee and to fill the vacancy created by Mr. Tourville's departure, it is recommended that the Citizen Bond Oversight Committee add Mrs. Veronica Quezada, and have Mr. Powers and Mrs. Quezada switch positions. These changes are reflected below:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: center;"><u>Representative Categories:</u></th> <th style="text-align: center;"><u>Representative Names:</u></th> </tr> </thead> <tbody> <tr> <td>One (1) member active in a business organization representing the business community located within the district</td> <td>Casey Powers</td> </tr> <tr> <td>One (1) member active in a senior citizens' organization</td> <td>Stuart Gothold</td> </tr> <tr> <td>One (1) member active in a bona fide taxpayers' organization</td> <td>Jan Averill</td> </tr> <tr> <td>One (1) member who is the parent or guardian of a child enrolled in the district</td> <td>Veronica Quezada</td> </tr> <tr> <td>One (1) member who is either a parent or guardian of a child enrolled in the district and active in a parent-teacher organization, such as the Parent Teacher</td> <td>Paul Caffrey</td> </tr> </tbody> </table> | <u>Representative Categories:</u> | <u>Representative Names:</u> | One (1) member active in a business organization representing the business community located within the district | Casey Powers | One (1) member active in a senior citizens' organization | Stuart Gothold | One (1) member active in a bona fide taxpayers' organization | Jan Averill | One (1) member who is the parent or guardian of a child enrolled in the district | Veronica Quezada | One (1) member who is either a parent or guardian of a child enrolled in the district and active in a parent-teacher organization, such as the Parent Teacher | Paul Caffrey |
| <u>Representative Categories:</u> | <u>Representative Names:</u> | | | | | | | | | | | | |
| One (1) member active in a business organization representing the business community located within the district | Casey Powers | | | | | | | | | | | | |
| One (1) member active in a senior citizens' organization | Stuart Gothold | | | | | | | | | | | | |
| One (1) member active in a bona fide taxpayers' organization | Jan Averill | | | | | | | | | | | | |
| One (1) member who is the parent or guardian of a child enrolled in the district | Veronica Quezada | | | | | | | | | | | | |
| One (1) member who is either a parent or guardian of a child enrolled in the district and active in a parent-teacher organization, such as the Parent Teacher | Paul Caffrey | | | | | | | | | | | | |

Association or School Site Council

Two (2) members selected from the public at large

Richard Jones

Taffi Graham

It was moved, seconded, and carried by unanimous roll call vote, (5-0) to approve the appointment of the recommended Citizens Bond Oversight Committee, and that the Superintendent or designee be authorized to execute the necessary documents

Approval of District Local Control Accountability Plan (LCAP)

Education Code Section 52062(b)(1) requires that the Board of Trustees conduct a Public Hearing on the District Local Control Accountability Plan. A public hearing was held on June 12, 2023, at the Board of Trustees' regularly scheduled board meeting and a copy has been available for review at the District Office. Additionally, the LCAP was posted on the District's website with an invitation for public feedback. As a result of the public hearing and website posting, District staff has received no additional comments. The Orange County Office of Education (OCDE) will provide feedback over the next few weeks on any necessary clarifications before final approval by the county.

It was moved, seconded, and carried by unanimous roll call vote, (5-0) to approve the District Local Control Accountability Plan, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Local Indicators Rating for submission to the California Dashboard

As part of the LCAP requirements, LEA's must analyze data from multiple sources to determine progress towards goals. There are five State Indicators and four Local Indicators to measure progress for student groups across the eight state priorities.

LEA's measure their progress using locally available information identified in the LCAP such as Benchmarks, SBAC data, Surveys, and FIT reports. The results are shared with the local governing board at a regularly scheduled public meeting. The district has "met" the criteria on these local indicators by complying with the guidelines and is ready to upload the Local Indicator data as "Met" to the California Dashboard when required.

It was moved, seconded, and carried by unanimous roll call vote, (5-0) to approve that the Local Indicator data be uploaded as "Met" to the California Dashboard when required, and that the Superintendent or designee be authorized to approve this action.

Resolution 2022/23 No 898
Renewal of CSPP Contract and Authorization of Signatures

It was moved, seconded, and carried by unanimous roll call vote, (5-0) to adopt Resolution 2022/23 No 898 to approve the Renewal of CSPP Contract and Authorization of Signatures, and that the Superintendent or designee be authorized to approve this action.

Approval of Winter Submission of the 2022/23 Consolidated Application

The Consolidated Application is used by the California Department of Education to distribute funds and collect required data for major Every Student Succeeds Act (ESSA) federal grant programs for Local Education Agencies. The application is submitted online through a web-based Consolidated Application Reporting System (CARS). The application requires two data collections to be submitted in Spring and Winter. This year's Winter Data Collection was delayed by the State and submitted

on June 9, 2023, indicating the number of current year pupil participants and funding allocations for each program and school site. Information reporting from previous years' program participation and expenditure reports are also collected. Federal guidelines allow local non-profit private schools to participate with the public school district in federal programs. Participating eligible private school allocations are included in the CARS Winter Data Collection although there are currently no qualifying private schools within our boundaries.

Adoption of the Proposed Budget for the 2023-24 School Year

Mr. David Bennett presented the proposed adopted 2023/24 budget. Education Code 42103 requires that the Board of Trustees conduct a Public Hearing of the Proposed Budget for the 2023-24 school year. A Public Hearing was held at the regularly scheduled Board meeting on June 12, 2023, and a copy of the proposed budget has been available at the District Office.

Board approval of the 2023-24 Proposed Budget is required prior to July 1 of each year. The budget projects the District will meet its legal requirement of a three percent (3%) minimum reserve level for the 2023-24 school year.

It was moved, seconded, and carried by unanimous roll call vote, (5-0) to adopt the proposed budget for the 2023-24 school year, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Extended Professional Services Agreement, Fieldman, Rolapp & Associates Inc., DBA Applied Best Practices, Financial Advisory Services, District Wide (Bond Fund)

It was moved, seconded, and carried by unanimous roll call vote, (5-0) to approve the extension of the Professional Services Agreement, Fieldman, Rolapp & Associates Inc., DBA Applied Best Practices, effective July 1, 2023, through June 30, 2024, not to exceed \$5,000, Measure LL, (21.0 Bond Fund), and that the Superintendent or designee be authorized to execute the necessary documents..

Approval of Extended Professional Services Agreement with Hancock Park & DeLong, State Facilities Program Consulting, District Wide (Special Reserve for Capital Outlay)

It was moved, seconded, and carried by unanimous roll call vote, (5-0) to approve the extension of the Professional Services Agreement with Hancock Park & De Long, effective July 1, 2023, through June 30, 2024, for an amount not to exceed \$20,000 for fiscal year 23/24, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Professional Services Agreement, Hauffe Company Inc., (HCI) Program Management Services, District Wide (Capital Outlay Projects Fund)

It was moved, seconded, and carried by unanimous roll call vote, (5-0) to approve a Professional Services Agreement, Hauffe Company Inc., (HCI), Program Management Services, Districtwide, effective July 1, 2023 through June 30, 2024, not to exceed \$125,000, Capital Outlay Projects Fund, (40.0), and that the Superintendent or designee be authorized to execute the necessary documents.

Ratification of Agreement with Huntington Hardware Co., Inc. to Furnish Door Hardware for New Portable Classrooms at the Maybrook Campus for Rancho Starbuck

It was moved, seconded, and carried by unanimous roll call vote, (5-0) to ratify the Agreement with Huntington Hardware Co., Inc to Furnish Door Hardware for New Portable Classrooms at the Maybrook Campus for Rancho Starbuck, at a Financial Impact of \$14,158.58, Funding Source is Measure LL General Obligation Fund - Fund 21.0, and that the Superintendent or designee be authorized to execute the necessary documents.

Ratification of Additive Change Order, Elite Modular and Sales, Additional Portable Classroom Shuttle Services, Maybrook Phase II for Rancho Starbuck

It was moved, seconded, and carried by unanimous roll call vote, (5-0) to ratify an additive change order for an amount not to exceed \$5,000 with Elite Modular Leasing & Sales, Inc., for the additional relocation services provided during the Maybrook Phase II for the Rancho Starbuck project, at a Financial Impact of \$5,000.00, the Funding Source is Measure LL General Obligation Fund – Fund 21.0, and that the Superintendent or designee be authorized to execute the necessary documents.

Ratification of Agreement Extension with Haulaway Storage Containers, Inc. for the One (1) Year Rental, Installation, 2, 40 Foot Storage Containers at Maybrook Elementary School Campus for Rancho Starbuck

It was moved, seconded, and carried by unanimous roll call vote, (5-0) to ratify the extension agreement with Haulaway Storage Containers, Inc. for the an additional 12 months for 2, 40 foot storage containers at Maybrook Elementary School for the benefit of the Rancho Starbuck population, not to exceed \$6,000.00, (21.0-00000-0-00000-85000-5620-00011500), Measure LL Bond Fund, and that the Superintendent or designee be authorized to execute the necessary documents.

Consent Calendar

Mr. Coombs mentioned that board member Mrs. Berg noted an error in consent item X-D4, 5, and 6. Agenda Item X-D4 and D5 are accurate. Agenda Item X-D6 there was a typo that mentions Brennan Logan instead of Christine Logan. The corrected Agenda Item X-D6 should be only for Christine Logan.

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

Approval of Consultant Agreement with Paul Luna to Provide Graphic Design Work for District Communication of Programs and Facilities For the 2023-2024 School Year

Approved the consultant agreement with Paul Luna to provide graphic design work for District communication of programs and facilities for the 2023-2024 school year, for an amount not to exceed \$5,000.00, Funding for this expenditure will be covered by the Fund 40 Account, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Consultant Agreement with Summer Davis to provide support for

Approved the consultant agreement with Mrs. Summer Davis to provide support for the Lowell Joint Sustainable Science Literacy Garden at the Maybrook Campus for the 2023/2024 school year, at the not to exceed amount of \$15,120.00, to be paid from

the Lowell Sustainable Science Literacy Garden at the Maybrook Campus during 2023-2024 School Year

the Title IV Student Support and Academic Enrichment funds, and that the Superintendent or designee be authorized to execute the agreement.

Approval of Consultant Agreement with Mrs. Linda Takacs to Serve as the Director, Lowell Joint Induction Program for the 2023-2024 School Year

Approved the consultant agreement with Mrs. Takacs to serve as the director of the Lowell Joint induction program for the 2023-2024 school year, not to exceed \$35,000.00, funding for this expenditure to be paid from the General Fund/Educator Effectiveness Grant, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Consultant Agreement with Mrs. Sharon Hensley to Serve as the Coordinator, C.A.R.E. Counseling and Psychologist Intern Program for the 2023-2024 School Year

Approved the consultant agreement with Mrs. Hensley to serve as the coordinator of the C.A.R.E. program for the 2023-2024 school year, not to exceed \$40,000.00, funding for this expenditure to be paid from Out of Home Care funds, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Educational Fieldwork Agreement with University of La Verne, effective July 1, 2023 through June 30, 2028

Approved the educational fieldwork agreement with University of La Verne effective July 1, 2023, through June 30, 2028, at no cost to the district, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Educational Student Teaching Agreement with Western Governors University, effective July 1, 2023 through June 30, 2028

Approved the educational fieldwork agreement with Western Governors University effective July 1, 2023, through June 30, 2028, at no cost to the district, and that the Superintendent or designee be authorized to execute the necessary documents. .

Approval of Memorandum of Understanding Between Lowell Joint School District and Concordia University Irvine, effective July 1, 2023 through June 30, 2028

Approved the Memorandum of Understanding between Concordia University Irvine SMART Alliance, and Lowell Joint School District for the period of July 1, 2023 through June 30, 2028, at no cost to the district, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Agreement with *Downey-Montebello SELPA and Montebello Unified School District* to Provide Deaf and Hard of

Approved the agreement with *Downey-Montebello SELPA and Montebello Unified School District* to provide direct deaf and hard of hearing services for a district student placed at Sussman Middle School for the 2023/2024 school year, not to exceed \$124,000.00 and the Superintendent or designee be authorized to execute the agreement.

Hearing Services for a district student placed at Sussman Middle School for the 2023/2024 School Year

Approved the agreement with Mary Kay Gallagher, Gallagher Pediatric Therapy, a nonpublic nonsectarian agency, to provide Occupational Therapy Services for a district student placed at Sussman Middle School for the 2023/2024 school year, at the rate of \$97.69 per hour, not to exceed \$5,000.00, and the Superintendent or designee be authorized to execute the agreement.

Approval of Agreement with *Mary Kay Gallagher, Gallagher Pediatric Therapy*, a Nonpublic Nonsectarian Agency, to Provide Occupational Therapy Services for a district student placed at Sussman Middle School for the 2023/2024 School Year

Approval of Agreement with *Mary Kay Gallagher, Gallagher Pediatric Therapy*, a Nonpublic Nonsectarian Agency, to provide direct physical therapy services and physical therapy evaluative services for assessments for the 2023/2024 School Year

Approved the agreement with Mary Kay Gallagher, Gallagher Pediatric Therapy, a nonpublic nonsectarian agency, to provide direct physical therapy services and physical therapy evaluative services for assessments for the 2023/2024 School Year, at the rate of \$97.69 per hour, not to exceed \$20,000.00, and that the Superintendent or designee be authorized to execute the agreement.

Purchase Order Listing Report/Check Register 2022/2023 #12

Approved the Purchase Order Listing Report/Check Register 2022/2023 #12, issued May 1, 2023, through May 31, 2023, as attached, and that the Superintendent or designee be authorized to execute the necessary documents.

Consolidated Check Register Listing Report 2022/23 #12

Approved the Consolidated Check 2022/2023 #12, issued May 1, 2023, through May 31, 2023, as attached, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Amended Agreement Numbers 50622, Amendment #3 and 50623 Amendment #3 with the Orange County Department of Education (OCDE) for Software Support Services

Approved the Amended Agreement Numbers 50622, Amendment #3 and 50623 Amendment #3 with the Orange County Department of Education (OCDE) for Software Support Services, Human Resources Application Software Support Services -\$11,550, Business Plus System Implementation and Software Support Services- \$29,700, and that the Superintendent or designee be authorized to execute the resolution.

Employer-Employee Relations/Personnel Report 2022/23 #12 Which

Ratified Employer-Employee Relations/Personnel Report 2022/23 #12 as attached, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees.

Includes Hiring,
Resignations, Contract
Adjustments, and
Retirements
for Certificated, Classified,
and Confidential
Employees

Approval of Agreement
with Orange County
Department of Education
for GATE Certification
Training during the 2023-
24 School Year

Approval of Consultant
Agreement with Cori Close
to Provide Professional
Development to all staff on
August 14, 2023 entitled
“Building Champions in the
Classroom”

Approval of Before and
After School Childcare
Services with Boys & Girls
Club La Habra Effective
August 16, 2023, through
May 31, 2024, at Various
Sites in Lowell Joint School
District

Approval of Consultant
Agreement with Marie
Madeline Neavez to be a
Vocal Director for the
Lowell Joint Youth Theater
for the 2023/24 School Year

Approval of Consultant
Agreement with Brennan
Logan to be a Choreographer
for the Lowell Joint Youth
Theater for the 2023-24
School Year

Approved the Agreement with Orange County Department of Education for GATE Certification during the 2023-24 school year for a total not to exceed \$8,700.00, funding will be through Educator Effectiveness Grant, and that the Superintendent or designee be authorized to execute the necessary documents.

Approved the Consultant Agreement with Cori Close to Provide Professional Development entitled “Building Champions in the Classroom” on August 14, 2023 at an amount not to exceed \$2,500.00, funding for this expenditure will be covered by the Educator Effectiveness Grant, and that the Superintendent or designee be authorized to execute the necessary documents.

Approved the agreement with Boys & Girls Club La Habra effective August 16, 2023, through May 31, 2024, at various sites in Lowell Joint School District, at no cost to the district, and that the Superintendent or designee be authorized to execute the necessary documents.

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 2023/24 school year, at the amount of \$1650 per show, 2 shows for a total not to exceed \$3,300, 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.

Approved the consultant agreement for Brennan Logan to be a Choreographer for the Lowell Joint Youth Theater for Lowell Joint School District during the 2023/24 school year, at the amount of \$1200 per show, 4 shows for a total not to exceed \$4,800, 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.

Meeting of the Board of Trustees

June 26, 2023

Page 9

Approval of Consultant Agreement with Christine Logan to be Assistant Director for the Lowell Joint Youth Theater for the 2023-24 School Year

Approved the consultant agreement for Christine Logan to be Assistant Director for the Lowell Joint Youth Theater for Lowell Joint School District during the 2023/24 school year, at the amount of \$1200 per show, 2 shows for a total not to exceed \$2,400, 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. **Ratified/amended during consent approval to note only Christine Logan.

Approval to Utilize San Gabriel Valley Food Services Cooperative Purchasing Group School Districts/Agency Bids for Food and Supplies for the 2023/24 School Year

Approved the utilization of San Gabriel Valley Food Services Cooperative Purchasing Group School Districts/Agency Bids for Food and Supplies for the 2023/24 school year, and that the Superintendent or designee be authorized to execute the necessary documents.

Board Member/Superintendent Comments

Mr. Coombs thanked Dr. Sheri McDonald. He stated that she goes above what is required and hosts many meetings to gather the input for the LCAP.

He also mentioned that this is Mr. David Bennett's first official budget. It is a huge task and to his credit and Chelle Price and his team.

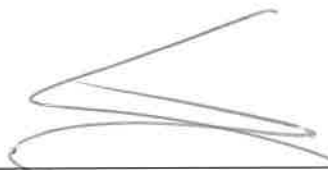
Mrs. Shackelford thanked Ms. Shaw for joining them.

Adjournment

Vice President Shackelford adjourned the meeting at 7:58 p.m. in accordance with Government Code Section 54956.9 (a, b, c) and indicated no further public action would be taken.

Date Approved:

8/7/23



Clerk/President/Secretary to the Board of Trustees



**Los Angeles County
Office of Education**
Serving Students • Supporting Community

Williams Lawsuit Settlement Quarterly Report on Uniform Complaints 2022-2023

District Name: Lowell Joint School District

Date: June 26, 2023

Person completing this form: MJ Evanoff

Title: Exec Asst to Supt/Cert Personnel

Quarter covered by this report (Check One Below):

- | | | |
|---|--------------------------|------------------|
| <input type="checkbox"/> 1st QTR | July 1 to September 30 | Due 15-Oct 2022 |
| <input type="checkbox"/> 2nd QTR | October 1 to December 31 | Due 14- Jan 2023 |
| <input type="checkbox"/> 3rd QTR | January 1 to March 31 | Due 15-Apr 2023 |
| <input checked="" type="checkbox"/> 4th QTR | April 1 to June 30 | Due 15-Jul 2023 |

Date for information to be reported publicly at governing board meeting: June 26, 2023

Please check the box that applies:

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

| | Number of Complaints Received in Quarter | Number of Complaints Resolved | Number of Complaints Unresolved |
|-----------------------------------|--|-------------------------------|---------------------------------|
| Instructional Materials | | | |
| Facilities | | | |
| Teacher Vacancy and Misassignment | | | |
| TOTAL | 0 | 0 | 0 |

Print Name of District Superintendent Jim Coombs

Signature of District Superintendent  Date June 30, 2023

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

Telephone: (562) 803-8382
FAX: (562) 803-8325
E-Mail:



Orange County Department of Education
Educational Services Division

**Williams Settlement Legislation
Quarterly Report of Uniform Complaints
2022-23**

District: Lowell Joint School District

District Contact: Mary Jo Evanoff

Title: Executive Assistant to the Superintendent / Certificated Personnel

- Quarter #1 July 1 – September 30, 2022 **Report due by October 31, 2022**
- Quarter #2 October 1 – December 31, 2022 **Report due by January 31, 2023**
- Quarter #3 January 1 – March 31, 2023 **Report due by April 28, 2023**
- Quarter #4 April 1 – June 30, 2023 **Report due by July 28, 2023**

Check the box that applies:

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

| Type of Complaint | Total # of Complaints | # Resolved | # Unresolved |
|---------------------------------------|-----------------------|------------|--------------|
| Textbooks and Instructional Materials | 0 | 0 | 0 |
| Teacher Vacancies or Misassignments | 0 | 0 | 0 |
| Facility Conditions | 0 | 0 | 0 |
| TOTALS | 0 | 0 | 0 |

Name of Superintendent: Jim Coombs

Signature of Superintendent: _____

Date: June 30, 2023

Please submit to:

Orange County Department of Education
P.O. Box 9050, Costa Mesa, CA 92628-9050
Attention: Alicia Gonzalez, Sr. Administrative Assistant/R101

Phone: (714) 966-4336 Email: aliciagonzalez@ocde.us

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2022/23 NO. 898

RESOLUTION OF THE BOARD OF TRUSTEES OF THE
LOWELL JOINT SCHOOL DISTRICT
OF LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
CERTIFYING THE APPROVAL OF THE GOVERNING BOARD TO RENEW THE
CURRENT 2023-24 CSPP CONTRACT AND AUTHORIZATIONS OF SIGNATURES

BE IT RESOLVED that the Governing Board of the Lowell Joint School District authorizes the renewal of the current 2023-24 CSPP. Contract and that the following named person(s) be authorized to sign and/or **electronically** approve contract documents related to the California State Preschool Program (CSPP) as indicated in contract number CSPP-2679, and that the person/s who is/are authorized to sign the transaction for the Governing Board.

| NAME | TITLE | SIGNATURE |
|-----------------------|---|-----------|
| <u>Jim Coombs</u> | <u>Superintendent of Schools</u> | |
| <u>Sheri McDonald</u> | <u>Assistant Superintendent of Educational Services</u> | |
| <u>Ronica Dixon</u> | <u>Coordinator of Child Development Services</u> | |

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

PASSED, APPROVED AND ADOPTED this 26th day of June, 2023, by the following vote:

AYES: Karen Shaw, Anastasia shackelford, Anthony Zegarra, Christine Berg, Melissa Salinas

NOES: None

ABSTAIN: None

ABSENT: None

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 26th day of June, 2023, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 26th day of June, 2023.



Jim Coombs, Secretary to the Board of Trustees

- One (1) member active in a business organization representing the business community located within the district
- One (1) member active in a senior citizens' organization
- One (1) member active in a bona fide taxpayers' organization
- One (1) member who is the parent or guardian of a child enrolled in the district
- One (1) member who is either a parent or guardian of a child enrolled in the district and active in a parent-teacher organization, such as the Parent Teacher Association or School Site Council
- Two (2) members selected from the public at large

Recently, the Parent/PTA representative, Mr. Tourville, chose to step down from his position. In order to maintain the continuity of the committee and to fill the vacancy created by Mr. Tourville's departure, it is recommended that the Citizen Bond Oversight Committee add Mrs. Veronica Quezada, and have Mr. Powers and Mrs. Quezada switch positions. These changes are reflected below:

| <u>Representative Categories:</u> | <u>Representative Names:</u> |
|--|------------------------------|
| One (1) member active in a business organization representing the business community located within the district | Casey Powers |
| One (1) member active in a senior citizens' organization | Stuart Gothold |
| One (1) member active in a bona fide taxpayers' organization | Jan Averill |
| One (1) member who is the parent or guardian of a child enrolled in the district | Veronica Quezada |
| One (1) member who is either a parent or guardian of a child enrolled in the district and active in a parent-teacher organization, such as the Parent Teacher Association or School Site Council | Paul Caffrey |
| Two (2) members selected from the public at large | Richard Jones |
| | Taffi Graham |

It is recommended that the appointment of the recommended Citizens Bond Oversight Committee be approved, and that the Superintendent or designee be authorized to execute the agreement.

Superintendent's Comment:

APPROVAL RECOMMENDED.

**Hancock
Park &
DeLong** INC
SCHOOL FACILITY CONSULTING

SCHOOL FACILITIES
GRANT AND CONSULTING
SERVICES
PROPOSAL

for the

**LOWELL JOINT
SCHOOL DISTRICT**

1722 J St, Suite 224
Sacramento, CA 95811

Phone: 916.832.1047

www.hpdschools.com

June 2023



TABLE OF CONTENTS

| | |
|---|----|
| Background and Experience | 3 |
| Project Team | 4 |
| Services | 6 |
| Maximizing Funding: Our Methodology | 9 |
| References | 11 |
| Proposed Fee..... | 12 |



BACKGROUND & EXPERIENCE

Hancock Park & DeLong, Inc. (HP&D) is a small, boutique firm focused solely on helping California school districts and other clients engaged in school facilities understand and access state, federal, and other funding programs. We have no other services or commitments—largely because we believe it is critical for the benefit and fiduciary responsibility of public school districts to keep the services of construction management, architectural design, and/or other financial decisions independent from state eligibility and funding assistance to ensure there aren't any conflict of interest issues. The sole principal of HP&D (Mr. Hancock and Ms. Park have retired) and our two Directors bring a combined 49 years of service in both the public and private-sector in the school facility funding arena. And because HP&D is a small firm, clients will be working directly with the principal or associates of the firm.

Our record of success on behalf of our clients is clear as we have garnered approval for \$1.4 billion in school facility grant funding and avoided the return of millions of state grant funding through successful negotiations with the Office of Public School Construction and formal appeals to the State Allocation Board:

- ✦ Over \$800 million in New Construction, Modernization and Seismic Mitigation Program Funding
- ✦ Over \$380 million of the total of \$800 million available statewide for the Emergency Repair Program
- ✦ Over \$50 million in Charter School Facilities Program grants
- ✦ \$57 million in Overcrowding Relief Grants
- ✦ \$50 million in Preschool/TK/Full-Day K Facilities Program, Career Technical Education Facility Program, and Joint-Use Grants
- ✦ Over \$6.0 million in California Energy Commission CalSHAPE Ventilation Program grants

HP&D has successfully assisted clients across the state in maximizing school facility funding working not only as private consultants, but also through demonstrated and lengthy public sector employment. In a nutshell, with decades of experience as civil servants working for the Office of Public School Construction and State Allocation Board, the Principals at HP&D were all significantly involved at the executive, policy and regulatory level in creating and administering the current state facility funding programs. Members of our firm literally wrote and / or directed the writing of the majority of the regulations in effect today. We also have been directly responsible and instrumental in assisting districts in obtaining billions of dollars in school facility funding in the last 30 years as public sector employees. This background is unmatched. Our experience in the public sector gives us unique insight into the rules and regulations that drive a district's financing opportunities, thereby maximizing them to their fullest.

Our firm has been in business since 2006 and has had no litigation nor has litigation been threatened.



Christopher L. DeLong, Principal, brings 27 years of school facility program experience with eleven years of public sector experience at the Office of Public School Construction (OPSC) where he served in various capacities as he rose to management levels. Beginning his career with OPSC as a Project Manager, he soon was promoted to Project Management Supervisor for the Los Angeles, Riverside, Orange, San Bernardino, and San Diego counties where he was instrumental in assisting the districts with maximizing eligibility and garnering funds for the construction and modernization of school facilities.

Mr. DeLong's extensive knowledge of the state school building programs and ability to problem solve to the benefit of his school district clients earned him a position on the OPSC Senior Management Team as the Policy Manager. This important and influential position involved the management and development of official OPSC / State Allocation Board (SAB) positions on all proposed legislation that affected the various school facility programs administered by the SAB. In this capacity, he also provided technical expertise to legislative committee staff on the state school facility funding programs.

Mr. DeLong became known to the wider school construction community through his extensive participation on the SAB Implementation Committee where he directed and participated in the development and presentation of significant state policies and regulations on many diverse facilities programs such as the Overcrowding Relief Grants, Charter School Facilities, Career Technical Education Facilities, Seismic Mitigation, Emergency Repair, and Federal Renovation Programs.

In addition, Mr. DeLong was responsible for orchestrating the development of appeals and the crafting of special reports on public policy issues that were presented to the SAB.

Since his tenure at Hancock Park & DeLong, Inc., Mr. DeLong has garnered approval for over \$700 million in various School Facility Program funds and over \$350 million in Emergency Repair Program approvals for our clients working closely with the California Department of Education, Department of Toxic Substances Control, Division of the State Architect, OPSC/SAB, and other state agencies.

Mr. DeLong earned a Bachelor's of Science degree in Environmental Design with an emphasis in architecture from the University of California, Davis. During his studies and after graduation, he worked in the design field for UC Davis before joining the government sector.



Jessica Love, Director, has 16 years of school facilities experience, five years at HP& D and 10 years experience working as both a project manager and program analyst at the Office of Public School Construction (OPSC) where she regularly worked with client school districts to establish, adjust, and review eligibility and requests for funding in the various School Facility Programs. In addition, Ms. Love most recently worked with the Policy and Specials Team of the OPSC where she reviewed and processed facility hardship and appeal requests to the State Allocation Board.

Ms. Love also has an extensive background in the implementation of legislation and administrative regulations as she assisted in the development of the Critically Overcrowded Schools Program that was created as a result of the passage of Proposition 47 in 2002.

Ms. Love holds a Bachelor's of Science degree in Managerial Economics from the University of California at Davis.



Kelly Long, Director, has 6 years of school facilities experience at HP&D and 16 years of public service experience with the State of California in a broad range of grant programs, regulatory issues, and procurement. Most notably, Kelly has over five years of experience working at the OPSC where, as a School Facility Program Analyst, Kelly assisted large and small school districts across the State with eligibility determinations and funding requests for modernization and new construction. Kelly was a key participant in the development and administration of the Career Technical Education Facilities Program and routinely presented proposals to the State Allocation Board Implementation Committee. Kelly also approved requests for site acquisition, analyzed legislation, reviewed facility hardship applications, and drafted appeals to the State Allocation Board.

Mr. Long holds a Bachelor's of Science degree in Anthropology and a minor in Geography from the University of Utah.

Hancock Park & DeLong, Inc. (Consultant) can provide the following consulting services:

OFFICE OF PUBLIC SCHOOL CONSTRUCTION (OPSC) SERVICES / PROCESSES

A. NEW CONSTRUCTION ELIGIBILITY

Establish or Update New Construction Eligibility Baseline:

- ◆ Review and disaggregate District-provided enrollment and site data.
- ◆ Review District-provided or research dwelling unit (housing development) information, if necessary and applicable.
- ◆ Analyze / calculate eligibility under a Districtwide basis, or High School Attendance Area Basis if it is believed that it would be more advantageous to file under this method.
- ◆ Provide 5 year and 10 year projections as permitted under and pursuant to the regulations of the State Allocation Board.
- ◆ Include analysis / review of alternative projection methods including use of approved tentative and final maps in the District's boundaries and birth rates as permitted under the regulations of the State Allocation Board.
- ◆ Prepare eligibility application(s) and supporting documentation for filing with the Office of Public School Construction (OPSC).

B. MODERNIZATION ELIGIBILITY

Establish and/or Update Modernization Eligibility Baselines

- ◆ Gather baseline eligibility data submitted to the OPSC in prior years.
- ◆ Review District-provided school construction data such as DSA A#s, square footages, and room use information.
- ◆ Review and update site specific eligibility for all school sites where eligibility is found.
- ◆ Estimate state grant eligibility.

C. APPLICATIONS FOR STATE FUNDING

Prepare applications for state grant funding:

- ◆ Confer with District to identify facility needs, develop strategies for meeting the needs, and identify state funding sources where available.
- ◆ Coordinate with architect of record and/or cost estimating consultant for their preparation and completion of site development worksheet for new schools as required by OPSC or the access compliance and fire/life safety checklist for modernization projects.
- ◆ Complete application(s) for state grants for each project.

OFFICE OF PUBLIC SCHOOL CONSTRUCTION (OPSC) SERVICES / PROCESSES (cont.)

D. APPLICATIONS FOR FACILITY HARDSHIP FUNDING

Prepare applications for state grant funding:

- ◆ Confer with District to identify facilities with imminent health and/or safety needs.
- ◆ Coordinate and consult with District to ensure proper professional reports/assessments and governmental concurrences are completed to document and report the mitigation required on the health and/or safety issues.
- ◆ Coordinate with architect of record and/or cost estimating consultant for their preparation and completion of cost estimates, as required, to ensure mitigation costs are delineated to meet the requirements of the state.
- ◆ Prepare and complete a request for California Department of Education (CDE) plan approval for the Projects.
- ◆ Coordinate with and respond to CDE if any issues or questions arise.
- ◆ Prepare request for facility hardship funding including the cost benefit analysis, state forms, and application for funding.
- ◆ Meet with OPSC staff, if necessary, to justify the request and costs with the assistance of the Client, architect / engineer, and/or cost estimator, as needed.
- ◆ Coordinate with and respond to OPSC if any issues or questions arise during the review of an application.

E. APPLICATION FOR FINANCIAL HARDSHIP ASSISTANCE

Prepare requests for financial assistance for state match required

- ◆ Coordinate with District to compile financial statements as required.
- ◆ Coordinate submittal of application package and assist with questions raised by OPSC.

F. STATE REVIEWS & ACCOUNTABILITY

Applications for grant funding:

- ◆ Update site development worksheets, access compliance and fire/life safety checklists, costs for repair/ replacement of utilities to over 50-year-old buildings for unit costs in year OPSC processes application.
- ◆ Coordinate with and respond to OPSC if any issues or questions arise during the review of an application, commonly called 15-day and 4-day letters.

Prepare requests for release of grants

- ◆ Prepare requests to participate in Priorities in Funding Rounds, as necessary.
- ◆ Prepare requests for fund releases.

Completion of expenditure reports and other documents

- ◆ Review expenditure reports and worksheets as required for the reporting of project expenditures, including the Project Information Worksheet for new construction projects.
- ◆ Assist with financial and program compliance audits conducted by the OPSC or independent auditor, if requested by the District, including any formal responses necessary.

CALIFORNIA DEPARTMENT OF EDUCATION (CDE) SERVICES / PROCESSES

G. SITE AND PLAN APPROVALS

Prepare requests for site approval for any new schools or acreage added to existing sites:

- ◆ Attend site walk with CDE consultant, if needed
- ◆ Review site evaluations and reports on the condition of proposed sites conducted by third party professionals paid by the District.
- ◆ Review Department of Toxic Substances Control documents
- ◆ Prepare and complete required CDE documents to request approval of the site.
- ◆ Submit request for CDE's review and approval via CDEbox

Prepare requests for plan approval for new schools or modernized schools:

- ◆ Coordinate with architect of record to obtain necessary design development drawings for each project
- ◆ Review design development drawings and educational specifications prepared by others
- ◆ Prepare and complete required CDE documents to request approval of project plan(s)
- ◆ Submit request for CDE's review and approval via CDEbox
- ◆ Coordinate with and respond to CDE if any issues or questions arise

GOVERNMENTAL RELATIONS

H. STATE AGENCY UPDATES—Monitor, analyze and advise clients on the following:

- ◆ OPSC activities
- ◆ State Allocation Board (SAB) actions on programs, regulations, etc.
- ◆ SAB Implementation Committee actions and activities
- ◆ Proposed and approved school facility legislation

I. GOVERNING BOARD AND/OR CITIZENS OVERSIGHT COMMITTEE MEETINGS:

- ◆ Attend meetings to provide background, updates, and district-specific information on the various school facility programs including eligibility, funding, and program status.

CALIFORNIA ENERGY COMMISSION

J. Application for CalSHAPE Ventilation Program grants:

- ◆ Coordinate with engineer, contractor, architect of record and/or cost estimating consultant for their preparation and completion of the required contractor's estimate.
- ◆ Complete application(s) for state grants.
- ◆ Coordinate with and respond to CEC if any issues or questions arise during the review of an application.



MAXIMIZING FUNDING: OUR METHODOLOGY

Our process to maximize funding for our clients is unmatched in the industry given our detailed and inside knowledge of the rules and regulations that govern the School Facility Program among other funding sources. While not all-inclusive, our approach is as follows:

Step 1

We begin with the end in mind

We first seek to understand the ultimate goal of the district for its projects. For example, the most obvious is maximizing grant funding from other state and federal agencies. But other important considerations are having a complete understanding of the timing of the project in terms of planning, construction, cash flow, etc. to ensure that any grant funding isn't jeopardized by being unable to meet the grant objectives and rules.

Step 2

We seek to understand the project scope

It is equally important to understand the scope of the project. Simply knowing that, for example, ten classrooms need to be built is just not enough to ensure a district receives as much grant assistance as possible. It is just as important to know what exactly is planned for the project in terms of construction, why it is planned, who will be the beneficiaries, and what other agencies may participate in the cost or use of the project. These other considerations also drive or limit funding opportunities.

Step 3

We determine eligibility for the various grant programs and re-examine the past

Upon understanding the project scope, we then determine the eligibility for each possible grant program. In many circumstances, eligibility can be determined many different ways that we don't overlook. With our analysis, we also don't assume that a district's eligibility for new construction or modernization funding was correctly completed in the past. We re-examine all eligibility to ensure no errors were made. By doing so, we have discovered errors by others that cost districts millions of dollars. Luckily, we have been successful in correcting those errors to the benefit of district's future projects.

Step 4

We create a funding and application plan, then apply for funding where and when able

Upon determination of the various grant options and eligibility, we then map out a plan of action to maximize funding including the development of not only a funding strategy, but also an application filing strategy as eligibility is sometimes garnered a year or several years later which can be capitalized on then. Structuring the application process is important to ensure grants can be realized in the future for the same project. In addition, the plan includes a determination if there are any prior completed projects to seek reimbursement, if able. This review includes a determination if the completed project was carried out in conformance with the major laws in effect at the time to ensure the district will have a successful audit. Seeking reimbursement of a completed project—"going after the low-hanging fruit"—many times enables a district to get in line for grants sooner than had the district waited to seek funding for a prospective project.



MAXIMIZING FUNDING: OUR METHODOLOGY (cont.)

Step 5

We keep the lines of communication open through constant contact

Maximizing funding is not just a one-time task. Districts constantly refine projects and many times a simple renaming of a room during the design process can adversely affect funding. We commit to keeping the lines of communication open and prefer to have regularly scheduled meetings to ensure we are kept abreast of projects. In addition, since state grant funding is driven partly by the project that is approved by the California Department of Education (CDE), we prefer to complete the documents necessary to request CDE's approval of the project plans during the design development stage, if possible. This gives us yet another opportunity to provide input at the early stages of the design so that grant funding can be maximized and to ensure the design does not contain possible CDE Title 5 issues that may unnecessarily delay the submittal of an application for funding as CDE approval of the project is a prerequisite to the application for funding in many circumstances.

Step 6

We know it's not just about getting the money; we look to the future

After districts receive their grants, our assistance doesn't end there because you have to be able to keep the money as well. In order to retain the grants, it is very important to continue monitoring the project such as how the funds are used, meeting grant rules for disbursement of the cash, and to ensure proper reporting of expenses. Our firm can provide helpful summaries, reminders, and consultation all along the way should it be needed.

Following are just a few of our longstanding clients that we welcome you to contact:

| | | |
|---------------------------------|---|---|
| Alhambra USD | Keith Matsuo Director of Construction | 1515 West Mission Road Alhambra, CA 91803-1618 Phone: 626-643-6544 |
| Centinela Valley Union High SD | John Clem, President, Telacu Construction Management Jessica Keller, Facilities Technician | 14901 Inglewood Ave., Lawndale, CA 90260-1251 Phone: 323-855-7053 323-263-3227 |
| Yuba County Office of Education | Leslie Cena, Director of Special Education or Aaron Thornsberry, CBO | 935 14th St Marysville, CA 95901 Phone: 530-749-4856 |
| Davis Joint USD | David Burke, Executive Director of Capital Operations | 1919 Fifth St Davis, CA 95616 Phone: 530-757-5385 |
| Palm Springs USD | Julie Arthur Executive Director of Facilities Planning | 980 E. Tahquitz Cyn Way, Palm Springs, CA 92262 Phone: 760-416-6117 |
| Natomas USD | Jen Mellor, Director Facilities and Strategic Planning | 1901 Arena Blvd, Sacramento, CA 95834 916-567-5468 |
| William S. Hart Union High SD | Michael Otakva Director of Facilities, Planning & Constr. or Karen Bladen, Supervisor of Fac Acctng | 21380 Centre Pointe Parkway Santa Clarita, CA 91350 Phone: 661-259-0033 |
| Jurupa Unified | Trenton T. Hansen, Ph.D. Superintendent or Robin Griffin, Director of Facilities | 4850 Pedley Rd Jurupa Valley, CA 92509 Phone: 951-361-6571 |
| San Juan USD | Frank Camarda, Assistant Superintendent, Facilities and Transportation | 6135 Sutter Ave Carmichael, CA 95608 Phone: 916-971-5741 |
| Placer Union High SD | Peter Efstathiou, Assistant Superintendent Administrative Services | 13000 New Airport Rd Auburn, CA 95603 Phone: 530-886-4400 |
| Lake Elsinore USD | James Judziewicz Assistant Superintendent, Facilities & Operations | 545 Chaney St Lake Elsinore, CA 92530 Phone: 951-253-7015 |
| Weed UESD | Jon Ray Superintendent | 575 White Ave Weed, CA 96094 Phone: 530-938-6103 |



PROPOSED FEE

Hancock Park & DeLong Inc.'s fee* for services is as follows:

| SERVICE | FEE |
|---|---------------------------|
| A. Update eligibility for new construction funding on districtwide basis | \$3,500 ^[a] |
| B. Update modernization eligibility at a school site: | |
| Elementary schools | \$550 |
| Middle schools | \$925 |
| High schools | \$1,110 |
| C. Completion and submittal of application for modernization funding | \$3,500 |
| Completion and submittal of application for new construction funding | \$4,500 |
| Completion and submittal of application for Career Technical Education Facilities Program (CTEFP) funding | \$2,500 |
| Completion and submittal of new construction or modernization application for Preschool, Transitional Kindergarten & Full-Day Kindergarten Facilities Grant Program (Early Ed Program) | \$2,000 |
| (Fee is for each application above) | |
| D. Completion and submittal of application for facility hardship rehab funding | \$18,000 |
| Completion and submittal of application for facility hardship replacement funding | \$25,000 |
| (Fee is for each application and includes Service G & 4 hours of meetings) | |
| E. Completion and submittal of application for financial hardship assistance | \$175/hr ^[b] |
| F. State grant application review and accountability tasks (update cost estimates, respond to OPSC letters, prepare fund release requests, complete expenditure report packages, & assistance with audit) | \$175/hr ^[b,c] |
| G. Prepare CDE School Facility Program (SFP), CTEFP and Early Ed Program modernization (not replacement-in-kind projects) plan approvals requests | \$3,500 |
| Prepare CDE SFP, CTEFP and Early Ed Program new construction or modernization replacement-in-kind plan approvals requests (Fee is for each application above) | \$4,500 |
| H. Governmental relations—state agency updates | \$0 |
| I. Attend virtual or in-person governing board, Citizen Oversight Committee, or district meetings. | \$175/hr |

^[a] If the District is unable to provide specific information on the approved developments within the District's boundaries, if any, Consultant will provide these services at a rate of \$175 per hour. Data needed is copy of approved tentative and/or final maps, approval and expiration dates of maps, date permits pulled and number of permits pulled per tract map.

^[b] District agrees to pay the Consultant \$175 per hour for the services noted above.

^[c] It is estimated these services would not exceed \$2,000 depending on the size of the projects and depth of state audits, if any.

ADDITIONAL COSTS

Any direct travel, meals, and lodging costs, when such expenses are incurred at the request of the client, will be billed at direct cost without mark-up. There are no additional costs unless expressly requested.

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

June 21, 2023

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

Dear Mr. Bennett,

I am pleased to provide Lowell Joint School District with a proposal for School Facilities Support, Services for PM/ Measure LL Support. July 1, 2023 – June 30, 2024. Not to exceed \$125,000.00.

Schedule Billing:

| | | |
|-----|-----------------------------------|-------------|
| 30% | July 1, 2023 – September 30, 2023 | \$37,500.00 |
| 30% | Oct 1, 2023 - Dec 30, 2023 | \$37,500.00 |
| 30% | Jan 1, 2024 – March 30, 2024 | \$37,500.00 |
| 10% | April 1, 2024 – June 30, 2024 | \$12,500.00 |

Sincerely,



Kurt Hauffe
President
Hauffe Company Inc.

LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 06/26/2023

FROM 05/01/2023 TO 05/31/2023

| <u>PO NUMBER</u> | <u>VENDOR</u> | <u>PO TOTAL</u> | <u>ACCOUNT AMOUNT</u> | <u>ACCOUNT NUMBER</u> | <u>OBJECT DESCRIPTION</u> |
|------------------|--------------------------------|-----------------|-----------------------|-----------------------|------------------------------|
| S99B0051 | GOVCONNECTION INC. | 6,854.37 | 6,854.37 | 2100000025 4400 | Non Capitalized Equipment |
| S99F0096 | QUIEL SCHOOL SIGNS | 56,479.04 | 56,479.04 | 4000000015 6200 | Bldg & Improvement of Bldg |
| S99F0097 | DECKER EQUIPMENT | 2,763.47 | 2,763.47 | 0100000098 4400 | Non Capitalized Equipment |
| S99F0098 | ICS SERVICE COMPANY | 327.00 | 327.00 | 0100000089 5630 | Repairs or Maintenance |
| S99F0099 | ICS SERVICE COMPANY | 479.60 | 479.60 | 0100000089 5630 | Repairs or Maintenance |
| S99M0343 | AMERICAN EXPRESS | 1,976.91 | 1,976.91 | 0100000317 5200 | Travel and Conferences |
| S99M0358 | AMERICAN EXPRESS | 2,500.00 | 2,500.00 | 0100000317 5200 | Travel and Conferences |
| S99M0359 | AMERICAN EXPRESS | 392.09 | 392.09 | 0100000317 4300 | Materials and Supplies |
| S99M0361 | AMERICAN EXPRESS | 300.00 | 300.00 | 0100000317 5200 | Travel and Conferences |
| S99M0363 | AMERICAN EXPRESS | 571.25 | 571.25 | 0100000317 5200 | Travel and Conferences |
| S99M0364 | AMERICAN EXPRESS | 830.94 | 830.94 | 0100000317 5200 | Travel and Conferences |
| S99M0370 | AMERICAN EXPRESS | 201.78 | 201.78 | 0100000108 5633 | Repairs/Tools |
| S99R0485 | F.M. THOMAS AIR CONDITIONING | 2,178.25 | 2,178.25 | 0100000096 5630 | Repairs or Maintenance |
| S99R0491 | AMERICAN TIME | 1,055.52 | 1,055.52 | 0100000092 4300 | Materials and Supplies |
| S99R0493 | ELITE AIR CONDITIONING INC | 18,650.00 | 18,650.00 | 1400000009 6500 | Equipment Replacement |
| S99R0499 | CA DEPARTMENT OF JUSTICE | 672.00 | 672.00 | 0100000317 5800 | Prof/ConsultingServ&Oper Exp |
| S99R0500 | TURF STAR INC. | 2,462.76 | 2,462.76 | 0100000108 5630 | Repairs or Maintenance |
| S99R0501 | GRAINGER | 58.59 | 58.59 | 0100000091 4300 | Materials and Supplies |
| S99R0513 | TURF STAR INC. | 2,365.52 | 2,365.52 | 0100000108 5630 | Repairs or Maintenance |
| S99R0516 | ENCORE PIANO MOVING OF SO CALI | 500.00 | 500.00 | 0100000098 5800 | Prof/ConsultingServ&Oper Exp |
| S99R0524 | ADVANCED CHEMICAL TRANSPORT | 2,969.30 | 2,969.30 | 0100000125 5800 | Prof/ConsultingServ&Oper Exp |
| S99R0525 | IMAGE APPAREL FOR BUSINESS | 331.96 | 331.96 | 0100000098 5895 | Uniforms |
| S99T0081 | MONOPRICE INC. | 1,603.86 | 1,603.86 | 010058004 4300 | Materials and Supplies |

**LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 06/26/2023**

FROM 05/01/2023 TO 05/31/2023

| <u>PO NUMBER</u> | <u>VENDOR</u> | <u>PO TOTAL</u> | <u>ACCOUNT AMOUNT</u> | <u>ACCOUNT NUMBER</u> | <u>OBJECT DESCRIPTION</u> |
|----------------------------------|---------------|-----------------|-----------------------|-----------------------|---------------------------|
| Fund 01 Total: | | 24,540.80 | | | |
| Fund 14 Total: | | 18,650.00 | | | |
| Fund 21 Total: | | 6,854.37 | | | |
| Fund 40 Total: | | 56,479.04 | | | |
| Total Amount of Purchase Orders: | | 106,524.21 | | | |

LOWELL JOINT SD
Consolidated Check Register
 from 5/1/2023 to 5/31/2023

| Check | Payee ID | Payee Name | Reference | Subs | Check Date | Cancel Date | Type | Status | Check Amount |
|-------------|----------|--------------------------------|------------------|------|------------|-------------|------|--------|--------------|
| 99 00003406 | F9900052 | PDQ EQUIPMENT RENTAL | 780097 | OH | 05/01/2023 | | MW | IS | 1,517.28 |
| 99 00003407 | F9900053 | PEST OPTION INC. | 422083 | OH | 05/01/2023 | | MW | IS | 290.00 |
| 99 00003408 | U9900004 | SOUTHERN CALIFORNIA EDISON | 0322041923 | OH | 05/01/2023 | | MW | IS | 8,423.01 |
| 99 00003409 | U9900005 | SOUTHERN CALIFORNIA GAS CO | 0321041923 | OH | 05/01/2023 | | MW | IS | 1,118.58 |
| 99 00003410 | F9900037 | HUNTINGTON HARDWARE CO. INC. | 1293686-01 | OH | 05/01/2023 | | MW | IS | 13,528.90 |
| 99 00003411 | I9900002 | BYRON FERGUSON DBA ALL AMERICA | 1010 RS SPRTS | OH | 05/03/2023 | | MW | IS | 480.00 |
| 99 00003412 | V9903531 | DAVIS, SUMMER | APR 2023 CNTRCT | OH | 05/03/2023 | | MW | IS | 1,512.00 |
| 99 00003413 | V9903586 | HENSLEY, SHARON | APR 2023 CARE | OH | 05/03/2023 | | MW | IS | 3,000.00 |
| 99 00003414 | V9900161 | RMH DANCE & PRODUCTIONS | 042223LJSD | OH | 05/03/2023 | | MW | IS | 9,560.00 |
| 99 00003415 | V9903485 | TAKACS, LINDA | APR 2023 TCHR | OH | 05/03/2023 | | MW | IS | 3,500.00 |
| 99 00003416 | V9903559 | ELITE AIR CONDITIONING INC | PAY 1-HVAC DO | OH | 05/03/2023 | | MW | IS | 8,872.50 |
| 99 00003417 | F9900014 | BUG FLIP | 65450 | OH | 05/04/2023 | | MW | IS | 495.00 |
| 99 00003418 | V9903376 | GoTo Communications Inc. | IN7101944688 | OH | 05/04/2023 | | MW | IS | 4,678.34 |
| 99 00003419 | V9903583 | MORALES, OMAR | RS BYS SCCR 22-2 | OH | 05/04/2023 | | MW | IS | 700.00 |
| 99 00003420 | V9903576 | MORALES, RYAN | RS BYS SCCR 22-3 | OH | 05/04/2023 | | MW | IS | 700.00 |
| 99 00003421 | I9903328 | RUSSELL, EILEEN | APR 23 OLITA | OH | 05/04/2023 | | MW | IS | 125.00 |
| 99 00003422 | U9900004 | SOUTHERN CALIFORNIA EDISON | 0324042323 | OH | 05/04/2023 | | MW | IS | 1,569.28 |
| 99 00003423 | U9900008 | T-MOBILE | 0321042023 | OH | 05/04/2023 | | MW | IS | 164.92 |
| 99 00003424 | V9903577 | TARELO, BRYAN | RS BYS SCR 22-23 | OH | 05/04/2023 | | MW | IS | 700.00 |
| 99 00003425 | U9900010 | WARE DISPOSAL | 1222396 | OH | 05/04/2023 | | MW | IS | 10,688.05 |
| 99 00003426 | V9903616 | SCHOLASTIC THE TEACHERS STORE | 48681192 | OH | 05/04/2023 | | MW | IS | 176.88 |
| 99 00003427 | V9903352 | ACTIVE EDUCATION | 2292 | OH | 05/05/2023 | | MW | IS | 16,821.00 |
| 99 00003428 | E9900022 | ARIANA CAZARES | ARTSUPPLIES | OH | 05/05/2023 | | MW | IS | 267.78 |
| 99 00003429 | V9900020 | ATKINSON ANDELSON LOYA RUUD & | 678470 | OH | 05/05/2023 | | MW | IS | 670.00 |
| 99 00003430 | V9903626 | BRENDA ALLSTUN | FRENCHHORN1 | OH | 05/05/2023 | | MW | IS | 500.00 |
| 99 00003431 | V9900028 | BUENA PARK PLAQUE & TROPHY | 25425 | OH | 05/05/2023 | | MW | IS | 215.50 |
| 99 00003432 | V9903553 | CA DEPARTMENT OF JUSTICE | BE005488379 | OH | 05/05/2023 | | MW | RV | 2,604.60 |
| 99 00003433 | V9903311 | CASE PARTS COMPANY | 3168609 | OH | 05/05/2023 | | MW | IS | 39.53 |
| 99 00003434 | V9903623 | Certified Transportation Servi | 01-188920 | OH | 05/05/2023 | | MW | IS | 2,323.00 |
| 99 00003435 | E9903244 | CRISTIAN BOGDAN | MILEAGE | OH | 05/05/2023 | | MW | IS | 38.73 |
| 99 00003436 | V9903202 | CURRICULUM ASSOCIATES | 90737908 | OH | 05/05/2023 | | MW | IS | 443.33 |
| 99 00003437 | V9903613 | FREEDOM SCIENTIFIC BLV GROUP L | STDINV566710 | OH | 05/05/2023 | | MW | IS | 3,439.83 |
| 99 00003438 | V9900077 | FULLERTON SCHOOL DISTRICT | 22SI1041 | OH | 05/05/2023 | | MW | IS | 1,467.80 |
| 99 00003439 | E9900221 | JENNIFER JACKSON | DONUTS 512023 | OH | 05/05/2023 | | MW | IS | 32.90 |

LOWELL JOINT SD
Consolidated Check Register
 from 5/1/2023 to 5/31/2023

| Check | Payee ID | Payee Name | Reference | Subs | Check Date | Cancel Date | Type | Status | Check Amount |
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| 99 00003440 | E9900084 | JIM COOMBS | VARIOUS- | OH | 05/05/2023 | | MW | IS | 289.56 |
| 99 00003441 | V9903627 | JNL GLOBAL CO | 12651 | OH | 05/05/2023 | | MW | IS | 6,600.00 |
| 99 00003442 | E9900087 | JOHN ZAPPULLA | MILEAGE | OH | 05/05/2023 | | MW | IS | 81.63 |
| 99 00003443 | E9900252 | JULIEANNE ALLEN | GIFTBAGS52023 | OH | 05/05/2023 | | MW | IS | 26.88 |
| 99 00003444 | V9903625 | KNOTTS BERRY FARM | 043RC9972327 | OH | 05/05/2023 | | MW | IS | 3,697.00 |
| 99 00003445 | V9900123 | MONOPRICE INC. | 23299940 | OH | 05/05/2023 | | MW | IS | 348.05 |
| 99 00003446 | V9900125 | MYSTERY SCIENCE | 220374 | OH | 05/05/2023 | | MW | IS | 1,395.00 |
| 99 00003447 | F9900054 | PLUMBING WHOLESALE OUTLET | S100670567.001 | OH | 05/05/2023 | | MW | IS | 97.94 |
| 99 00003448 | V9900161 | RMH DANCE & PRODUCTIONS | 041423RSI | OH | 05/05/2023 | | MW | IS | 1,000.00 |
| 99 00003449 | V9903628 | RONICA DIXON | 05032023 | OH | 05/05/2023 | | MW | IS | 3,000.00 |
| 99 00003450 | E9900189 | SHERYL MCDONALD | BOOKS 4202023 | OH | 05/05/2023 | | MW | IS | 183.07 |
| 99 00003451 | U9900005 | SOUTHERN CALIFORNIA GAS CO | 0322042023 | OH | 05/05/2023 | | MW | IS | 490.22 |
| 99 00003452 | U9900006 | SUBURBAN WATER SYSTEMS | 180051883659 | OH | 05/05/2023 | | MW | IS | 7,905.18 |
| 99 00003453 | F9900059 | THE HOME DEPOT PRO INSTITUTION | 742241920 | OH | 05/05/2023 | | MW | IS | 3,295.92 |
| 99 00003454 | F9900069 | WALTERS WHOLESALE ELECTRIC | S122695045.001 | OH | 05/05/2023 | | MW | IS | 857.04 |
| 99 00003455 | V9903352 | ACTIVE EDUCATION | 2293 | OH | 05/05/2023 | | MW | IS | 5,460.62 |
| 99 00003456 | V9903521 | YMCA OF ORANGE COUNTY | MAR23ELOPPGR | OH | 05/05/2023 | | MW | IS | 35,511.19 |
| 99 00003457 | V9903605 | COASTLINE TERMITE & PEST CONTR | 29224 | OH | 05/08/2023 | | MW | IS | 595.00 |
| 99 00003458 | V9903445 | MUCKENTHALER CULTURAL CENTER F | 1720REVISED | OH | 05/08/2023 | | MW | IS | 49,148.00 |
| 99 00003459 | B9990004 | APPLIED BEST PRACTICES | 28175 | OH | 05/08/2023 | | MW | IS | 2,475.00 |
| 99 00003460 | B9990010 | ERICKSON-HALL CONSTRUCTION | PAY APP 12 | OH | 05/08/2023 | | MW | IS | 117,606.28 |
| 99 00003461 | B9990011 | GHATAODE BANNON ARCHITECTS | 5246 | OH | 05/08/2023 | | MW | IS | 20,783.55 |
| 99 00003462 | B9990013 | HAUFFE COMPANY | 463 | OH | 05/08/2023 | | MW | IS | 20,608.00 |
| 99 00003463 | V9900036 | CDW GOVERNMENT INC. | HZ37622 | OH | 05/09/2023 | | MW | IS | 99.45 |
| 99 00003464 | V9900053 | DATA IMPRESSIONS | 21940-IN | OH | 05/09/2023 | | MW | IS | 13,166.85 |
| 99 00003465 | V9900071 | FED EX | 4802962953 | OH | 05/09/2023 | | MW | IS | 128.02 |
| 99 00003466 | F9900011 | BEST LAWNMOWER INC. | 108248 | OH | 05/10/2023 | | MW | IS | 1,026.38 |
| 99 00003467 | F9900033 | GLASBY MAINTENANCE SUPPLY | 333137A | OH | 05/10/2023 | | MW | IS | 19,812.19 |
| 99 00003468 | F9900040 | JAMES HARDWARE COMPANY | 2304-049822 | OH | 05/10/2023 | | MW | IS | 483.56 |
| 99 00003469 | F9900057 | SOUTHEAST CONSTRUCTION PRODUCT | 2304-234006 | OH | 05/10/2023 | | MW | IS | 212.95 |
| 99 00003470 | N9900015 | Continental Sales | APRIL23 | OH | 05/10/2023 | | MW | IS | 10,030.15 |
| 99 00003471 | N9900004 | DRIFTWOOD DAIRY | APRIL23 | OH | 05/10/2023 | | MW | IS | 12,951.83 |
| 99 00003472 | N9900007 | GOLD STAR FOODS | APRIL23 | OH | 05/10/2023 | | MW | IS | 30,849.30 |
| 99 00003473 | N9900013 | SOUTHERN CALIFORNIA PIZZA | APRIL23 | OH | 05/10/2023 | | MW | IS | 12,924.40 |

LOWELL JOINT SD
Consolidated Check Register
 from 5/1/2023 to 5/31/2023

| Check | Payee ID | Payee Name | Reference | Subs | Check Date | Cancel Date | Type | Status | Check Amount |
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| 99 00003474 | V9900010 | ALLIANCE OF SCHOOLS FOR COOPER | MAY23VLIFBU | OH | 05/11/2023 | | MW | IS | 1,325.13 |
| 99 00003475 | V9900010 | ALLIANCE OF SCHOOLS FOR COOPER | MAY23VSR | OH | 05/11/2023 | | MW | IS | 6,297.29 |
| 99 00003476 | F9900033 | GLASBY MAINTENANCE SUPPLY | 332564A | OH | 05/11/2023 | | MW | IS | 4,216.26 |
| 99 00003477 | E9900221 | JENNIFER JACKSON | SCHLS2WTCH | OH | 05/11/2023 | | MW | IS | 597.54 |
| 99 00003478 | U9900004 | SOUTHERN CALIFORNIA EDISON | 0405050323 | OH | 05/11/2023 | | MW | IS | 7,685.00 |
| 99 00003479 | U9900005 | SOUTHERN CALIFORNIA GAS CO | 0329042723 | OH | 05/11/2023 | | MW | IS | 608.48 |
| 99 00003480 | U9900006 | SUBURBAN WATER SYSTEMS | 180032282937 | OH | 05/11/2023 | | MW | IS | 1,801.38 |
| 99 00003481 | V9900010 | ALLIANCE OF SCHOOLS FOR COOPER | MAY23VSR | OH | 05/11/2023 | | MW | IS | 13.55 |
| 99 00003482 | V9900008 | ADMINISTRATIVE SERV. CO-OP | 16241 | OH | 05/12/2023 | | MW | IS | 13,584.88 |
| 99 00003483 | VOID.CONTI | VOID - Continued Stub | CONTINUE | OH | 05/12/2023 | | VM | VD | 0.00 |
| 99 00003484 | V9900013 | AMERICAN EXPRESS | WLH048892 | OH | 05/12/2023 | | MW | IS | 22,305.43 |
| 99 00003485 | E9903244 | CRISTIAN BOGDAN | MILEAGE | OH | 05/12/2023 | | MW | IS | 14.31 |
| 99 00003486 | S9990002 | GALLAGHER PEDIATRIC THERAP | 10604 | OH | 05/12/2023 | | MW | IS | 1,029.19 |
| 99 00003487 | V9903303 | iPRINT TECHNOLOGIES | 1027720 | OH | 05/12/2023 | | MW | IS | 200.67 |
| 99 00003488 | E9900084 | JIM COOMBS | COOKIESFLRS315 | OH | 05/12/2023 | | MW | IS | 191.83 |
| 99 00003489 | E9900087 | JOHN ZAPPULLA | MILEAGE | OH | 05/12/2023 | | MW | IS | 64.62 |
| 99 00003490 | V9900095 | JONES SCHOOL SUPPLY COMPANY | 1958263 | OH | 05/12/2023 | | MW | IS | 130.66 |
| 99 00003491 | V9900098 | KIDS DISCOVER | 100162491-1 | OH | 05/12/2023 | | MW | IS | 144.00 |
| 99 00003492 | V9903622 | KWORLD USA COMPUTER INC | 0056691-JIN | OH | 05/12/2023 | | MW | IS | 1,116.00 |
| 99 00003493 | V9900104 | LEADER SERVICES | CDS6238 | OH | 05/12/2023 | | MW | IS | 1,545.69 |
| 99 00003494 | V9900123 | MONOPRICE INC. | 23369049 | OH | 05/12/2023 | | MW | IS | 2,264.74 |
| 99 00003495 | V9900129 | NCS PEARSON INC. | 21721600 | OH | 05/12/2023 | | MW | IS | 583.28 |
| 99 00003496 | V9900130 | NIC PARTNERS INC. | 55277 | OH | 05/12/2023 | | MW | IS | 19,990.99 |
| 99 00003497 | V9903367 | OAK HALL INDUSTRIES L.P. | 4456683 | OH | 05/12/2023 | | MW | IS | 4,579.30 |
| 99 00003498 | E9900172 | RHONDA OVERBY | ACSA-JAN CUE- | OH | 05/12/2023 | | MW | IS | 492.98 |
| 99 00003499 | E9900189 | SHERYL MCDONALD | BOOKS,LD RSHIP/ | OH | 05/12/2023 | | MW | IS | 172.48 |
| 99 00003500 | E9900199 | SYLVIA BEHURA | CLE CONF3/9-3/11 | OH | 05/12/2023 | | MW | IS | 165.53 |
| 99 00003501 | V9903612 | THE ELD EXPERTS MONARCH | 06223-VKCM | OH | 05/12/2023 | | MW | IS | 2,354.94 |
| 99 00003502 | V9900013 | AMERICAN EXPRESS | TPT 04242023 | OH | 05/12/2023 | | MW | IS | 1,323.90 |
| 99 00003503 | V9900008 | ADMINISTRATIVE SERV. CO-OP | 16356 | OH | 05/15/2023 | | MW | IS | 13,212.40 |
| 99 00003504 | V9900010 | ALLIANCE OF SCHOOLS FOR COOPER | MAY23DDR | OH | 05/15/2023 | | MW | IS | 29,566.95 |
| 99 00003505 | S9990001 | BEHAVIOR AND EDUCATION INC | 6030959 | OH | 05/15/2023 | | MW | IS | 7,840.00 |
| 99 00003506 | F9900014 | BUG FLIP | 66619 | OH | 05/15/2023 | | MW | IS | 395.00 |
| 99 00003507 | F9900015 | CANNINGS HARDWARE LA HABRA | 495759 | OH | 05/15/2023 | | MW | IS | 19.03 |

LOWELL JOINT SD
Consolidated Check Register
 from 5/1/2023 to 5/31/2023

| Check | Payee ID | Payee Name | Reference | Subs | Check Date | Cancel Date | Type | Status | Check Amount |
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| 99 00003508 | S9990002 | GALLAGHER PEDIATRIC THERAP | 10677 | OH | 05/15/2023 | | MW | IS | 1,268.21 |
| 99 00003509 | V9903420 | Granite Telecommunications LLC | 600922554 | OH | 05/15/2023 | | MW | IS | 1,403.36 |
| 99 00003510 | F9900038 | ICS SERVICE COMPANY | 37332 | OH | 05/15/2023 | | MW | IS | 6,662.31 |
| 99 00003511 | V9900088 | IMPERIAL BAND INSTRUMENTS | 77633 | OH | 05/15/2023 | | MW | IS | 190.53 |
| 99 00003512 | V9903303 | iPRINT TECHNOLOGIES | 1021718 | OH | 05/15/2023 | | MW | IS | 140.03 |
| 99 00003513 | E9900089 | JULIE MAYHEW | SCHLS2WCH39311 | OH | 05/15/2023 | | MW | IS | 500.61 |
| 99 00003514 | U9900003 | MCI A VERIZON COMPANY | 409098576 | OH | 05/15/2023 | | MW | IS | 15.68 |
| 99 00003515 | V9903619 | PAR INC | IN-00198716 | OH | 05/15/2023 | | MW | IS | 337.99 |
| 99 00003516 | F9900053 | PEST OPTION INC. | 423687 | OH | 05/15/2023 | | MW | IS | 951.01 |
| 99 00003517 | F9900060 | THE SHERWIN-WILLIAMS CO. | 5568-1 | OH | 05/15/2023 | | MW | IS | 249.14 |
| 99 00003518 | V9903352 | ACTIVE EDUCATION | 2318 | OH | 05/15/2023 | | MW | IS | 5,460.62 |
| 99 00003519 | V9903631 | CHRISTINA LOPEZ | 05082023 | OH | 05/15/2023 | | MW | IS | 292.10 |
| 99 00003520 | V9900010 | ALLIANCE OF SCHOOLS FOR COOPER | MAY23DDR | OH | 05/15/2023 | | MW | IS | 65.22 |
| 99 00003521 | V9900002 | A & D TRANSPORTATION L.P. | 12678 | OH | 05/16/2023 | | MW | IS | 375.00 |
| 99 00003522 | V9900015 | APPLE INC. | AL23220897 | OH | 05/16/2023 | | MW | IS | 1,215.65 |
| 99 00003523 | V9900023 | BAUDVILLE | 4035918 | OH | 05/16/2023 | | MW | IS | 309.91 |
| 99 00003524 | V9900201 | BSN SPORTS LLC dba US GAMES | 921206757 | OH | 05/16/2023 | | MW | IS | 892.25 |
| 99 00003525 | V9903553 | CA DEPARTMENT OF JUSTICE | 653576 | OH | 05/16/2023 | | MW | IS | 672.00 |
| 99 00003526 | E9900051 | DAVID BENNETT | CASBO 45-472023 | OH | 05/16/2023 | | MW | IS | 113.81 |
| 99 00003527 | V9900056 | DELTA DENTAL OF CALIFORNIA | BE005488379 | OH | 05/16/2023 | | MW | IS | 2,412.60 |
| 99 00003528 | F9900027 | EAST WHITTIER GLASS & MIRROR | 19231 | OH | 05/16/2023 | | MW | IS | 467.00 |
| 99 00003529 | V9903600 | EDUPARTS | INV-000017273 | OH | 05/16/2023 | | MW | IS | 28.73 |
| 99 00003530 | F9900031 | F.M. THOMAS AIR CONDITIONING | 45172 | OH | 05/16/2023 | | MW | IS | 2,178.25 |
| 99 00003531 | E9900253 | FRANK MARRONE | CUE316-3182023 | OH | 05/16/2023 | | MW | IS | 140.35 |
| 99 00003532 | V9900076 | FULLERTON JOINT UNION HS DIST | 70SI0202 | OH | 05/16/2023 | | MW | IS | 1,089.76 |
| 99 00003533 | E9900159 | PAOLO ANDRES | CUE316-3182023 | OH | 05/16/2023 | | MW | IS | 48.91 |
| 99 00003534 | U9900006 | SUBURBAN WATER SYSTEMS | 180051889364 | OH | 05/16/2023 | | MW | IS | 1,098.01 |
| 99 00003535 | E9900214 | WHITNEY TAKACS | VARIOUS 532023 | OH | 05/16/2023 | | MW | IS | 120.96 |
| 99 00003536 | V9903498 | ECONO FENCE INC | 5574 | OH | 05/16/2023 | | MW | IS | 1,890.00 |
| 99 00003537 | U9900004 | SOUTHERN CALIFORNIA EDISON | 0410050823 | OH | 05/17/2023 | | MW | IS | 3,126.51 |
| 99 00003538 | B9990011 | GHATAODE BANNON ARCHITECTS | 5314 | OH | 05/17/2023 | | MW | IS | 22,183.50 |
| 99 00003539 | B9990011 | GHATAODE BANNON ARCHITECTS | 5312 | OH | 05/17/2023 | | MW | IS | 16,872.80 |
| 99 00003540 | B9990011 | GHATAODE BANNON ARCHITECTS | 5313 | OH | 05/17/2023 | | MW | IS | 4,221.00 |
| 99 00003541 | B9990013 | HAUFFE COMPANY | 464 | OH | 05/17/2023 | | MW | IS | 10,752.00 |

LOWELL JOINT SD
Consolidated Check Register
 from 5/1/2023 to 5/31/2023

| Check | Payee ID | Payee Name | Reference | Subs | Check Date | Cancel Date | Type | Status | Check Amount |
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| 99 00003542 | B9900013 | HAUFFE COMPANY | 465 | OH | 05/17/2023 | | MW | IS | 7,168.00 |
| 99 00003543 | V9903637 | ALEXANDRA DAVILA | 051623REIMB | OH | 05/18/2023 | | MW | IS | 61.74 |
| 99 00003544 | V9903634 | ANNETTE AGUILLON | 051623REIMB | OH | 05/18/2023 | | MW | IS | 15.99 |
| 99 00003545 | V9903554 | BOSWELL, KURTIS | JAN-FEB CNTRCT | OH | 05/18/2023 | | MW | IS | 805.00 |
| 99 00003546 | I9900002 | BYRON FERGUSON DBA ALL AMERICA | 1011 -RS | OH | 05/18/2023 | | MW | IS | 360.00 |
| 99 00003547 | V9903305 | CARTY, LYN | 051623REIMB2 | OH | 05/18/2023 | | MW | IS | 508.48 |
| 99 00003548 | U9900002 | FRONTIER | 0510060923 | OH | 05/18/2023 | | MW | IS | 55.79 |
| 99 00003549 | V9903635 | JESSICA SOBER | 051623REIMB | OH | 05/18/2023 | | MW | IS | 204.65 |
| 99 00003550 | E9900093 | KAITLYN CAMPBELL | 051623REIMB | OH | 05/18/2023 | | MW | IS | 50.49 |
| 99 00003551 | E9900098 | KARI DANIEL | 051623REIMB2 | OH | 05/18/2023 | | MW | IS | 159.71 |
| 99 00003552 | E9900105 | KELLY HIGGINS | 051623REIMB | OH | 05/18/2023 | | MW | IS | 87.75 |
| 99 00003553 | E9900149 | MICHELLE VANDERLEE | 051623REIMB | OH | 05/18/2023 | | MW | IS | 202.99 |
| 99 00003554 | V9903419 | NANCY KEMP | IV 1 CNTRCT SVC | OH | 05/18/2023 | | MW | IS | 750.00 |
| 99 00003555 | V9903412 | NATALY BENTON | 051623REIMB | OH | 05/18/2023 | | MW | IS | 204.00 |
| 99 00003556 | V9903636 | RILEY FISCUS | 051623REIMB | OH | 05/18/2023 | | MW | IS | 53.97 |
| 99 00003557 | V9903330 | SCHOLASTIC | 614548059-782246 | OH | 05/18/2023 | | MW | IS | 322.17 |
| 99 00003558 | U9900004 | SOUTHERN CALIFORNIA EDISON | 0412051023 | OH | 05/18/2023 | | MW | IS | 3,721.95 |
| 99 00003559 | U9900005 | SOUTHERN CALIFORNIA GAS CO | 0410050923 | OH | 05/18/2023 | | MW | IS | 638.40 |
| 99 00003560 | V9900180 | SPARKLETT | 15734879050723 | OH | 05/18/2023 | | MW | IS | 206.33 |
| 99 00003561 | U9900008 | T-MOBILE | 0404050323 | OH | 05/18/2023 | | MW | IS | 31.00 |
| 99 00003562 | I9900011 | TRINIDAD, GINA | S99X0022-APR- | OH | 05/18/2023 | | MW | IS | 975.11 |
| 99 00003563 | E9900218 | YUMI YAMAMOTO | 051623REIMB | OH | 05/18/2023 | | MW | IS | 105.88 |
| 99 00003564 | V9903399 | CALIFORNIA DEPT OF SOCIAL SERV | MACYPRESCH_FE | OH | 05/18/2023 | | MW | IS | 968.00 |
| 99 00003565 | V9900020 | ATKINSON ANDELSON LOYA RUUD & | 680943 APR 2023 | OH | 05/19/2023 | | MW | IS | 7,878.75 |
| 99 00003566 | F9900038 | ICS SERVICE COMPANY | 37451 | OH | 05/19/2023 | | MW | IS | 571.27 |
| 99 00003567 | V9903291 | JEANETTE TREVINO | 05152023 | OH | 05/19/2023 | | MW | IS | 27.90 |
| 99 00003568 | V9903595 | LAGUNA CLAY COMPANY | SI94481 | OH | 05/19/2023 | | MW | IS | 4,800.40 |
| 99 00003569 | V9900134 | OCDE | 94SI4358 | OH | 05/19/2023 | | MW | IS | 900.00 |
| 99 00003570 | V9900134 | OCDE | 94SI4215 | OH | 05/19/2023 | | MW | IS | 7,600.00 |
| 99 00003571 | V9903591 | U-Haul | 5402642286 | OH | 05/22/2023 | | MW | IS | 279.16 |
| 99 00003572 | V9903347 | BREAKOUT INC. | 45293 | OH | 05/23/2023 | | MW | IS | 1,499.00 |
| 99 00003573 | V9903335 | CONSTANT CONTACT INC. | O5SOWEBBB11123 | OH | 05/23/2023 | | MW | IS | 452.25 |
| 99 00003574 | V9900084 | HOUGHTON MIFFLIN HARCOURT | 955807792 | OH | 05/23/2023 | | MW | IS | 2,401.77 |
| 99 00003575 | F9900038 | ICS SERVICE COMPANY | 37450 | OH | 05/23/2023 | | MW | IS | 806.60 |

LOWELL JOINT SD
Consolidated Check Register
 from 5/1/2023 to 5/31/2023

| Check | Payee ID | Payee Name | Reference | Subs | Check Date | Cancel Date | Type | Status | Check Amount |
|-------------|----------|--------------------------------|------------------|------|------------|-------------|------|--------|--------------|
| 99 00003576 | E9900084 | JIM COOMBS | STRBCKS 5-9-2023 | OH | 05/23/2023 | | MW | IS | 65.27 |
| 99 00003577 | V9900103 | LAKESHORE LEARNING MATERIALS | 677071051023 | OH | 05/23/2023 | | MW | IS | 234.22 |
| 99 00003578 | V9900144 | PRO-ED | 2988874 | OH | 05/23/2023 | | MW | IS | 96.20 |
| 99 00003579 | V9900024 | BEARCOM | 5554883 | OH | 05/23/2023 | | MW | IS | 680.77 |
| 99 00003580 | V9903259 | A-TECH CONSULTING INC | 231558 | OH | 05/23/2023 | | MW | IS | 48,030.00 |
| 99 00003581 | V9903352 | ACTIVE EDUCATION | 2317 | OH | 05/24/2023 | | MW | IS | 16,821.00 |
| 99 00003582 | U9900001 | CITY OF LA HABRA WATER DEPARTM | 0412051523 | OH | 05/24/2023 | | MW | IS | 2,036.08 |
| 99 00003583 | U9900004 | SOUTHERN CALIFORNIA EDISON | 0412051023A | OH | 05/24/2023 | | MW | IS | 6,950.47 |
| 99 00003584 | U9900005 | SOUTHERN CALIFORNIA GAS CO | 0413051223 | OH | 05/24/2023 | | MW | IS | 683.20 |
| 99 00003585 | R9900001 | BRENT ALLSMAN | JUNE2023 | OH | 05/25/2023 | | MW | IS | 603.64 |
| 99 00003586 | R9903247 | CAROLYN KANE | JUNE2023 | OH | 05/25/2023 | | MW | IS | 1,358.28 |
| 99 00003587 | F9900019 | CITY OF LA HABRA | LH23-539AR | OH | 05/25/2023 | | MW | IS | 2,380.27 |
| 99 00003588 | R9900014 | EDDY VEGA | JUNE2023 | OH | 05/25/2023 | | MW | IS | 603.64 |
| 99 00003589 | R9900007 | GAYLE ROGERS | JUNE2023 | OH | 05/25/2023 | | MW | IS | 269.02 |
| 99 00003590 | R9900015 | KATHRYN ALLSMAN | JUNE2023 | OH | 05/25/2023 | | MW | IS | 603.64 |
| 99 00003591 | R9900013 | MARGARET DUMADAG | JUNE2023 | OH | 05/25/2023 | | MW | IS | 603.64 |
| 99 00003592 | R9900009 | NANCY WHITE | JUNE2023 | OH | 05/25/2023 | | MW | IS | 1,358.28 |
| 99 00003593 | R9900010 | PENNY MAYERCHECK | JUNE2023 | OH | 05/25/2023 | | MW | IS | 1,358.28 |
| 99 00003594 | R9900011 | RONALD RANDOLPH | JUNE2023 | OH | 05/25/2023 | | MW | IS | 689.04 |
| 99 00003595 | R9900012 | SHELLEY MARKER | JUNE2023 | OH | 05/25/2023 | | MW | IS | 603.64 |
| 99 00003596 | V9900024 | BEARCOM | 5554368 | OH | 05/25/2023 | | MW | IS | 680.77 |
| 99 00003597 | F9900019 | CITY OF LA HABRA | LH23-539AR | OH | 05/25/2023 | | MW | IS | 175.13 |
| 99 00003598 | R9900002 | BRUCE PATTILLO | JUNE2023 | OH | 05/25/2023 | | MW | IS | 603.64 |
| 99 00003599 | V9900104 | LEADER SERVICES | 6274 | OH | 05/30/2023 | | MW | IS | 5,599.91 |
| 99 00003600 | V9903566 | MRS. NELSON'S BOOK COMPANY | 15956 | OH | 05/30/2023 | | MW | IS | 2,112.93 |
| 99 00003601 | U9900005 | SOUTHERN CALIFORNIA GAS CO | 0419051823 | OH | 05/30/2023 | | MW | IS | 525.48 |
| 99 00003602 | V9903521 | YMCA OF ORANGE COUNTY | APRIL23ELOPPGR | OH | 05/30/2023 | | MW | IS | 29,855.23 |
| 99 00003603 | U9900004 | SOUTHERN CALIFORNIA EDISON | 0420051823 | OH | 05/31/2023 | | MW | IS | 4,626.93 |
| 99 00003604 | U9900005 | SOUTHERN CALIFORNIA GAS CO | 0420051923 | OH | 05/31/2023 | | MW | IS | 206.85 |

Issued: 890,068.54
Reversed: 2,604.60

LOWELL JOINT SD
Consolidated Check Register
 from 5/1/2023 to 5/31/2023

| Check | Payee ID | Payee Name | Reference | Subs Check Date | Cancel Date | Type Status | Check Amount |
|-----------------------|----------|------------|-----------|-----------------|-------------|-------------|--------------|
| 99 Bank Total: | | | | | | | 892,673.14 |

Grand Total: 892,673.14

LOWELL JOINT SCHOOL DISTRICT
EMPLOYER-EMPLOYEE RELATIONS/PERSONNEL REPORT 2022/23 #12

June 26, 2023

I. CERTIFICATED EMPLOYEES

A. CHANGE OF STATUS 2023-2024**

| NAME | <u>EFFECTIVE DATE</u> | <u>END DATE</u> | SITE | COMMENTS |
|------------------|-----------------------|-----------------|------|--|
| Petersen, Kaycee | 08/14/2023 | 05/31/2024 | JO | Class 5/Step 1 Correction of EER #11 2022-2023 |

B. EXTRA DUTY PAY/STIPENDS 2023-2024**

| NAME | <u>EFFECTIVE DATE</u> | <u>END DATE</u> | SITE | COMMENTS |
|-------------------|-----------------------|-----------------|------|---|
| Castillo, Barbara | 07/01/2023 | 08/11/2023 | DO | Stipend for 10 days not to exceed \$3,750 for Professional Development and Planning. To be paid from ESSERIII Funds |
| Champion, Rebecca | 07/01/2023 | 08/11/2023 | DO | Stipend for 10 days not to exceed \$3,750 for Professional Development and Planning. To be paid from ESSERIII Funds |
| Brander, Holly | 07/01/2023 | 08/11/2023 | DO | Stipend for 10 days not to exceed \$3,750 for Professional Development and Planning. To be paid from ESSERIII Funds |

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

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

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

II. CLASSIFIED EMPLOYEES June 26, 2023

A. MONTHLY – GENERAL FUND

B. HOURLY – GENERAL FUND

| <u>NAME/ EMPLOYEE ID#</u> | <u>EFFECTIVE DATE</u> | <u>END DATE</u> | <u>RANGE/ STEP</u> | <u>SITE</u> | <u>COMMENTS</u> |
|-------------------------------|-----------------------|-----------------|------------------------|-------------|--|
| Alatorre, Brandon | 6/7/23 | 8/15/23 | R21/S01 | M&O | Day Custodian Substitute/Summer Assignment |
| Anaya, Arlene | 6/5/23 | 6/16/23 | R21/S01 | MA | ESY Instructional Aide/Summer School Assignment |
| Andrade, Rudy | 6/7/23 | 8/15/23 | R21/S01 | M&O | Day Custodian Substitute/Summer Assignment |
| Beiderwell, Alexis | 6/5/23 | 6/30/23 | R14/S01 | JO | Power Source Instructional Aide/Summer School Assignment |

| | | | | | |
|-----------------------------|---------|---------|----------------|-----|--|
| Belk, Juliette | 6/6/23 | 8/15/23 | R17/S01 | DO | Systems Aide - Technology/Summer Assignment |
| Berduo, Samuel | 6/5/23 | 8/15/23 | R21/S01 | M&O | Day Custodian Substitute/Summer Assignment |
| Bullard, April | 6/6/23 | 8/15/23 | R17/S01 | DO | Systems Aide - Technology/Summer Assignment |
| Cardenas, Eva | 6/5/23 | 6/30/23 | R14/S01 | JO | Power Source Instructional Aide/Summer School Assignment |
| Carr, Candice | 6/5/23 | 6/30/23 | R17/S01 | JO | Power Source Site Coordinator/Summer School Assignment |
| Carr, Candice | 7/19/23 | 6/30/23 | R17/S01 | EP | Power Up Coordinator/Summer School Assignment |
| Castro, Claudia | 6/5/23 | 6/30/23 | R14/S01 | JO | Power Source Instructional Aide/Summer School Assignment |
| Castro, Claudia | 7/19/23 | 7/19/23 | R15/S01 | EP | Power Up Health Tech/ Summer School Assignment |
| Castro, Jenny | 6/5/23 | 6/30/23 | R16/S04 | MA | ESY Instructional Aide/Summer School Assignment |
| Chavez, Diane Marie | 6/5/23 | 6/30/23 | NDA R01/S01 | JO | Noon Duty Aide/Summer School Assignment |
| Coombs, Tucker | 6/5/23 | 8/15/23 | R21/S01 | M&O | Day Custodian Substitute/Summer Assignment |
| Costello, Jennifer | 8/16/23 | | | MG | Increase Hours: SCW from 3.75 hours to 5 hours per day |
| Davis, Summer | 6/5/23 | 6/30/23 | R14/S01 | JO | Power Source Instructional Aide/Summer School Assignment |
| Del Orbe, Ruth | 6/5/23 | 6/30/23 | R14/S03 | RS | SCW-Central Kitchen/ Summer School Assignment |
| Espinoza, Sergio | 6/5/23 | 6/30/23 | R22/S08 | DO | Nutrition Services Driver/Summer School Assignment |
| Estrada Valencia, Elizabeth | 6/5/23 | 6/30/23 | R14/S07 | JO | Power Source Instructional Aide/Summer School Assignment |
| Estrada Valencia, Elizabeth | 7/19/23 | 8/2/23 | R14/S07 | EP | PowerUp Instructional Aide/Summer School Assignment |
| Flores, Maria | 6/5/23 | 6/30/23 | R15/S08 | MA | ESY Instructional Aide/Summer School Assignment |
| Flores, Victor | 6/5/23 | 6/30/23 | R16/S01 | MA | ESY Instructional Aide/Summer School Assignment |
| Francis, Annalisa | 7/20/23 | 8/2/23 | R23/S08 | EP | Power Up LVN/ Summer School Assignment |
| Garcia, Melissa | 7/19/23 | 6/30/23 | R14/S02 | EP | SCW/Summer School Assignment |
| Garcia, Olivia | 6/5/23 | 6/30/23 | R15/S05 | MA | ESY Instructional Aide/Summer School Assignment |
| Gonzalez, Angelica | 6/5/23 | 6/30/23 | NDA R01/S01 | JO | Noon Duty Aide/Summer School Assignment |
| Gonzalez, Leslie | 6/20/23 | 6/30/23 | R14/S01 | JO | Power Source Instructional Aide/Summer School Assignment |
| Goodenow, Arlene | 6/6/23 | 6/30/23 | R14/S03 | JO | SCW/Summer School Assignment |
| Green, Benjamin | 6/5/23 | 8/15/23 | R21/S01 | M&O | Day Custodian Substitute/Summer Assignment |
| Hernandez, Frances | 6/5/23 | 6/30/23 | R14/S01 | JO | Power Source Instructional Aide/Summer School Assignment |
| Hoffman, Tabatha | 6/5/23 | 6/30/23 | R16/S01 | MA | ESY Instructional Aide/Summer School Assignment |

| | | | | | |
|-----------------------|----------|----------|---------|-----|--|
| Lepe, Caroline | 6/6/23 | 8/15/23 | R17/S01 | DO | Systems Aide - Technology/Summer Assignment |
| Lepe, Caroline | 7/19/23 | 8/2/23 | R14/S05 | EP | PowerUp Instructional Aide/Summer School Assignment |
| Leon Guerrero, Robyn | 6/6/23 | 8/15/23 | R17/S01 | DO | Systems Aide - Technology/Summer Assignment |
| Licea, Erica | 06/15/23 | 06/30/23 | R16/S01 | MA | ESY Instructional Aide/Summer School Assignment |
| Long-Gomez, Stephanie | 6/5/23 | 6/30/23 | R14/S01 | JO | Power Source Instructional Aide/Summer School Assignment |
| Lopez, Donna | 6/5/23 | 6/30/23 | R15/S08 | JO | Power Source Instructional Aide/Summer School Assignment |
| Marquez, Francisco | 6/5/23 | 6/30/23 | R14/S01 | JO | Power Source Instructional Aide/Summer School Assignment |
| Mehta, Katheryn | 6/5/23 | 6/30/23 | R15/S03 | MA | ESY Instructional Aide/Summer School Assignment |
| Meza Soto, Katie | 6/5/23 | 6/30/23 | R15/S04 | MA | ESY Instructional Aide/Summer School Assignment |
| McCoy, Stacy | 06/15/23 | 06/28/23 | R14/S01 | JO | Power Source Instructional Aide/Summer School Assignment |
| Morgan, Diane | 6/5/23 | 6/30/23 | R15/S08 | MA | ESY Instructional Aide/Summer School Assignment |
| Muravez, Alicia | 8/16/23 | | | EP | Increase Hours: SCW from 3.75 hours to 5 hours per day |
| Obezo, Brittney | 6/6/23 | 8/15/23 | R17/S01 | DO | Systems Aide - Technology/Summer Assignment |
| Ornelas, Ivonne | 6/5/23 | 6/30/23 | R14/S08 | JO | SCW/Summer School Assignment |
| Ornelas, Ivonne | 8/16/23 | | | JO | Increase Hours: SCW from 3.75 hours to 5 hours per day |
| Pacheco, Emilia | 06/26/23 | 06/30/23 | R16/S01 | MA | ESY Instructional Aide/Summer School Assignment |
| Padilla, Myra | 6/13/23 | | R23/S08 | DO | Step Increase: Fiscal Clerk |
| Palmer, Mary | 6/5/23 | 6/30/23 | R14/S08 | JO | Power Source Instructional Aide/Summer School Assignment |
| Paz, Carrie | 6/5/23 | 6/30/23 | R14/S01 | JO | Power Source Instructional Aide/Summer School Assignment |
| Perez, Kara | 6/5/23 | 6/30/23 | R14/S01 | JO | Power Source Instructional Aide/Summer School Assignment |
| Ponce, Adriana | 06/12/23 | 08/15/23 | R29/S06 | DO | Substitute Information Systems Specialist |
| Pullen, Darlene | 6/6/23 | 8/15/23 | R17/S07 | DO | Systems Aide - Technology/Summer Assignment |
| Rapp, Wendi | 06/09/23 | 09/09/23 | | DO | Info. Systems Specialist: Medical LOA: 6/9/23 – 9/9/23 |
| Rivera, Evan | 6/5/23 | 8/15/23 | R21/S01 | M&O | Day Custodian Substitute/Summer Assignment |
| Rubio, Sandra | 6/5/23 | 6/30/23 | R14/S07 | RS | SCW-Central Kitchen/ Summer School Assignment |
| Rubio, Sandra | 8/16/23 | | | RS | Increase Hours: SCW from 3.75 hours to 5 hours per day |
| Sanchez, Alexandra | 6/5/23 | 6/30/23 | R14/S01 | JO | Power Source Instructional Aide/Summer School Assignment |
| Sanchez, Kris | 6/5/23 | 6/30/23 | R14/S05 | MA | SCW/Summer School Assignment |

| | | | | | |
|--------------------------|---------|---------|----------------|-----|--|
| Sanchez, Kris | 8/16/23 | | | MA | Increase Hours: SCW from 3.75 hours to 5 hours per day |
| Solorzano Fonseca, Casta | 6/5/23 | 6/30/23 | R14/S01 | JO | Power Source Instructional Aide/Summer School Assignment |
| Sotelo, Alex | 6/5/23 | 8/15/23 | R21/S01 | M&O | Day Custodian Substitute/Summer Assignment |
| Soto Meza, Katie | 6/5/23 | 6/30/23 | R14/S04 | MA | ESY Instructional Aide/Summer School Assignment |
| Staffon, Santy | 6/5/23 | 6/30/23 | R15/S08 | JO | Power Source Instructional Aide/Summer School Assignment |
| Swisshelm, Lisa | 8/16/23 | | | OL | Increase Hours: SCW from 3.75 hours to 5 hours per day |
| Valdez, Faith | 6/20/23 | 6/30/23 | R14/S03 | MA | ESY Instructional Aide/Summer School Assignment |
| Valdez, Faith | 7/19/23 | 8/2/23 | R14/S03 | EP | PowerUp Instructional Aide/Summer School Assignment |
| Vazquez, Maricela | 6/5/23 | 6/30/23 | R14/S05 | MA | ESY Instructional Aide/Summer School Assignment |
| Xiomara Villa | 6/5/23 | 6/30/23 | R14/S01 | JO | Power Source Instructional Aide/Summer School Assignment |
| Xiomara Villa | 7/19/23 | 8/2/23 | R14/S01 | EP | PowerUp Instructional Aide/Summer School Assignment |
| Villapania, Thomas | 6/1/23 | | R28/S08 | M&O | Step Increase: Maintenance General |
| Villarino, Pilar | 6/5/23 | 6/30/23 | R14/S05 | MA | ESY Instructional Aide/Summer School Assignment |
| Weimholt, Lina | 6/5/23 | 6/30/23 | R16/S08 | MA | ESY Instructional Aide/Summer School Assignment |
| Wendler, Lucille | 6/5/23 | 6/30/23 | NDA R01/S01 | JO | Noon Duty Aide/Summer School Assignment |
| Westerhold, Paul | 6/5/23 | 6/30/23 | R14/S01 | JO | Power Source Instructional Aide/Summer School Assignment |
| Williams Stanford, Carol | 6/5/23 | 6/30/23 | R15/S08 | MA | ESY Instructional Aide/Summer School Assignment |

C. CLASSIFIED JOB DESCRIPTIONS

- EXPANDED LEARNING SITE COORDINATOR
- NETWORK AND DATA SYSTEMS TECHNOLOGY SUPERVISOR
- CLERK - SPECIAL PROGRAMS



LOWELL JOINT SCHOOL DISTRICT

EXPANDED LEARNING SITE COORDINATOR

Classified Salary Schedule
Range 18

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 community partners 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 community partners and students leave, 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; 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 timelines.

- 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; OR
- (3) At least 3 years 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 5 hours/day at the end of/after school.



NETWORK & DATA SYSTEMS TECHNOLOGY SUPERVISOR

Classified Management Salary Schedule

JOB SUMMARY:

Under supervision of the Director of Technology, the lead performs site and district network, data systems, and related technology maintenance; repair, modifications and installation of electrical and all electronic systems and equipment. This includes all types of computer hardware and software, printers, stored data information, electronic media, audio-visual and video monitoring systems, and data server equipment. The supervisor may direct and evaluate the work of other technology staff under the guidance of the Director of Technology.

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.

Must be able to perform the following:

- Maintain and upkeep all of the District's Technology needs.
- Creation of User accounts in any and all systems, including Activer Directory, Google, and UMRA management.
- Ordering and receiving inventory including asset tagging and tracking.
- Install video, Wi-Fi based systems, computer wiring or cables.
- Be able to successfully collaborate with staff and lead projects.

NETWORKING

- Install, configure, and maintain WAN, LAN, switches, routers, gateways, content filters, and firewalls.
- Maintain documentation of equipment installations (maps and equipment inventories).
- Install, configure, and maintain enterprise wireless systems, including physically mounting wireless access points when needed and managing wireless controllers.
- Maintain enterprise backup for District wide resources, including the backup and restore of user data and backup and restore of all servers.
- Maintain VoIP phone and voicemail system.

INFRASTRUCTURE/SERVER

- Install, configure and maintain Virtual Server environment, and cloud based backups.
- Install, configure, and maintain windows servers, used for infrastructure services such as Active Directory, DNS, DHCP, Radius, and Group Policy management.
- Maintain enterprise antivirus systems and other cyber security protocols..
- Maintain District website and social media as needed.
- Maintain Google infrastructure, including domain, chromebook, and apps management.

END USER SUPPORT

- Manage Google Workspace for Education for all staff and students.
- Support Windows PC, laptop, MACs and Chromebook.
- Manage SSO and 2FA for applications such as Google, Clever, Aeries.
- Support classroom management applications such as GoGuardian.
- Support helpdesk ticketing system such as Incident IQ.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Install, maintain, and troubleshoot hardware and devices for WAN and LAN routing and switching.

- Install, maintain, and troubleshoot physical, virtual servers and backup appliances.
- Install, maintain, and troubleshoot hardware, including but not limited to the following: Desktops, laptops, printers, and other computer related devices, various types of projectors, and video distribution systems
- Install, maintain and troubleshoot software, including but not limited to the following: Windows, MAC, and Chromebook operating systems, SSO portals, education software and applications.
- Maintain inventory of spare parts; requisition parts and materials.
- Assist in planning the District's technology needs and roadmap for future expansions.
- Assists Schools in planning Technology needs for classrooms and programs.
- Other related duties.

QUALIFICATION GUIDELINES:

Knowledge of:

- Network-level protocols, software systems and infrastructure.
- Microsoft Active Directory and Google Workspace for Education.
- Computers, computer networks, sound systems, and audio visual equipment theory and techniques.
- Methods, materials, and terminology used in current technology.
- The principles of a classroom environment.

Ability to:

- Prepare, interpret, and work from wiring diagrams, schematics, drawings, and blueprints.
- Use tools and electronic testing equipment.
- Analyze equipment problems and determine necessary repairs.
- Follow verbal and written instructions.
- Prepare written reports.
- Train and provide work directions to others.
- Work cooperatively with others.
- Operate a motor vehicle.
- Access confined areas and exterior roof areas.

Education/Training/Experience:

Bachelor's degree in Computer Science, Information Systems, or related field from an accredited college or university. OR four or more years of increasingly responsible server and network administration experience in an enterprise level network operations center. Experience with both Windows and Mac operating systems required. Experience in a K-12 environment desirable.

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 depending on specific trade and or specialized work assignment.

Physical Demands:

Physical demands of this position include sitting or standing for extended periods of time, regularly required to use hands and fingers to handle and operate objects, tools, or controls and reach with hands and arms. The employee is required to frequently walk, stand, stoop or kneel, bend at the waist and reach above the shoulders. Lifting, pushing, pulling or carrying objects typically weighing up to 65 pounds may be required. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

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

Work Environment:

Employees work in both office and school settings, and may work without direct and/or constant supervision. Employees frequently drive to District sites to conduct work. Noise level in the work environment is usually moderate.

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, up to 8 hours per day

CLERK – SPECIAL PROGRAMS**DEFINITION:**

Under general supervision, performs clerical duties of average difficulty in an office setting; serves as primary support for Early Learning programs and added support for Expanding Learning programs when necessary; and performs related duties as required.

TYPICAL TASKS:

1. Maintain records of sign-in/out and attendance sheets.
2. Maintains enrollment files. Process registrations, create new student files, maintain checklists, and inform teachers of new student arrivals.
3. Types various materials such as reports, bulletins, notices, correspondence, etc.
4. May perform clerical tasks in connection with Special Programs.
5. Answer emails and phone calls, maintain and update calendars, and oversee filing systems. Respond to inquiries about the preschool program and provide information to potential students and families. Schedule tours for prospective students and families with the Site Coordinators.
6. Assists in processing new pupil enrollments.
7. Receives, sorts, and routes mail.
8. Manage schedules; assist in planning meetings and events, including organizing all logistical needs for events or meetings.
9. Processes computer information on student attendance, progress monitoring, and scheduling.
10. Operates computers and various office machines.
11. If applicable, can substitute at the site level when necessary (12 ECE units minimum) Act as the interim Site Supervisor and or Preschool Teacher during their absence, ensuring smooth operations and effective communication between staff and parents.
12. Support program coordinator with ordering, state reports, licensing, and records necessary for the operation of a preschool
13. Coordinate with the nutrition department to confirm snack/lunch menus, and record snack/lunch counts.
14. Assist in managing any emergency situations or unexpected incidents that may arise during the Site Supervisor and or Program Coordinator's absence, while following established policies and procedures.
15. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

- One year experience in clerical work; equivalent to graduation from high school;
- Possession of a valid First Aid Certificate
- Basic computer knowledge
- Strong organizational and time management skills, with the ability to prioritize tasks and manage multiple responsibilities simultaneously.
- Strong attention to detail.
- A commitment to providing a positive, nurturing, and inclusive environment for children and families.
- Ability to appropriately handle confidential information.
- Be personally committed to the ideals, values and mission of LJSD
- Satisfactory background check through DOJ livescan

Preferred:

- Associate's degree in a relevant field (such as Business Administration, Office Management, or Early Childhood Education).
- Knowledge of Title 22, community care licensing requirements, Department of Education, and Child Development Program standards.
- A basic understanding of preschool operations and familiarity with relevant regulations and best practices in early childhood education.

Required Documents:

- Copy of College Transcript(s)
- Letter of Introduction
- Current Resume
- Pediatric First Aid & CPR (prior to employment) & successful completion of a 15 hour Health & Safety Course
- 3 Signed Letters of Recommendation dated within the last 18 months
- Copy of Permit (if applicable)
- Must possess a valid State of California Driver's license

Environment:

- District office environment.
- Constant interruptions.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information in person or on the telephone.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching to file materials.
- Must be able to lift 50 pounds

SUPERVISION: Early Learning Coordinator

OVERTIME STATUS: Non-exempt

COLLECTIVE BARGAINING STATUS: Member

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

Approved by Board of Trustees: _____
Reviewed: _____