

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

REGULAR MEETING OF THE BOARD OF TRUSTEES  
December 10, 2018 – 6:30 p.m.

AGENDA

- I. Call to Order 6:00 p.m.
- A. Ceremonial Oath of Office for Newly Elected Board of Trustees Members ACTION
- B. Comments from the Public INFORMATION
1. Board Agenda Items: Any member of the audience may speak to any agenda item by submitting a "Presentation Card" (supply located on the table near double exit doors). Please hand the completed card to the secretary. When the item is considered by the Board, individuals submitting presentation cards will be called upon prior to Board action. Speakers must limit their comments to three (3) minutes. The Board shall limit the total time for public input on each item to 30 minutes. With Board Consent, the president may increase or decrease the time allowed for public presentation, depending on the topic
- C. Closed Session 6:30 p.m.
1. Advice From Legal Counsel – Existing and Anticipated Litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9 (Disclosure of Case Name Would Jeopardize Potential Settlement Negotiations): 1 Case
2. Closed Session – Pupil Personnel Matters/Real Property/Liability Claims: 2 Cases
3. Closed Session – Superintendent Evaluation
- D. Regular Session Approximately 7:30 p.m.
- II. Preliminary Procedural – Board President
- A. Salute to the Flag
- B. Reporting Out Action (if any) Taken in Closed Session
- C. Introductions and Welcome of Guests
- D. Comments from the Public INFORMATION

1. Board Agenda Items: Any member of the audience may speak to any agenda item by submitting a "Presentation Card" (supply located on the table near double exit doors). Please hand the completed card to the secretary. When the item is considered by the Board, individuals submitting presentation cards will be called upon prior to Board action. Speakers must limit their comments to three (3) minutes. The Board shall limit the total time for public input on each item to 30 minutes. With Board Consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard.
  
2. Topics Not on Agenda: Anyone in attendance may address any issue by following the same identification process as shown in II-D-1 above. Since the Board cannot take action on items which are not on the agenda, such items will be referred to the Superintendent for handling. Individuals interested in speaking to items which are not on the agenda will be called upon under Item III.

- |    |   |             |
|----|---|-------------|
| E. | Acknowledgement of Correspondence to the Board  | INFORMATION |
| F. | Approval of Agenda  | ACTION      |
| G. | Approval of Minutes from the November 10, 2018, Board Meeting   | ACTION      |
| H. | Organization of the Board of Trustees   |             |
| 1. | Election of President   | ACTION      |
| 2. | Election of Vice President  | ACTION      |
| 3. | Election of Clerk   | ACTION      |
| 4. | Adoption of the Schedule of Regular Meetings of the Board of Trustees of the Lowell Joint School District, 2019 Organizational Year   | ACTION      |
| 5. | Election of Member to Serve on Nominating Committee for the Los Angeles County Committee on School District Organization for One Year | ACTION      |

- 6. Election of Alternate Member to Serve on Nominating Committee for the Los Angeles County Committee on School District Organization for One Year ACTION
- 7. Approval of "Certification of Signatures" ACTION
- 8. Election of Two Members to Serve on the Board of Directors of the Lowell Joint Education Foundation ACTION
- 9. Election of a Member to Serve on the Whittier Area School Trustees Association ACTION

III. Topics Not on the Agenda

IV. Reports

INFORMATION

- A. Timely Information from Board and Superintendent – Board President
- B. Recognition of El Portal School Golden Bell Award
- C. School Reports  
(School Reports will be the First Meeting of the Month)

V. General – Jim Coombs

INFORMATION

- A. No Items Except on Consent

VI. Business Services – Andrea Reynolds

- A. Presentation of First Interim Report 2018/19

INFORMATION/  
ACTION

- B. Resolution 2018/19 No. 738 to Establish Building Fund 21

ACTION  
(RESOLUTION)

VII. Human Resources – Jim Coombs

- A. No Items Except on Consent

VIII. Curriculum/Instruction – Sheri McDonald

- A. Presentation and Approval of Single School Plans For Student Achievement

INFORMATION/  
ACTION

IX. Consent Calendar

Action by the Board in adoption of the "Consent Calendar" means that all items appearing in this section are adopted by one single motion, unless a Member of the Board or the Superintendent requests that any such item be removed from the "Consent Calendar" and voted upon separately. Generally, "Consent Calendar" items are enacted upon in one action to conserve time and permit focus on other-than-routine matters.

A. General – Jim Coombs

- |  |                           |
|--|---------------------------|
| 1. Approval of Amendment to Consultant Agreement with Mr. Mark Lopez to Provide After-School Coaching Services for the 2018/19 School Year | ACTION/<br>(RATIFICATION) |
|--|---------------------------|

B. Business Services – Andrea Reynolds

- |  |                           |
|--|---------------------------|
| 1. Purchase Order Report 2018/19 #5  | ACTION/<br>(RATIFICATION) |
| 2. Warrant Listing Report 2018/19 #5   | ACTION/<br>(RATIFICATION) |
| 3. Approval of the Classified Management Salary Schedule Adding the Contracts and Accounting Compliance Manager Effective December 10, 2018  | ACTION                    |
| 4. Approval of Management Consulting Agreement to Provide Specialized Services with School Facilities Support  | ACTION/<br>(RATIFICATION) |
| 5. Approval of Agreement with Cumming Construction Management Inc., to Provide Solar Feasibility Study and Procurement Management  | ACTION                    |
| 6. Approval of Agreement with Zum Services, Inc. to Furnish Field Trip Transportation Services   | ACTION                    |
| 7. Approval to Delegate Authority to the Superintendent of Schools, or Designee, to Sign Construction Bid Awards for the Construction Projects and State Eligibility Documents for Modernization Matching Funds for all District Sites | ACTION                    |
| 8. Agreement with Terry Tao, Attorney at Law, to Provide Legal Services  | ACTION                    |

9. Resolution 2018/19 EA001 – EA006 for Budget Adjustments

ACTION/  
(RESOLUTION)

C. Human Resources – Jim Coombs

1. Employer-Employee Relations/Personnel Report 2018/19 #5 Which Includes Hiring, Resignations, Contract Adjustments, and Retirements for Certificated, Classified, and Confidential Employees

ACTION/  
(RATIFICATION)

D. Curriculum – Sheri McDonald

1. Approval of Consultant Agreement with Joshua Escutia to Provide Drumline Instruction at Rancho-Starbuck Intermediate School for the 2018/19 School Year
2. Approval of Consultant Agreement with Dylan Rockenbach to Provide Support for Elementary Band program to each of the Elementary Schools for the 2018/19 School Year
3. Approval of Consultant Agreement with Angela Hutcherson to provide Art Instruction at Jordan Elementary School for the 2018/19 School Year
4. Approval of Consultant Agreement with Danny Ramirez to Provide Drumline Instruction at Rancho-Starbuck Intermediate School for the 2018/19 School Year
5. Approval of Consultant Agreement with Matthew Gallegos to Provide Drumline Instruction at Rancho-Starbuck Intermediate School for the 2018/19 School Year

ACTION/  
(RATIFICATION)

ACTION/  
(RATIFICATION)

ACTION/  
(RATIFICATION)

ACTION/  
(RATIFICATION)

ACTION/  
(RATIFICATION)

X. Board Member/Superintendent Comments

INFORMATION

XI. Adjournment

ADJOURNMENT

Recess and/or closed session to be called at the discretion of the Board. Meetings of the Board shall adjourn at or before 11:00 p.m. unless approved by a majority vote of the Board.

Materials related to this agenda submitted to the Board of Trustees less than 72 hours prior to the meeting are available for public inspection by contacting the Superintendent's Office at 11019 Valley Home Avenue, Whittier, CA 90603, or (562) 902-4203 during normal business hours.

The next scheduled Lowell Joint School District Board of Trustees Meeting is Monday January 14, 2019.

LOWELL JOINT SCHOOL DISTRICT  
December 10, 2018

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Ceremonial Oath of Office for Board of Trustees

ACTION

Mr. William Hinz, Mrs. Anastasia Shackelford, Mrs. Melissa Salinas, and Ms. Karen Shaw are elected to office of Governing Board Member of the school district and shall be seated at the organizational meeting of the board. Mr. William Hinz, Mrs. Anastasia Shackelford, and Ms. Karen Shaw's term of office ends on December 12, 2022 and the term for Mrs. Melissa Salinas ends on December 14, 2020.

It is recommended that Mr. Schambeck, Vice President, request that Mr. William Hinz, Mrs. Anastasia Shackelford, Mrs. Melissa Salinas, and Ms. Karen Shaw to stand behind the Board table to administer the oath.

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
December 10, 2018

To: President Hinz and Members, Board of Trustees  
From: Jim Coombs, Superintendent of Schools  
Subject: Agenda Item I-A: Oath of Office, Seated Board Members ACTION

In order to assist Board Members in preparing remarks during this part of the Board meeting, the following suggestions and information are provided:

Mr. William Hinz, Mrs. Anastasia Shackelford, Mrs. Melissa Salinas, and Ms. Karen Shaw are elected to office of Governing Board Member of the school district and shall be seated at the organizational meeting of the board. Mr. William Hinz, Mrs. Anastasia Shackelford, and Ms. Karen Shaw's term of office ends on December 12, 2022 and the term for Mrs. Melissa Salinas ends on December 14, 2020. Mr. Schambeck, as Vice-President, will administer the oath of office.

1. Mr. Schambeck will request that Mr. William Hinz, Mrs. Anastasia Shackelford, Mrs. Melissa Salinas, and Ms. Karen Shaw to stand behind the Board table to administer the oath.
2. In order to facilitate the process of the oath of office, it is suggested that the oath be administered at the same time.

PLEASE RAISE YOUR RIGHT HAND AND REPEAT AFTER ME:

I, \_\_\_\_\_, DO SOLEMNLY SWEAR (OR AFFIRM) // THAT I WILL SUPPORT AND DEFEND THE CONSTITUTION OF THE UNITED STATES AND THE CONSTITUTION OF THE STATE OF CALIFORNIA // AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC; // THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE // TO THE CONSTITUTION OF THE UNITED STATES AND THE CONSTITUTION OF THE STATE OF CALIFORNIA; // THAT I TAKE THIS OBLIGATION FREELY, // WITHOUT ANY MENTAL RESERVATION OR PURPOSE OF EVASION; // AND THAT I WILL WELL AND FAITHFULLY // DISCHARGE THE DUTIES UPON WHICH I AM ABOUT TO ENTER.

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YOU ARE NOW DULY SWORN AS BOARD MEMBERS FOR THE NEXT FOUR YEARS.

Following the administration of the oath of office, Mr. William Hinz, Mrs. Anastasia Shackelford, Mrs. Melissa Salinas, and Ms. Karen Shaw may be seated

3. Mr. William Hinz, Mrs. Anastasia Shackelford, Mrs. Melissa Salinas, and Ms. Karen Shaw may make any appropriate comments. After conclusion of the comments, President Hinz will continue with recess.

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

MINUTES REGULAR MEETING OF THE BOARD OF TRUSTEES

November 5, 2018

- |   |   |
|---|---|
| Call to Order   | President Hinz called the meeting to order at 6:30 p.m. at the District Office, 11019 Valley Home Avenue, Whittier  |
| Topics Not on the Agenda                              | None.   |
| Closed Meeting  | President Hinz declared the meeting recessed to closed session at 6:30 p.m.   |
| Call to Order   | President Hinz reconvened the meeting to open session at 7:30 p.m.  |
|   | The flag salute was led by William A. Hinz, President, Lowell Joint School District Board of Trustees.  |
|   | William A. Hinz, Fred W. Schambeck, Anastasia M. Shackelford and Martin E. Tourville.   |
|   | Trustees Absent: None.  |
|   | Jim Coombs, Superintendent of Schools, Sheri McDonald, Assistant Superintendent of Instruction, and Andrea Reynolds, Assistant Superintendent of Administrative Services.   |
| Reporting out Action (if any) Taken in Closed Session | This evening in closed session, the Board took action (4 – 0) to accept claim 2018/19-001, and delegated the authority to the Superintendent to sign the Settlement Agreement and Release of All Claims.                                |
| Introduction / Welcome                                | President Hinz welcomed guests.   |
| Acknowledgement of Correspondence                     | None.   |
| Approval of Agenda                                    | It was moved, seconded, and carried by unanimous vote, (4 – 0) to approve the November 5, 2018, Board agenda.   |
| Approval of Minutes                                   | It was moved, seconded, and carried by unanimous vote, (4 – 0) to approve the minutes from the October 1, 2018, Regular Board Meeting   |
| Topics Not on the Agenda                              | Mrs. Lee and Mrs. Ladwig, Macy Elementary parents, spoke of their concern in the class sizes of Kindergarten and first grades.  |
|   | Darrin Barber spoke of his support of Lowell Joint School District and Mr. Coombs. The Board of Trustees and Mr. Coombs thanked Mr. Barber for his dedication and years of services to the Board of Trustees and gave him a thank gift. |

Timely Information From the Board and Superintendent	None.
School Reports	The Board of Trustees shared highlights of each school's activities for the month of November.
Recognition of the 2018 Classified Employee of the Year	Mr. Coombs introduced Mrs. Sandy Jan, Secretary Guidance / Curriculum as the 2018 Classified Employee of the Year to the Board of Trustees. Mrs. Jan has been with Lowell Joint since 2007. Mr. Hinz presented Mrs. Jan with a certificate honoring her as the 2018 Classified Employee of the Year.
Recognition of the 2019 Teacher of the Year	Mr. Coombs introduced Mrs. Kristen Gober, 3 <sup>rd</sup> grade teacher at Meadow Green Elementary as the 2019 Teacher of the Year to the Board of Trustees. Mrs. Gober has taught at Meadow Green since 1996. Mr. Hinz presented Mrs. Gober with a certificate honoring her as the 2019 Teacher of the Year.
RECESS	President Hinz declared a recess at 7:55 p.m. President Hinz reopened the meeting at 8:04 p.m.
Establishment of December 10, 2018 as Annual Organizational Meeting of the Board of Trustees	It was moved, seconded, and carried by unanimous vote (4 – 0), that Monday, December 10, 2018, at 7:30 p.m. be established as the Lowell Joint School District Annual Organizational meeting to be held in the Board Room, 11019 Valley Home Avenue, Whittier, and authorized the Superintendent or designee to execute the necessary documents.
Adoption of the 2020/21 Student Attendance Calendar	It was moved, seconded and carried by unanimous vote (4 – 0) to approve the 2020/21 student attendance calendars, as attached, and authorized the Superintendent or designee to execute the necessary documents.
Capital Facilities Presentation	Ms. Reynolds shared that pursuant to Government Code Section 66006(b), for Capital Facility fees collected, it is required to report a description of the fee and use; amount of current fees; beginning and ending balances; fees, interest and other income; date project will be completed (if applicable); description of inter-fund transfer loan (if applicable); and refunds issued (if applicable).
Approval of Agreement with BMCH California, LLC for Construction License and Easement Quitclaim	It was moved, seconded and carried to a unanimous vote (4-0) to approve the agreement with BMCH California, LLC for Construction License and Easement Quitclaim, to improve the possibility of developing the land, the developer request the district agree to expand the district's property line to eliminate school district easements to access utilities or roof overhangs onto the adjoining property, the developer will also provide the district with a direct sewer line, water line and electrical lines to be "independent" of the adjoining property for these utilities, and authorized the Superintendent or designee to execute the necessary documents.

Approve Agreement for County of Los Angeles Department of Public Health Food Safety Inspections

It was moved, seconded and carried to a unanimous vote (4-0) to approve the agreement for County of Los Angeles Department of Public Health Food Safety Inspections, allowing for inspections to be conducted by the state or local governmental agencies, adhering to the requirements set by the County of Los Angeles, which would put us in compliance with the federal requirements, cost for two (2) inspections per year would be \$394, for each school site located in Los Angeles County which would be a total cost of \$1,182 this year, service fees may be adjusted by the County of Los Angeles Department of Public Health to cover any additional costs, fees will be budgeted in the Nutrition Services Fund, , and authorized the Superintendent or designee to execute the necessary documents.

2018 Lowell Gets Techie Conference Update

Dr. McDonald reviewed the technology sessions that were held for the Lowell Joint staff on October 8, 2018. They had opportunities to join sessions in virtual reality, Seesaw, Twitter, and STEAM.

Consent Calendar

It was moved, seconded, and carried by roll call unanimous vote, (4-0), to approve/ratify the following items under a consent procedure.

Approval of Agreement with *Communication Connection*, a Nonpublic Nonsectarian Agency, to Provide Assistive Technology Services and Assessments for select district students for the 2018/2019 School Year

Approved of agreement with Communication Connection, a nonpublic nonsectarian agency, to provide Assistive Technology Services for select district students for the 2018/2019 school year be approved, at the rate of \$150.00 per hour for direct services, and \$2,000.00 per assessment, not to exceed \$10,000.00 to be paid for with Medi-Cal Funds, and authorized the Superintendent or designee to authorize and execute the agreement.

Approval of Independent Contractor Agreement with Paul Eisenberg, to provide Training for the Special Education Department Staff for the 2018-2019 School Year

Approved the Independent Contractor Agreement with Paul Eisenberg to provide Training for the Special Education Department Staff, for the 2018/2019 School Year be approved, for an estimated cost not to exceed \$500.00, to be paid for with Medi-Cal Funds, and authorized the Superintendent or designee to authorize and execute the agreement.

Approval of Agreement with *Albert J. Melaragno MD*, to provide signed authorizations for students who receive occupational therapy, physical therapy, and speech and language services for the 2018/2019 school year.

Approved the agreement with *Albert J. Melaragno MD*, to provide signed authorizations for students who receive occupational therapy, physical therapy, and speech and language services for the 2018/2019 school year be approved, at the rate of \$175.00 per hour, not to exceed (Five Hundred Dollars) \$500.00, and authorized the Superintendent or designee to authorize and execute the agreement.

Approval of Agreement with *Mary Kay Gallagher, Gallagher Pediatric Therapy*, a Nonpublic Nonsectarian Agency, to Provide Occupational Therapy Clinic Services for select district students for the 2018/2019 School Year

Approved the agreement with Mary Kay Gallagher, Gallagher Pediatric Therapy, a nonpublic nonsectarian agency, be approved to provide Occupational Therapy Clinic Services for select district students for the 2018/2019 school year be approved, at the rate of \$102.00 per hour, not to exceed \$10,000.00, and authorized the Superintendent or designee to authorize and execute the agreement

Approval of Services Agreement with State of California, Department of General Services, Office of Administrative Hearings for the provision of hearings, mediations, or other legal proceedings for the 2018/2019 school year.

Approved the Agreement with State of California, Department of General Services, Office of Administrative Hearings to provide services related to requested legal proceedings be approved for the 2018/2019 School Year at a rate not to exceed \$48,000.00, and authorized the Superintendent or designee to authorize and execute the agreement.

Approval of Consultant Agreement with Mr. Anthony Valdez to Provide After-School Coaching Services for the 2018/19 School Year

Approved the consultant agreement with Mr. Anthony Valdez to provide after-school coaching services for the 2018/19 school year be approved at the amount of \$700.00, not to exceed \$700.00 to be paid from the monies secured by the Lowell Joint Education Foundation donation, and authorized the Superintendent or designee to authorize and execute the agreement.

Approval of Consultant Agreement with Mr. Mauricio Hernandez to Provide After-School Coaching Services for the 2018/19 School Year

Approved the consultant agreement with Mr. Mauricio Hernandez to provide after-school coaching services for the 2018/19 school year be approved at the amount of \$700.00, not to exceed \$700.00 to be paid from the monies secured by the Lowell Joint Education Foundation donation, and authorized the Superintendent or designee to authorize and execute the agreement.

Approval of Memorandum of Understanding Between Lowell Joint School District and *Biola University, Inc.* for the 2018/2019 School Year

Approved the MOU with *Biola University, Inc.* and Lowell Joint School District for the 2018/2019 school year be approved, and authorized the Superintendent or designee to authorize and execute the agreement

Approval of Memorandum of Understanding Between The Boys and Girls Club of La Habra and Lowell Joint School District

Approved the MOU with The La Habra Boys and Girls Club and Lowell Joint School District be approved, and authorized the Superintendent or designee to authorize and execute the agreement.

Purchase Order Report  
2018/19 #4

Approved Purchase Order Report 2018/19 #4, which lists all purchase orders issued September 20, 2018, through October 16, 2018.

Warrant Listing Report  
2018/19 #4

Approved Warrant Listing Report 2018/19 #4, which lists all warrants issued September 20, 2018 through October 24, 2018.

Approval of Agreement  
with Debra Amos dba  
Feeding Dreams, to  
Provide Cafeteria  
Manager Training

Approved the contract with Debra Amos, dba Feeding Dreams, to provide Cafeteria Manager Training, be approved, and authorized the Superintendent or designee to authorize and execute the agreement.

Approval of Agreement  
with All American Sports  
to Provide Referee  
Services for After School  
Sports Programs

Approved the agreement with All American Sports for Referee Services be approved at the rate not to exceed \$6,500, and authorized the Superintendent or designee to authorize and execute the agreement.

Employer-Employee  
Relations/Personnel  
Report 2018/19 #4 Which  
Includes Hiring,  
Resignations, Contract  
Adjustments, and  
Retirements for  
Certificated, Classified,  
and Confidential  
Employees

Ratified Employer-Employee Relations/Personnel Report 2018/19 #4, as attached, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees.

Approval of Contract  
#S11133 with Inside the  
Outdoors, Orange County  
Department of Education,  
to Provide a Traveling  
Scientist Assembly for the  
Second Grade Students of  
El Portal Elementary  
School

Approved the contract with Inside the Outdoors, Orange County Department of Education to provide a Traveling Scientist Assembly on Birds of Prey for the second-grade students of El Portal Elementary School on March 20, 2019, cost of the assembly not to exceed the amount of \$503.75 (\$7.75 x 65) plus mileage of \$70.00, funding to be paid by El Portal PTA, and authorized the Superintendent or designee to authorize and execute the agreement.

Approval of Income  
Agreement with Orange  
County Department of  
Education, Agreement  
Number 47363, for one-  
half day of training at  
Macy School during the  
2018/19 School Year

Ratified the Income Agreement Number 47363 with Orange County Department of Education to provide one half day of professional development for 20 – 30 teachers at Macy School during the 2018-19 school year for PBIS (Positive Behavior, Intervention & Supports.), to increase knowledge of site staff in Tier 1 practices with initial implementation, the cost of the training not exceed \$600.00, funding to be paid through Macy school site funds, and authorized the Superintendent or designee to authorize and execute the agreement.

Approval of Consultant Agreement with Breanne Lavin to Provide After School Dance Program at Rancho-Starbuck Intermediate School for the 2018/19 School Year

Ratified the consultant agreement with Breanne Lavin to provide After School Dance program during the 2018/19 school year at Rancho-Starbuck Intermediate School, at an amount not to exceed \$3,000.00 for the school year, funding for this expenditure will be covered by Rancho-Starbuck's Donation Funds, and authorized the Superintendent or designee to authorize and execute the agreement.

Approval of Income Agreement with Orange County Department of Education to Provide History/Social Science Training on November 15, 2018

Approved the Income Agreement with Orange County Department of Education to Provide History/Social Science Training, for the History/Social Science Adoption Committee (20 teachers in Grades K – 5) on November 15, 2018 at a cost of \$620.00 which includes materials, and authorized the Superintendent or designee to authorize and execute the agreement.

Board Member/Superintendent Comments

President Hinz and Mr. Coombs thanked Martin Tourville for his service on the Board of Trustees and gave him a parting gift.

Mr. Tourville was thankful for his time serving on the Board of Trustees and found it to be rewarding and fulfilling. He said that this was not good bye but that he was stepping away to fulfill other obligations.

Adjournment

President Hinz declared the meeting adjourned at 8:20 p.m. in accordance with the Government Code Section 54956.9 (a, b, c) and indicated no further public action would be taken.

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Clerk/President/Secretary to the Board of Trustees

Date Approved:

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# Lowell Joint School District

## STUDENT ATTENDANCE CALENDAR FOR 2020/2021

Staff Development Day (*students do not attend*) ..... Monday, August 10, 2020  
 First Day of Student Attendance 7th Grade Students (Minimum Day)..... Tuesday, August 11, 2020  
 First Day of School..... Wednesday, August 12, 2020  
 Staff Development Day (*students do not attend*) ..... Monday, October 12, 2020  
 Staff Development Day (*students do not attend*) ..... Friday, April 2, 2021  
 Last Day for 7<sup>th</sup> Grade Students..... Thursday, May 27, 2021  
 Last Day for Students (Last Day Schedule) (8<sup>th</sup> Grade Promotion)..... Friday, May 28, 2021

### HOLIDAYS

Labor Day..... Monday, September 7, 2020  
 Veterans' Day ..... Wednesday, November 11, 2020  
 Thanksgiving Holiday..... Monday, November 23 through Friday, November 27, 2020  
 Winter Recess ..... Monday, December 21, 2020 through Friday, January 1, 2021  
 Martin Luther King Day..... Monday, January 18, 2021  
 Lincoln Day..... Friday, February 12, 2021  
 Washington Day..... Monday, February 15, 2021  
 Spring Recess..... Monday, March 22 through Friday, March 26, 2021  
 Memorial Day ..... Monday May 31, 2021

### DAYS SCHOOL WILL BE IN SESSION

Calendar Months	Student Days Attended
August	14
September	21
October	21
November	15
December	14
January	19
February	18
March	18
April	21
May	<u>19</u>
 Total Instructional Days	 180

Adopted by the Board of Trustees

**PURCHASE ORDERS FOR BOARD APPROVAL**  
**November 5, 2018**

NO#	VENDOR	DESCRIPTION	AMOUNT
84493	BACKFLOW TESTING	DISTRICT L.A. CO. SITES-SERVICE	\$630.00
84494	A-1 FENCE	MACY-SERVICE	\$1,417.00
84495	ALTERNATIVE ON SITE SVC	MAINTENANCE-SERVICE	\$314.00
84496	TURF STAR	GROUNDS-STOCK	\$900.00
84497	BLUE HILLS NURSERY	MG/SUPPLIES	\$318.00
84498	UNITED RENTALS	MACY, RENTAL	\$231.46
84499	HANG SAFE HOOKS	MAINTENANCE, SUPPLIES	\$2,272.13
84500	IMAGE APPAREL	MAINTENANCE, SUPPLIES	\$420.50
84501	GREAT SCOTT TREE COMPANY	MACY, SERVICE	\$1,195.00
84502	CITY OF LA HABRA	DISTRICT/SEPT FUEL SUPPLY	\$1,683.22
84503	CHRISTIAN PENUELAS	FILMING/SERVICE FOR LINDA TAKACS	\$150.00
84504	NEW MANAGEMENT, INC.	DOOR BLOK	\$17.16
84505	CBS COMPLETE	INK DUPLO MACHINE	\$816.76
84506	NO EXCUSES UNIVERSITY	PRO DEVELOPMENT	\$5,225.00
84507	BEARCOM	4 WALKIE TALKIES	\$824.00
84508	CDW-GOVERNMENT	TONER-K. ATKINSON	\$195.88
84509	AMAZON/GPX, INC.	GPX BOOMBOX-OLITA	\$69.98
84510	CULVER-NEWLIN	ADDITIONAL FURNITURE-SCIENCE ROOM-RS	\$1,772.96
84511	N2Y	UNIQUE LEARNING SYSTEM	\$502.95
84512	AMAZON	CABLES	\$54.98
84513	ATKINSON, ANDELSON, LOYA, RUUD & ROMO	LEGAL SERVICES FOR AUGUST	\$4,526.25
84514	CDW-GOVERNMENT	PROJECTOR BULB	\$118.31
84515	FUN AND FUNCTION	SCOOTER	\$30.84
84516	EDUCLIME	PAPER	\$35.45
84517	ARK THERAPEUTIC PRODUCTS	SUPPLIES	\$59.30
84518	THERAPRO, INC.	SMART PAPER	\$47.99
84519	FUN AND FUNCTION	WEIGHTED COMPRESSION VEST/BLUE/MEDIUM	\$85.59
84520	BLUE HILLS NURSERY	FLOWER ARRANGEMENT-LA HABRA COMM	\$150.00
84521	CDW-GOVERNMENT	PROJECTOR	\$550.00
84522	GT DESIGNS	BAND T-SHIRTS	\$871.85
84523	AMAZON	PRIVACY SCREEN/DISPLAY PORT	\$118.42
84524	AMAZON	LAPTOP ADAPTER CHARGER, DISPLAY PORT	\$52.41
84525	DATA IMPRESSIONS	PRINTERS/SERVICE AGREEMENTS	\$1,716.96
84526	JOHN SCHOOL SUPPLIES	AWARDS	\$260.00
84527	JAMIE SWEENEY	LETTERHEAD-L TAKACS	\$100.00
84528	ILLUMINATE EDUCATION, INC.	GRADING SOFTWARE-ANNUAL RENEWAL	\$18,876.00
84529	AMAZON	MIC, CABLES AND MISC	\$325.00
84530	DATA IMPRESSIONS	INK CARTRIDGES	\$1,292.93
84531	BAUDVILLE	FOILED PAPER FOR AWARDS	\$190.00
84532	CODE-ED	ADVANCE COMPUTER CLASS	\$8,000.00
84533	DOCUMENT TRACKING SYSTEMS	ONE YEAR LICENSING	\$6,131.00
84534	FOLLETT BOOKS	BOOKS	\$701.76
84535	CUE	CUE CONFERENCE, SPRING 2019	\$2,990.00
84536	CUE	CUE CONFERENCE, SPRING 2019-ADDITIONAL	\$1,495.00
84537	LINGUI SYSTEMS	FORMS	\$161.33
84538	PEARSON ASSESSMENTS	FORMS	\$136.71
84539	PEARSON ASSESSMENTS	FORMS	\$213.91
84540	HOUGHTON MIFFLIN HARCOURT	BOOKLETS	\$1,238.26
84541	AMAZON	TONER CARTRIDGE-FISCAL	\$130.00
84542	SCHOOL LIFE	INCENTIVES	\$128.39
84543	ORANGE COUNTY DEPT. OF ED	OPEN PURCHASE ORDER SP.ED. EXCESS COST & TRANS.	\$156,854.64
84544	AMAZON	SUPPLIES FOR INTERNS	\$700.00
84545	CASE PARTS COMPANY	8' GREY GASKET STRIP FOR BARR - MA	\$105.12
84546	BERNIER REFRIGERATION GENERATIONS INC.	REFRIGERATION MATERIALS	\$1,114.04
84547	AMERICAN EXPRESS	PURCHASES FOR SEPTEMBER	\$43,727.20
84548	U-HAUL	M&O-SUPPLIES	\$20.43
84549	A-1 FENCE	EL PORTAL-SERVICE	\$2,481.00
84550	PASTUSAK PLUMBING	RANCHO, SERVICE	\$1,940.00
84551	AUTOZONE	M&O-SUPPLIES, REPAIR STOCK	\$16.40
84552	EMCOR SERVICES	M&O-SUPPLIES	\$552.06



"B" WARRANTS FOR BOARD APPROVAL ON:  
November 5, 2018

"B" WARRANT DOCUMENTS :

977,155.53

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

NO#		AMOUNT
374	CTL CORPORATION - TECHNOLOGY/ CHROMEBOOKS	227.85
393	TIBURON TELECOMMUNICATIONS - RS, UPGRADES	11,193.42
421	A-1 FENCE COMPANY- MACY, RENTAL FENCE	896.00
429	PDQ RENTAL CENTER - RS, MAINTENANCE RENTAL	3,035.33
436	CENGAGE LEARNING - MATH CURRICULUM MATERIAL	2,183.16
437	CINTAS FIRE PROTECTION - OLITA, ALARM REPAIR	4,001.91
438	GREENFIELD LEARNING - READING PLUS LICENSE	7,100.00
439	HOUGHTON MIFFLIN HARCOURT - HOSTING SERVICE	2,800.00
440	CITY OF LA HABRA WATER DEPT. - AUG. - SEP.	872.90
441	SOUTHERN CALIFORNIA GAS - AUGUST - SEPTEMBER	237.53
442	SOUTHERN CALIFORNIA EDISON - AUGUST - SEPTEMBER	31,141.14
443	FRONTIER COMMUNICATIONS - SEPTEMBER - OCTOBER	2,404.23
444	MCGRAW-HILL SCHOOL EDUCATION - CURRICULUM	114.59
445	PARADISE CONTRUCTION & CONTRACT - M&O REPAIRS	27,750.00
446	ADMINISTRATIVE SERV. CO-OP - JUNE TRANSPORTATION	5,000.43
447	APPLE, INC. - MEADOW GREEN, I PADS	6,648.10
448	ADAMS SILVA & MCNALLY - SPECIAL ED, TRAINING	2,270.41
449	GINA TRINIDAD/ GT DESIGN - RS, EMBROIDERED SHIRTS	582.39
451	SUPER DUPER PUBLICATIONS - SPECIAL ED. FORMS	245.95
452	SCHOLASTIC, INC - OLITA, NEWS MAGAZINES 18-19	2,008.36
453	READY REFRESH BY NESTLE - D.O., SEPTEMBER	58.56
454	SCHOOL SPECIALTY - DOWNHILL MAT SUPPLIES	313.16
456	THE STANDARD INSURANCE - VOL. DEDUCTIONS, SEP.	5,071.31
457	BRAINPOP, INC. - OLITA, RENEWAL 2018-19	2,395.00
458	SOUTHERN CALIFORNIA EDISON - AUG. - SEP.	1,216.79
459	KRISTA VAN HOOGMOED - PURCHASE REIMBURSEMENT	368.21
461	JENNIFER PAINE - PURCHASE REIMBURSEMENT	19.00
462	JR ACHIEVEMENT OF SO CAL-RS, SUPPLIES	990.00
463	NCS PEARSON, INC. - MEDICAL SUPPLIES	2,418.00
464	AMERICAN FIDELITY ASSURANCE/ EMP. DEDUCTIONS, SEP.	5,465.00
465	CREDIT UNION OF SO. CAL.- VOL. DEDUCTIONS, SEP.	2,887.80
466	SCHOOLS FIRST FEDERAL C.U.- EMP.DEDUCTIONS, SEP.	18,335.00
467	REGINA FISCUS - PURCHASE REIMBURSEMENT	54.99
468	JACK STRADTMAN - AGREEMENT/ MILEAGE, JUL-AUG.	479.60
469	SCHOOL SERVICES OF CA - FISCAL BUDGET, AUG.	275.00
470	SCHOOLYARD COMMUNICATIONS - BOOKLETS	3,887.56
471	SOUTHWEST SCHOOL SUPPLY - JO, OFFICE SUPPLIES	3,224.17
472	VECTOR ENERGY GROUP - LIGHTING/ HVAC UPGRADES	119,263.54
473	XCELL INC. - TECHNOLOGY REPAIRS/ REPLACEMENT	190.00

474	YUMI YAMAMOTO - PURCHASE REIMBURSEMENT	101.60
475	A-1 FENCE COMPANY- MACY, CHAIN LINK INSTALLATION	9,592.00
476	APPLE, INC. - SPECIAL EDUCATION., I-PAD	875.01
477	BARNES & NOBLE BOOKSTORE - RS, BOOKS	1,168.44
478	BISHOP CO. - MAINTENANCE, GROUNDS-TOOLS	334.37
479	CDW-GOVERNMENT - FISCAL SERVICES COMPUTER	814.67
480	EDLIO, LLC - WEBSITE, LJSD FOUNDATION	584.94
481	GENERAL PROJECTS CONTROL-EP, SERVICES	13,895.00
482	HOUGHTON MIFFLIN HARCOURT - SP.ED., FORMS	428.32
483	SUPPLYWORKS - MAINTENANCE MATERIALS	2,560.00
484	WALTER'S WHOLESALE OUTLET - MAINTENANCE SUPPLIES	1,546.49
485	ATKINSON,ANDELSON,LOYA, RUUD-SEPT 2018	4,526.25
	EARLY RETIREE REIMBURSEMENTS - OCTOBER 2018	
486	DAWN AANDAHL	509.70
487	DEBORAH ANDERSEN	923.03
488	JOANNE DAVIS	480.29
489	MARIANNE DOYLE MEDINA	509.70
490	DONALD EVANS	487.39
491	ELIZABETH KANESHIRO	911.93
492	KIM LIKERT	1,152.40
493	SHELLEY MARKER	509.70
494	CATHERINE MILWARD	1,107.78
495	DEBRA OPFER	480.29
496	CAROLINE PETERSON	1,152.40
497	RONALD RANDOLPH	631.60
498	GAYLE ROGERS	249.30
499	NANCY ROGERS	1,152.40
500	CARL ROMANO	1,152.40
501	HOLLY WOLFE	480.29
502	PENNY MAYERCHECK	1,107.78
503	CDW GOVERNMENT, INC. - TECHNOLOGY SUPPLIES	960.21
504	CITY OF LA HABRA - MAINTENANCE/ GROUNDS/ NUTRITION	1,538.88
505	CROCKER SIGNS AND PRINTING - RS, FACULTY ROOM	47.63
506	FENN TERMITE & PEST CONTROL - RS, PEST SERVICES	350.00
507	DELTA DENTAL- CERT. RETIREE VOL. PLAN., OCTOBER	2,154.26
508	MOBIL SERVICE CENTER, M&O, SUPPLIES	103.50
509	PUT IN CUPS-EP, SUPPLIES	620.00
510	PTM DOCUMENT SYSTEMS-RS, SUPPLIES	967.03
511	PROJECT SUPPORT SVC-JORDAN, SERVICES	375.00
512	LEADER SERVICES-SPEC ED, SUPPLIES	56.78
513	IMPERIAL BAND INSTRUMENTS-RS, SUPPLIES	191.63
514	CITY OF LA HABRA -WATER, OLITA SEPT 2018	4,421.75
515	SO CAL GAS-JO, DO, UTILITIES, SEPT 2018	130.20
516	SO CAL EDISON-JO, DO, UTILITIES, SEPT 2018	11,479.53
517	VERIZON WIRELESS-NUTRITION, DIST, SEPT 2018	1,000.15
518	SPARKLETTS- RS, SUPPLIES	122.23
519	AERIES SOFTWARE - CURR, SERVICE	3,373.50

520	A-1 FENCE COMPANY - JORDAN, INSTALL FENCE	3,134.00
521	BACKFLOW TESTING SERVICE, JO, MG, RS, M&O-SVC	585.00
522	EMCOR SERVICES-EP, SUPPLIES	5,415.00
523	GENERAL PROJECTS CONTROL-RS, SERVICES	4,645.00
524	CALIF. PUBLIC EMPLOYEES RET. SYSTEM/ MED. INS., OCT.	258,923.62
525	CALIF. PUBLIC EMPLOYEES RET. SYSTEM/ MED. INS., OCT.	4,372.65
526	JANICE JACOBSEN-EP, MG, OL-ART INSTRUCTION	756.00
529	ABBY ROZENBERG-SP ED, CONTRACT SERVICES	2,070.00
531	GINA TRINIDAD/ GT DESIGNS - RS, STAFF SHIRTS	960.32
532	LAURA REMME - CLASS SUPPLIES REIMBURSEMENT	143.18
533	SPARKLETTS - RS, WATER DELIVERY	57.08
534	SOUTHPAW ENTERPRISES - SPECIAL ED. SUPPLIES	2,872.26
535	MICHELLE PRICE-SCIENCE ON THE GO-EP PRESENTATION	875.00
536	TERRIS BARNES WALTERS BOIGNON-BUS SVCS, CONTRACT	14,170.28
537	RAPTOR - VISITOR BADGES	500.00
538	SCHOLASTIC BOOK CLUBS - BOOK ORDERS	1,117.50
540	JIVE COMMUNICATIONS INC.	3,169.37
541	SOUTHERN CALIFORNIA GAS - AUGUST - SEPTEMBER	78.65
542	SUBURBAN WATER SYSTEMS - AUGUST - SEPTEMBER	8,873.36
543	SOUTHERN CALIFORNIA EDISON - AUGUST - SEPTEMBER	9,118.56
544	PC & MACEXCHANGE - ANYWHERE CART PRO	1,467.66
545	NIC PARTNERS, INC. - TECH. EQUIPMENT/ LICENSES	28,416.32
546	MONTGOMERY HARDWARE CO. - DOORS	4,448.97
547	N2Y, LLC - SPECIAL ED. SUBSCRIPTIONS	1,266.39
548	INTERQUEST DETECTION CANINES - SERVICE, SEP.	215.00
549	BLICK ART MATERIALS - RS, ART SUPPLIES	749.50
550	BLUE HILLS NURSERY - MEADOW GREEN, PLANTS	318.00
551	CDW GOVERNMENT, INC. - TECHNOLOGY SUPPLIES	137.02
552	COUNTRYWIDE PROMOTIONS - RS, CHOIR	519.55
553	EMCOR SERVICES - MAINTENANCE REPAIRS	8,413.96
554	EAST WHITTIER GLASS & MIRROR - INSTALL GLASS	1,169.26
555	JAMES HARDWARE CO. - MAINTENANCE MATERIALS	176.65
556	PDQ EQUIPMENT RENTAL-MACY, RENTAL	622.81
557	UNITED REFRIGERATION INC. - MATERIALS/ TOOLS	228.44
558	CHILD THERAPY TOYS - CA. SALES TAX FOR PO'S	30.05
559	CULVER NEWLIN - RS, CLASSROOM FURNITURE	24,748.04
560	HANG SAFE HOOKS-MAINTENANCE, SUPPLIES	2,126.25
561	HOUGHTON MIFFLIN HARCOURT - GO MATH MATERIALS	5,047.18
562	CALIF. TEACHERS ASSOC./EMPLOYEE DEDUCTIONS, SEP.	12,493.45
563	CALIF. SCHOOL EMPLOYEES ASSOC./EMP. DEDUCTIONS, SEP.	2,350.80
564	CA. ASSOC. OF SCHOOL PSYCH/ EMP.DEDUCTIONS, SEP.	15.50
565	PACIFIC EDUCATORS, INC./EMP. DEDUCTIONS, SEP.	77.00
566	UNITED WAY OF GREATER L.A./EMP.DEDUCTIONS, SEP.	10.00
567	IMAGE APPAREL FOR BUSINESS - EMBROIDERY	420.50
568	AMERICAN EXPRESS-SEPT 2018	43,727.20
569	BEST LAWNMOWER - GROUNDS MATERIALS/ REPAIRS	1,017.77
570	BUG FLIP - MAINTENANCE PEST CONTROL SERVICE	130.00
571	CANNINGS HARDWARE - DRINKING FOUNTAIN	25.07

572	DOCUMENT TRACKING SERVICES - SERVICE/ LICENSE	6,131.00
573	GLASBY MAINTENANCE - CUSTODIAN SUPPLIES	6,762.06
574	PLUMBING WHOLESALE OUTLET - MATERIALS	67.47
575	SOUTHEAST CONSTRUCTION PRODUCTS - MATERIALS	121.99
576	WALTERS WHOLESALE ELECTRIC - SUPPLIES	157.71
577	SOUTHWEST SCHOOL SUPPLIES - CURR. PUBLICATIONS	1,339.21
578	WPS - SPECIAL EDUCATION FORMS	144.54
579	SOUTHWEST SCHOOL SUPPLIES - SPECIAL ED.	1,234.21
580	THERAPRO, INC - SPECIAL ED. SUPPLIES	44.48
581	HOME DEPOT - WAREHOUSE STOCK, SEP.	64.96
582	SHIFFLER EQUIPMENT SALES - MOUNTING BRACKETS	1,698.42
583	UNITED RENTALS - MACY, EQUIPMENT RENTALS	231.46
584	STARFALL EDUCATION FOUNDATION - SHIPPING	9.40
586	SOUTHERN CALIFORNIA EDISON - SEP. - OCT.	6,440.24
587	SUBURBAN WATER SYSTEMS - SEP. - OCT.	3,894.20
588	AMERICAN FIDELITY ASSURANCE/ EMP. DEDUCTIONS, SEP.	7,436.92
589	ASSOC. OF CA. SCHOOL ADMIN./EMP. DEDUCTIONS, SEP.	238.80
590	THE STANDARD INS.-OCTOBER 2018	5,259.72
591	KIM BROOKS - PURCHASE REIMBURSEMENT	35.55
592	JACK STRADTMAN - SETTLEMENT/ MILEAGE, SEP.	392.40
596	ALTERNATIVE ON-SITE SERVICE - TYPEWRITER REPAIR	314.00
597	CDW GOVERNMENT, INC. - TECHNOLOGY SUPPLIES	33.42
599	DATA IMPRESSIONS - THINK PAD/ PRINTERS	2,168.68
600	GREAT SCOTT TREE SERVICE, INC. - TREE REMOVAL	1,195.00
601	HUNTINGTON HARDWARE - PADLOCKS/ STOCK	2,921.78
602	SOUTHERN CALIFORNIA EDISON - SEP. - OCT.	47.86
603	WARE DISPOSAL - TRASH SERVICE, OCTOBER	3,230.69
604	LESLIE MANGOLD - PURCHASE REIMBURSEMENT	199.00
605	MAILFINANCE - NEOPOST RECOVERY TAX	93.68
606	JONES SCHOOL SUPPLY CO. - CITIZENSHIP MEDAL	278.40
607	OC DEPT. OF ED. - SP.ED. EXCESS COST, JULY	9,049.16
609	IMPERIAL BAND INSTRUMENT -DISTRICT BAND SUPPLIES	102.57
610	LA HABRA JOURNAL - HALF PAGE ADVERTISEMENT	250.00
611	ARIANA CAZARES - PURCHASE REIMBURSEMENT	484.88
612	JIM COOMBS - COFFEE W/ COOMBS PRINCIPAL MEETING	144.84
613	MJ EVANOFF - COFFEE W/ COOMBS REIMBURSEMENT	33.90
614	JULIE MAYHEW-RS, PURCHASE REIMBURSEMENT	60.02
615	STACEY STEWART - PURCHASE REIMBURSEMENT	62.54
616	SUPPLYWORKS-JO,MA, RS, SUPPLIES	1,275.52
617	LOWE'S - MAINTENANCE MATERIALS	158.90
618	CULVER NEWLIN - RS, CLASSROOM FURNITURE	868.00
619	CA DEPT. TAX & FEES-SALES TAX- Q3 2018	989.00
620	LEARNING WIHTOUT TEARS - EVALUATION SUPPLIES	90.30
621	N2Y, LLC - SPECIAL ED. SUBSCRIPTIONS	502.95
622	PRO-ED-SPEC ED, SUPPLIES	194.70
623	SONOVA USA, INC. SPECIAL ED. AUDIO SHOE	238.99
624	WHITTIER HIGH SCHOOL-RS, FACILITY USAGE	997.22
625	WPS - SPECIAL EDUCATION TEST KITS	915.42

626	WPS - SPECIAL EDUCATION FORMS	722.70
627	JAMIE SWEENEY - RS, LETTERHEAD DESIGN SERVICE	100.00
628	TURF STAR - GROUNDS EQUIPMENT REPAIRS	384.12
629	U-HAUL - MAINTENANCE/ VEHICLE REPAIRS	20.43
632	AUTOZONE - MAINTENANCE SUPPLIES	16.40
634	BLICK ART MATERIALS - RS, ART SUPPLIES	27.83
635	CDW GOVERNMENT, INC. - TECHNOLOGY SUPPLIES	119.08
636	CINTAS FIRE PROTECTION-MAINTENANCE, SERVICES	741.46
637	CITY OF LA HABRA - FUEL, GROUNDS/ NUTRITION/ TECH.	1,683.22
638	GLASBY MAINTENANCE - CUSTODIAN SUPPLIES	262.82
640	ADRIANA PONCE - JO, PURCHASE REIMBURSEMENT	37.93
641	YUMI YAMAMOTO - PURCHASE REIMBURSEMENT	90.03
642	MELINDA KELLOGG - PURCHASE REIMBURSEMENT	145.07
644	SOUTHWEST SCHOOL SUPPLY - M.G., SUPPLIES	3,191.85
645	SOUTHWEST SCHOOL SUPPLY - OLITA, SUPPLIES	2,069.70
646	SOUTHWEST SCHOOL SUPPLY - OLITA, SUPPLIES	3,905.86
647	SYLVIA HYUNJOO LEE - PURCHASE REIMBURSEMENT	528.10
649	PASTUSAK PLUMBING CO.-RS, SUPPLIES	1,940.00
650	PROJECT SUPPORT SVC-JORDAN, SERVICES	48.63
651	FRONTIER COMMUNICATIONS - OCTOBER - NOVEMBER	2,331.23
652	SOUTHERN CALIFORNIA GAS - SEPTEMBER - OCTOBER	244.81
653	SOUTHERN CALIFORNIA EDISON - SEPTEMBER - OCTOBER	23,756.85
654	JIM COOMBS - SUPT., PURCHASE REIMBURSEMENT	294.73
655	ALAN MAO-TECH, PURCHASE REIMBURSEMENT	435.75
3014	STEPHANIE CHANG - PREPAID MEAL REFUND	22.33
3015	LUIS GARCIA - PREPAID MEAL REFUND	13.25
3016	CYNTHIA HARTMAN - PREPAID MEAL REFUND	31.50
3017	SONIA RAMIREZ - PREPAID MEAL REFUND	22.10
3018	ANNETTE LUND - PREPAID MEAL REFUND	190.00
3019	MELISSA PEREZ - PREPAID MEAL REFUND	37.75
3020	ALICE QUINONEZ - PREPAID MEAL REFUND	29.50
3021	SCVSFSA SUPER CO-OP - NUTRITION,1819 MEMBERSHIP	232.57
3022	JEANNINE GARCIA - PREPAID MEAL REFUND	22.25
3023	STEPHANIE MORALES - PREPAID MEAL REFUND	35.75
3024	GOLD STAR FOODS-NUTRITION SVCS, SUPPLIES	20,294.00
3025	SO CAL PIZZA CO-NUTRITION SVCS, SUPPLIES	6,458.40
3026	LADY BUGS ENVIRONMENTAL-SVC CALL	55.00
3027	BERKELEY ST BEVERAGE CO.NUTRITION SVCS	628.00
3028	ECOLAB-NUTRITION SVCS, SUPPLIES	231.50
3029	BUG FLIP-NUTRITION SVCS, SERVICE CALL	180.00
3030	SHARON KIM - MILEAGE REIMBURSEMENT	20.98
3031	P&R PAPER SUPPLY-NUTRITION SVCS, SUPPLIES	4,595.65
3032	VALPRO, INC. - NUTRITION SERVICES, FOOD	5,067.55
3033	CASE PARTS COMPANY - NUTRITION SERV. SUPPLIES	105.12
3034	DRIFTWOOD DAIRY - NUTRITION SERVICES, FOOD	8,490.74
3035	BERNIER REFRIGERATION GENERATIONS - N.S. SUPPLIES	1,114.04
3036	VANESSA WILLIAMS - EMPLOYEE REIMBURSEMENT	147.30
3037	SOUTHWEST SCHOOL SUPPLIES - NUTRITION SUPPLIES	211.63

3038	MARYLYNNE LIMCHICO-NUTRITION SVCS REFUND	20.00
3039	VANESSA WILLIAMS - FOOD PURCHASE REIMBURSEMENT	16.52
3040	CHRISTINA DAVIS - FOOD PURCHASE REIMBURSEMENT	28.03

LOWELL JOINT SCHOOL DISTRICT  
EMPLOYER-EMPLOYEE RELATIONS/PERSONNEL REPORT 2018/19 #4

November 5, 2018

I. CERTIFICATED EMPLOYEES

A. CORRECTION OF CERTIFICATED SALARIES FOR 2018/19\*\*

	<u>Class</u>	<u>Step</u>		
1. Evenson, Amanda	3	1	MG	Was C1/S1 on EER #1
2. Brown, Courtney	3	1	JO	Was C1/S1 on EER #1

B. STIPENDS/EXTRA DUTY PAY

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
1. Cazares, Ariana	08/13/18	05/31/19	RS	To be paid \$240.00 monthly, not to exceed \$2,400 for serving as Yearbook Coordinator. To be paid from the Rancho-Starbuck Yearbook Account. Correction from EER 2018-19 #3
2. Miller, Cameron	08/13/18	05/31/18	RS	To be paid \$160.00 monthly, not to exceed \$1,600 for serving as Yearbook Coordinator. To be paid from the Rancho-Starbuck Yearbook Account. Correction from EER 2018-19 #2

C. SUBSTITUTE CHANGE OF PAY

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
1. Samantha Torres	08/13/18	05/29/19	DO	To be paid \$35.00 per hour, not to exceed 4 hours per Saturday, To serve as a Supervisor for Saturday Enrichment, Enhancement, Encouragement School. To be paid from the Saturday School Account
2. Youri Kong	09/01/18	11/30/18	DO	To be paid special long term rate of \$170.00 for El Portal Elementary School for 6 <sup>th</sup> grade classroom

D. EMPLOYMENT OF SUBSTITUTES EFFECTIVE 08/14/18 FOR THE 2018/19 SCHOOL YEAR \$131.00 PER DAY RATE AND \$170.00 LONG TERM AND \$65.50 PER HALF DAY RATE AND \$35.00 PER HOUR\*

Sara Vargas  
 Elaine Hansen  
 Eugene Hung  
 Paolo Andres

\*It is further recommended that the individuals listed above be approved to instruct in the Intervention Programs. The rate of pay is \$35.00/hour and will be paid from Title I, or LCFE Supplemental Grant Funds.  
 \*It is further recommended that the individuals listed above be approved as home school teachers, if needed, for the 2018/19 school year at a rate of \$35.00/hour, not to exceed five hours per week, per student. Mileage will be paid at the IRS Standard Mileage Rate for the 2018/19 school year.

II. CLASSIFIED EMPLOYEES

A. MONTHLY – GENERAL FUND

<u>NAME/ EMPLOYEE ID#</u>	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	<u>RANGE / STEP</u>	<u>SITE</u>	<u>COMMENTS</u>
Bautista, Selah	10/01/18		R23/S5	DO	Fiscal Services Clerk/Replacement for Vacancy
Cardenas, Roberto	10/22/18		R18/S2	JO	Night Custodian/Replacement for Vacancy

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>
Allsman, Marcella	10/11/18	12/21/18	R14/S1	RS	Instructional Assistant/Substitute/ Temporary Assignment
Allsman, Marcella	10/11/18		R15/S1	DO	Instructional Assistant/Substitute
Amador-Solis, Hilda	10/26/18		R14/S1	DO	Instructional Assistant/Substitute
Amador-Solis, Hilda	10/26/18		R15/S1	DO	Instructional Assistant/Substitute Noon Duty
Anderson, Danielle	10/22/18	06/01/19		EP	Assistant/Temporary Increase of Hours
Archev, Sara	10/15/18	12/21/18	R14/S1	RS	Instructional Assistant/ Substitute/ Temporary Assignment
Archev, Sara	10/15/18		R15/S1	DO	Instructional

Argueta, Cindy	10/09/18		R16/S2	RS	Assistant/Substitute Special Education Support Aide/ Replacement for Vacancy Noon Duty
Campbell, Danielle	10/17/18		\$11.00/hr	DO	Assistant/Substitute/ Temporary Assignment Noon Duty
Carlin, Tanya	10/22/18	06/01/19		MA	Assistant/Temporary Increase of Hours Noon Duty
Chavez, Alora	10/22/18	06/01/19		OL	Assistant/Temporary Assignment Special Education Support Aide/Replacement for Vacancy
Covarrubias, Sarah	10/01/18		R15/S2	MG	Noon Duty
Cunningham, Susan	10/17/18		\$11.00/hr	DO	Assistant/Substitute
Currey, Evangelina	10/15/18		R14/S1	DO	Instructional Assistant/Substitute
Currey, Evangelina	10/15/18		R15/S1	DO	Instructional Assistant/Substitute Noon Duty
Drogt-Hill, Liz	09/05/18	06/01/19		MG	Assistant/Temporary Increase of Hours Instructional Assistant-
Egenias, Aurora	10/22/18		R14/S4	JO	RSP/ Replacement for Vacancy
Escano, Catherine	11/06/18	12/20/18		MG	Instructional Assistant/Unpaid Leave of Absence
Estrada, Tammy	10/19/18		R14/S1	DO	Instructional Assistant/Substitute
Estrada, Tammy	10/19/18		R159/S1	DO	Instructional Assistant/Substitute
Estrella Leon, Wendy	10/15/18		R15/S1	MG	Instructional Assistant/Replacement for Vacancy Noon Duty
Figuroa, Colleen	10/22/18	06/01/19		MA	Assistant/Temporary Increase of Hours
Gonzalez, Maria	10/17/18		\$11.00/hr	DO	Noon Duty Assistant/Substitute Noon Duty
Guerrero, Denise	10/22/18	06/01/19		EP	Assistant/Temporary Increase of Hours
Guzman, Heather	09/11/18		R14/S1	DO	Instructional Assistant/Substitute
Guzman, Heather	09/11/18		\$11.00/hr	DO	Noon Duty Assistant/Substitute
Johnson, Rachel	10/29/18		\$11.00/hr	DO	Noon Duty

					Assistant/Substitute/ Temporary Assignment Noon Duty
Kaopuiki, Ginger	10/22/18	06/01/19		JO	Assistant/Temporary Increase of Hours Noon Duty
La Porte, Mallory	10/22/18	06/01/19		EP	Assistant/Temporary Increase of Hours Noon Duty
Lepe, Caroline	10/22/18	06/01/19		EP	Assistant/Temporary Increase of Hours
Lugo, Paul	10/10/18		R18/S1	DO	Night Custodian/Substitute
Lugo, Paul	10/10/18		R21/S1	DO	Day Custodian/Substitute Noon Duty
Macedo, Yeni	10/22/18	06/01/19		JO	Assistant/Temporary Increase of Hours
Mailo, Oshea	10/08/18		R16/S1	EP	Instructional Assistant – ABA/ Replacement for Vacancy Noon Duty
Miller, Brad	10/22/18	06/01/19		EP	Assistant/Temporary Increase of Hours Noon Duty
Miller, Shelli	10/22/18	06/01/19		RS	Assistant/Temporary Increase of Hours Noon Duty
Mortensen, Shelly	10/22/18	06/01/19		RS	Assistant/Temporary Increase of Hours
Ocampo, Katrina	10/15/18			MG	Instructional Assistant/Increase of Hours
Orta, Monique	10/29/18			DO	Noon Duty Assistant/Substitute Noon Duty
Perez, Shari	09/05/18	06/01/19		MG	Assistant/Temporary Increase of Hours Noon Duty
Pola, Miguel	10/22/18	06/01/19		OL	Assistant/Temporary Increase of Hours Noon Duty
Reyatt, Mandi	10/22/18	06/01/19		JO	Assistant/Temporary Increase of Hours Noon Duty
Roman, Vivian	10/22/18	06/01/19		JO	Assistant/Temporary Increase of Hours Noon Duty
Ruiz, Maria	10/22/18	06/01/19		MA	Assistant/Temporary Increase of Hours
Saucedo, Adelyna	10/01/18		R15/S2	MG	Special Education Support Aide/Replacement for Vacancy
Saucedo, Adelyna	10/09/18	04/30/19		MG	Special Education Support

Schreihart, Jeffrey	10/22/18	06/01/19		MA	Aide/Temporary Increase of Hours due to Temporary Assignment Noon Duty Assistant/Temporary Increase of Hours
Spurgeon, Tamara	10/22/18				
Van Hoogmoed, Danielle	09/14/18		R15/S1	DO	Instructional Assistant/Substitute Special Education Support
Villarino, Kathleen P.	10/23/18		R14/S1	OL	Aide/ Replacement for Vacancy Noon Duty
Wheeler, Debbie	10/22/18	06/01/19		JO	Assistant/Temporary Increase of Hours Noon Duty
Zercher, Cheri Ann	10/22/18	06/01/19		RS	Assistant/Temporary Increase of Hours

LOWELL JOINT SCHOOL DISTRICT  
December 10, 2018

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Organization of the Board of Trustees

ACTION

The December 10, 2018, meeting of the Board of Trustees has been established as the annual organizational meeting in accordance with Education Code requirements. At the annual organizational meeting, it is necessary that the Board determine the organization of the Board for the 2019 year, adopt a schedule of regular Board meetings, and designate a meeting place and time for the regular meetings.

It is recommended that

- (1) the President be elected from among the members of the Board of Trustees;
- (2) the Vice President be elected from among the members of the Board of Trustees;
- (3) the Clerk be elected from among the members of the Board of Trustees;
- (4) the attached Schedule of Regular Meetings of the Board of Trustees of the Lowell Joint School District, 2019 Organizational Year be approved;
- (5) one member be elected to serve on the Nominating Committee for the Los Angeles County Committee on School District Organization;
- (6) one member be elected to serve as an alternate member on the Nominating Committee for the Los Angeles County Committee on School District Organization;
- (7) approval of "Certification of Signature";
- (8) two members be elected to serve on the Board of Directors of the Lowell Joint Education Foundation; and
- (9) one member be elected to serve on the Whittier Area School Trustees Association; and authorize the Superintendent or designee to execute the necessary documents.

Attachment

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Superintendent's Comment:

APPROVAL RECOMMENDED.



**Lowell Joint School District**  
Tradition of Excellence Since 1906  
Home of Scholars and Champions



**SCHEDULE OF REGULAR MEETINGS OF THE BOARD OF TRUSTEES  
OF THE LOWELL JOINT SCHOOL DISTRICT  
2019 ORGANIZATIONAL YEAR**

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

First and Only Regular Meeting in December, 2018 (Organizational Meeting)	Monday, December 10 (2 <sup>nd</sup> Monday)
First and Only Regular Meeting in January, 2019	Tuesday, January 14 (2 <sup>nd</sup> Monday)
First and Only Regular Meeting in February, 2019	Monday, February 4
First and Only Regular Meeting in March, 2019	Monday, March 4
First and Only Regular Meeting in April, 2019	Monday, April 1
First and Only Regular Meeting in May, 2019	Monday, May 6
First Regular Meeting in June, 2019	Monday, June 10 (2 <sup>nd</sup> Monday)
Second Regular Meeting in June, 2019	Thursday, June 24 (4 <sup>th</sup> Monday)
First and Only Regular Meeting in August, 2019	Monday, August 12 (2 <sup>nd</sup> Monday)
First and Only Regular Meeting in September, 2019	Monday, September 9 (2 <sup>nd</sup> Monday)
First and Only Regular Meeting in October, 2019	Monday, October 7
First and Only Regular Meeting in November, 2019	Monday, November 4
First and Only Regular Meeting in December, 2019 (Organizational Meeting)	Monday, December 9 (2 <sup>nd</sup> Monday)

LOWELL JOINT SCHOOL DISTRICT  
December 10, 2018

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of "Certification of Signatures"

ACTION

Education Code Sections 35143, 42632, and 42633, require that signatures must be verified to give authorization to a person or persons to sign notices of employment, contract, and orders drawn on the funds of the school district. With the changes from the reorganization, a new Certification of Signatures form needs to be submitted to the Los Angeles County Office of Education.

It is recommended that the Certification of Signatures be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
December 10, 2018

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Presentation of First Interim Report 2018/19

INFORMATION/  
ACTION

Education Code Sections 35035(g), 42130, and 42131 require Board approval of the District's First Interim Report 2018/19 and certification by the Board as to whether or not the District will maintain positive cash and fund balances for the current and subsequent two fiscal years. This Board approved interim report is due to the Los Angeles County Office of Education by December 17, 2018.

It is recommended the Board of Trustees adopt the 2018/19 First Interim report and approve a "Positive Certification" for the reporting period.

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Superintendent's Comment:

APPROVAL RECOMMENDED.

VI-A1-1

LOWELL JOINT SCHOOL DISTRICT  
December 10, 2018

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent

Subject: Resolution 2018/19 No. 738 to Establish Building  
Fund 21

ACTION  
(RESOLUTION)

On November 6, 2018 the voters of the Lowell Joint School District approved a ballot initiative to issue general obligation bonds to finance needed repairs to school district properties. It is necessary to establish a separate fund to account for these revenues and corresponding expenditures. The Los Angeles County Office of Education requires Board approval in order to establish new fund accounts.

Resolution 2018/19 No. 738 is to establish a separate fund to account for revenues, interest and expenditures of local bond funds. The Building Fund 21 will subsequently be closed after all bond funds have been expended. The resolution establishes this fund for accounting of projects funded with bond proceeds separate from the General Fund.

It is recommended that the Board approve Resolution 2018/19 No. 738, Establish Building Fund 21 be approved, and that the Superintendent or designee be authorized to execute the resolution.

AR:md

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Superintendent's Comment:

APPROVAL RECOMMENDED.

**RESOLUTION 2018/19 No. 738**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE  
LOWELL JOINT SCHOOL DISTRICT OF LOS ANGELES AND ORANGE  
COUNTIES, CALIFORNIA, TO ESTABLISH BUILDING FUND 21**

**WHEREAS**, school districts are authorized by Education Code section 15146 to establish a restricted fund known as the Building Fund; and

**WHEREAS**, Lowell Joint School District community passed a general obligation bond measure on November 6, 2018, to provide monies to finance the construction of school facilities in accordance with applicable public contract codes; and

**WHEREAS**, the District will begin administering these funds immediately and the District seeks the establishment of Building Fund 21 in order to be compliant with the California Department of Education's Standardized Account Code Structure (SACS); and

**WHEREAS**, the District seeks the establishment of Building Fund 21 in order to properly account for revenues and expenditures, separate from the General Fund; and

**WHEREAS**, amounts in this fund are lawfully restricted for the purpose of the fund.

**NOW, THEREFORE BE IT RESOLVED** that the District shall establish restricted fund 21 named Building Fund for the purpose of receiving, holding, investing, and disbursing funds for the construction project;

**BE IT FURTHER RESOLVED**, that the Board of Trustees of the Lowell Joint School District hereby expresses its approval for the establishment of Building Fund 21;

**BE IT FURTHER RESOLVED** that Jim Coombs, Superintendent, is hereby authorized and empowered to execute in the name of Lowell Joint School District all necessary documents to implement and carry out the purposes of this resolution.

**PASSED AND ADOPTED** by the Board of Trustees of the Lowell Joint School District the 10<sup>th</sup> day of December 2018.

AYES:

NOES:

ABSTAIN:

ABSENT:

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board of Trustees at a regular meeting thereof held on the 10<sup>th</sup> day of December, 2018, and passed by a unanimous vote of those present.

**IN WITNESS WHEREOF**, I have hereunto set my hand and seal this 10<sup>th</sup> day of December, 2018.

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Jim Coombs, Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT  
December 10, 2018

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Presentation and Approval of Single School Plans  
For Student Achievement

INFORMATION/  
ACTION

The *Single Plan for Student Achievement* (SPSA) is a plan of actions for each school site to raise the academic performance of all students. The SPSA for each school site is linked to the Board's Strategic Goals, the Local Control Accountability Plan (LCAP) and with the District's Local Education Agency Plan (LEA Plan).

All schools have conducted a comprehensive analysis of data and educational, research-based practices to identify focused areas for improvements. The sites' SPSAs describe the specific goals and strategies school staffs will implement.

Copies of the *Single Plan for Student Achievement* (SPSA) and Local Education Agency Plan are available for review in the Curriculum and Instruction Department.

It is recommended that the Single Plans for Student Achievement be approved, and that the Acting Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.



LOWELL JOINT SCHOOL DISTRICT  
December 10, 2018

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Purchase Order Report 2018/19 #5

ACTION/  
(RATIFICATION)

In accordance with the law, Purchase Order Report 2018/19 #5 is recommended for approval. The report lists all purchase orders issued October 17, 2018 through November 14, 2018.

AR:md

Attachment

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Superintendent's Comment:

APPROVAL RECOMMENDED.

**PURCHASE ORDERS FOR BOARD APPROVAL**  
**December 10, 2018**

NO#	VENDOR	DESCRIPTION	AMOUNT
84585	GREAT SCOTT TREE COMPANY	MACY, SERVICE	\$350.00
84586	VIRCO	EL PORTAL-SERVICE	\$315.36
84587	CINTAS FIRE PROTECTION	OLITA, SERVICE	\$135.00
84588	EMCOR SERVICES	EL PORTAL, SERVICE	\$2,334.00
84589	WTI TREMCO	MEADOW GREEN, SERVICE	\$925.00
84590	MOBIL SERVICE CENTER	GROUNDS, SERVICE	\$114.45
84591	MAGIC CARPET	MAINTENANCE, STOCK	\$181.83
84592	F.M. THOMAS AIR CONDITIONING	RANCHO, SERVICE	\$10,511.00
84593	CINTAS CORPORATION	MAINTENANCE, SERVICE	\$1,447.11
84594	JACKSON'S AUTO SUPPLY-NAPA	MAINTENANCE, SUPPLIES	\$4.16
84595	NAEIR	MEADOW GREEN-INCENTIVES	\$60.00
84596	PRO-ED ASSESSMENTS	FORMS	\$143.40
84597	PEARSON ASSESSMENTS	FORMS	\$566.43
84598	MACGILL	MEDICAL SUPPLIES	\$23.66
84599	PEARSON ASSESSMENTS	FORMS	\$57.49
84600	WPS PUBLISHING	FORMS	\$133.84
84601	ORIENTAL TRADING	INCENTIVES	\$200.00
84602	SCHOOL LIFE	INCENTIVES	\$100.12
84603	OLIVER AND ANDY'S BOOK COMPANY	MACY-BOOKS	\$255.40
84604	DEMCO	MACY-SUPPLIES	\$163.96
84605	FLORCABULARY	1 YR SUBSCRIPTION	\$2,000.00
84606	APPLE	APP PURCHASE	\$9.84
84607	HOUGHTON MIFFLIN HARCOURT	2ND GR-JOURNEYS VOCABULARY IN CONTEXT CARDS	\$75.81
84608	CULVER-NEWLIN	JORDAN-CLASSROOM FURNITURE	\$1,386.00
84609	SO CAL KINDER CONFERENCE	LECIA GUNSALUS, ANDREA DESMOND-3/1-2/19	\$760.00
84610	CDW-GOVERNMENT	PROJECTOR	\$1,230.00
84611	SAN JOAQUIN COUNTY OFFICE OF ED	EDJOIN.COM-PERSONNEL SUBSCRIPTION	\$458.00
84612	CENTRY SIGNS	JACKETS-TEACHER OF THE YR, CLASS OF THE YEAR	\$105.12
84613	CDW-GOVERNMENT	PROJECTOR BULBS	\$85.00
84614	JW PEPPER	BAND/MATERIALS & SUPPLIES	\$135.00
84615	JW PEPPER	CHOIR/MATERIALS & SUPPLIES	\$15.00
84616	TUXEDO WAREHOUSE	CHOIR/UNIFORMS	\$1,160.00
84617	A&D TRANSPORTATION	AFTER SCHOOL SPORTS TRANSPORTATION	\$350.00
84618	MIND RESEARCH	ST MATH PROGRESS CHARTS	\$78.10
84619	CDW-GOVERNMENT	TECH SUPPLIES	\$20.34
84620	CA SCHOOL NUTRITION ASSOCIATION	NUTRITION SVCS-CONFERENCE-VANESSA WILLIAMS	\$280.00
84621	HEARTLAND SCHOOL SOLUTIONS	SOFTWARE HOSTING RENEWAL 2018/19	\$7,632.00
84622	LOVE TO SNACK	2018/19 OPEN PO	\$15,000.00
84623	MHS	FORMS	\$376.43
84624	FUN AND FUNCTION	VEST	\$43.98
84625	GT DESIGNS	2 WALL DECALS	\$197.10
84626	SCHOOL SERVICES OF CA	REGISTRATION GOVERNERS BUDGET WORKSHOP	\$1,125.00
84627	SCHOOL NURSE SUPPLY	CALAMINE LOTION	\$125.74
84628	OCDE	PBIS TRAINING	\$800.00
84629	GT DESIGNS	STARBUCK PADS	\$360.00
84630	GT DESIGNS	STAFF T SHIRTS	\$140.16
84631	AIRTEK INDOOR AIR SOLUTIONS	CLEANING SERVICE AGREEMENT	\$8,624.00
84632	HP LASERJET	LASERJET INK	\$125.13
84633	BUDDY ALL STARS	SHIRTS	\$501.30
84634	BERNIER REFRIGERATION	2018/19 PO	\$20,000.00
84635	I-SIGHT	SUPPLIES-HARDWARE TV DISPLAY	\$2,979.80
84636	AMAZON	SUPPLIES-SDC CLASSES	\$237.19
84637	SCHOOL LIFE	SUPPLIES	\$72.00
84638	ACCO BRANDS	1 YR WARRANTY-LAMINATOR	\$543.98
84639	CDW-GOVERNMENT	LIGHT BULBS	\$76.24
84640	JW PEPPER	BAND SUPPLIES	\$29.57
84641	ACT ENVIRO	JORDAN-SUPPLIES	\$1,554.00
84642	TURF STAR	GROUNDS, SERVICE	\$1,500.00
84643	AUTOZONE	MAINTENANCE, SUPPLIES	\$164.14
84644	GENERAL PROJECTS CONTROL	OLITA, SERVICE	\$17,589.00



LOWELL JOINT SCHOOL DISTRICT  
December 10, 2018

To: President Hinz and Members, Board of Trustees

From: Jim Coombs

Subject: Warrant Listing Report 2018/19 #5

ACTION/  
(RATIFICATION)

The Warrant Listing Report 2018/19 #5 is recommended for approval. The report lists all warrants issued October 25, 2018, through November 26, 2018.

AR:md

Attachment

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Superintendent's Comment:

APPROVAL RECOMMENDED.

"B" WARRANTS FOR BOARD APPROVAL ON:  
December 10, 2018

"B" WARRANT DOCUMENTS : 530 - 826, 3041 - 3055

**734,168.98**

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

NO#		AMOUNT
530	CHRISTIAN PENUELAS - FILM/ EDIT INTERVIEW	150.00
593	RACHEL COLEMAN	40.60
608	ILLUMINATE EDUCATION - DATA ASSESSMENT SOFTWARE	18,876.00
630	AAA ELECTRIC MOTOR SALES & SERVICE-MG, SERVICE	262.82
631	A-1 FENCE CO. - MACY, FENCE RENTAL	1,417.00
633	BAUVILLE-RS, SUPPLIES	189.40
639	TOTAL FUNDS BY HASLER	3,082.11
643	SCHOOL LIFE-JORDAN, STUDENT INCENTIVES	128.39
	EARLY RETIREE REIMBURSEMENTS - NOVEMBER 2018	
656	DAWN AANDAHL	509.70
657	DEBORAH ANDERSEN	923.03
658	JOANNE DAVIS	480.29
659	MARIANNE DOYLE MEDINA	509.70
660	ELIZABETH KANESHIRO	911.93
661	KIM LIKERT	1,152.40
662	SHELLY MARKER	509.70
663	PENNY MAYERCHECK	1,107.78
664	CATHERINE MILWARD	1,107.78
665	DEBRA OPFER	480.29
666	CAROLINE PETERSON	1,152.40
667	RONALD RANDOLPH	631.60
668	GAYLE ROGERS	249.30
669	NANCY ROGERS	1,152.40
670	CARL ROMANO	1,152.40
671	HOLLY WOLFE	480.29
672	IMPERIAL SPRINKLER SUPPLY-JO, SUPPLIES	498.20
673	THE SHERWIN WILLIAMS-RS, SUPPLIES	569.14
674	BARCO PRODUCTS CO-OLITA, SERVICE	1,112.17
675	ACCO BRANDS - OLITA, PART FOR LAMINATOR	558.21
676	BEARCOM - MACY, WALKIE TALKIE	891.98
677	CDW GOVERNMENT - PROJECTOR/ TONER SUPPLIES	794.70
678	DEMO PLUS - MACY, DROP/ PICK UP BIN	600.00
679	DECISION INSITE - MY SCHOOL LOCATOR LICENSE	2,000.00
680	FIRST - MACY, LEAGUE TEAM REGISTRATION	337.69
681	FUN AND FUNCTION - SCOOTER/ VEST SUPPLIES	108.03
682	HOUGHTON MIFFLIN HARCOURT - SPECIAL. ED SUPPLIES	1,248.10
683	AMERICAN FIDELITY ASSURANCE/ EMP. DEDUCTIONS, OCT.	5,465.00
684	CREDIT UNION OF SO. CAL.- VOL. DEDUCTIONS, OCT.	2,887.80

685	SCHOOLS FIRST FEDERAL C.U.- EMP.DEDUCTIONS, OCT.	18,335.00
686	LINDA TAKACS - RS, PURCHASE REIMBURSEMENT	54.11
687	EDUCATIONAL DATA SYSTEMS - CURRICULUM MATERIALS	58.31
688	KRISTA VAN HOOGMOED - PRINCIPALS LUNCH	79.39
689	MONTGOMERY HARDWARE CO. - JO, RESTROOMS	659.18
690	JORDAN PTA - T SHIRTS/ WATER FOR STAFF	462.00
691	INTERQUEST DETECTION CANINES - RS, SEPTEMBER	215.00
692	IMPERIAL BAND INSTRUMENTS - RS, BAND SUPPLIES	330.68
693	CITY OF LA HABRA WATER DEPT. - SEP. - OCT.	622.10
694	SOUTHERN CALIFORNIA GAS - SEPTEMBER - OCTOBER	66.27
695	SOUTHERN CALIFORNIA EDISON - SEP. - OCT.	7,386.19
699	AMERICAN FIDELITY ASSURANCE/ EMP. DEDUCTIONS, OCT.	7,436.92
700	ASSOC. OF CA. SCHOOL ADMIN./EMP. DEDUCTIONS, OCT.	290.03
701	CA. ASSOC. OF SCHOOL PSYCH/ EMP.DEDUCTIONS, OCT.	15.50
702	CALIF. TEACHERS ASSOC./EMPLOYEE DEDUCTIONS, OCT.	12,704.85
703	UNITED WAY OF GREATER L.A./EMP.DEDUCTIONS, OCT.	10.00
704	PACIFIC EDUCATORS, INC./EMP. DEDUCTIONS, OCT.	77.00
705	CALIF. PUBLIC EMPLOYEES RET. SYSTEM/ MED. INS., SEP.	257,338.62
706	CALIF. PUBLIC EMPLOYEES RET. SYSTEM/ MED. INS., SEP.	4,372.65
707	DELTA DENTAL- CERT. RETIREE VOL. PLAN., NOV.	2,094.36
708	CAMERON MILLER - DRUMLINE COMPETITION	1,000.00
709	A&D TRANSPORTATION - BUS TRANSPORTATION, OCT.	350.00
710	CINTAS FIRE PROTECTION - OL, ALARM MONITORING	135.00
711	CAL SCHOOL & SPORT - SWING SEATS AND PARTS	317.71
712	EDUCLINE, LLC. - HANDWRITING PAPER SUPPLIES	35.40
713	GREAT SCOTT TREE SERVICE - MA, TREE REMOVAL	350.00
714	WHITNEY TAKACS - RS, RED RIBBON SUPPLIES	64.78
716	HOUGHTON MIFFLIN HARCOURT - CURRICULUM	75.81
717	VECTOR ENERGY GROUP - M&O, 4TH APPLICATION PMT	117,863.08
718	COD.ED EDUCATION - ADVANCED COMPUTER CLASS	8,000.00
719	A&D TRANSPORTATION - BUS TRANSPORTATION, OCT.	350.00
720	EMCOR SERVICES - MACY, HVAC REPAIR	1,200.00
721	JIVE COMMUNICATIONS - VOIP/ VOICE, NOVEMBER	3,162.79
722	MCI A VERIZON CO. - RS, SEPTEMBER	9.93
723	VERIZON WIRELESS - SEPTEMBER - OCTOBER	1,036.77
724	LA HABRA ROTARY FOUNDATION - D.O., FOUNDATION	160.00
725	O.C. DEPT. OF ED. - EXCESS COST/ TRANSPORTATION	8,770.54
726	ORANGE COUNTY SANITATION DISTRICT - SEWER FEES	2,529.07
728	WALKER ENTERPRISES TUXEDO - RS, CHOIR GOWNS	1,159.60
729	READY REFRESH-DO, SUPPLIES	58.56
730	GT DESIGNS-RS, DESIGN SERVICES	1,296.71
731	SPARKLETTS-RS, SUPPLIES	157.01
732	YUMI YAMAMOTO, JO- PURCHASE REIMBURSEMENTS	121.64
733	ALL AMERICAN SPORTS-RS, REFEREE SVCS	945.00
734	MELISSA OVERTON - CONSULTANT/ GRAPHIC DESIGN	1,530.00
735	KIM BROOKS-EP, PURCHASE REIMBURSEMENT	86.85
736	MARIKATE WISSMAN-JO, PURCHASE REIMBURSEMNT	85.46
737	SCHOOL SERVICES OF CA. - FISCAL BUDGET, SEP.	275.00

738	SENTRY SIGNS & PRINTING-SUPT., SUPPLIES	1,662.76
741	FIRST BUS MACHINES-DISTRICT WIDE, SVCS	42,157.50
742	ARIANA CAZARES-RS, SUPPLIES	86.16
743	JESSICA GALLI-RS, SUPPLIES	130.26
744	AMERICAN EXPRESS - CREDIT CARD PURCHASES, OCT.	7,227.25
745	CITY OF LA HABRA WATER DEPT. - SEP. - OCT.	7,125.59
746	SUBURBAN WATER SYSTEMS - SEP. - OCT.	5,563.02
747	SOUTHERN CALIFORNIA GAS - SEP. - OCT.	63.35
748	SOUTHERN CALIFORNIA EDISON - SEP. - OCT.	5,414.27
749	THE PRENTICE SCHOOL - SPEECH SERVICES, AUG- SEP	405.00
750	SPECIAL EDUCATION LAW FIRM - JUNE - SEPTEMBER	6,500.00
751	SOUTHERN CALIFORNIA GAS - SEP. - OCT.	75.90
752	SOUTHERN CALIFORNIA EDISON - SEP. - OCT.	333.69
753	A-1 FENCE CO. - EL PORTAL, FENCE REPAIR	2,481.00
754	BUG FLIP - GENERAL PEST CONTROL	200.00
755	DANIEL'S TIRE - VEHICLE MAINTENANCE	92.50
756	LOWE'S - MAINTENANCE SUPPLIES/ STOCK	201.43
757	SUPPLYWORKS - IRRIGATION/ MAINTENANCE	366.82
758	UNITED REFRIGERATION - MAINTENANCE/ SUPPLIES	608.59
759	ASSOC. OF CA. SCHOOL ADMIN. - EVERY CHILD COUNTS	800.00
761	CDW GOVERNMENT - JO,RS,NUTRITION-SUPPLIES	2,760.31
762	CTL CORPORATION - CHROMEBOOKS	15,157.00
763	EMCOR SERVICES - EL PORTAL, HVAC REPAIR	2,334.00
764	FUN AND FUNCTION - PRESSURE MESH VEST	41.94
765	CALIF. SCHOOL EMPLOYEES ASSOC./EMP. DEDUCTIONS, OCT.	2,549.07
767	APPLE, INC. - APPLICATION/ SPEECH	197.09
768	KAITLYN CAMPBELL - CONFERENCE REIMBURSEMENT	209.80
769	KIM BROOKS - CONFERENCE REIMBURSEMENT	288.08
770	MARIKATE WISSMAN - JO, PURCHASE REIMBURSEMENT	129.88
771	AMY LILES - TSA REFUND FOR OCTOBER PAYROLL	1,450.00
773	RHONDA ESPARZA - EP, PURCHASE REIMBURSEMENT	257.59
775	PROJECT SUPPORT SERVICES-CONTRACT SVCS	281.25
776	SAN JOAQUIN COUNTY OFFICE OF ED. - EDJOIN FEES	458.55
777	WEST INTERACTIVE - SCHOOL MESSENGER RENEWAL	2,739.46
778	SCHOLASTIC, INC.-MACY, SUPPLIES	75.90
780	SCHOOL NURSE SUPPLY-HEALTH SUPPLIES	125.74
781	JACK STRADTMAN - MILEAGE REIMBURSEMENT, OCT.	370.60
787	JIM COOMBS - FLOWERS TEACHER OF THE YEAR	48.68
788	MARY JO EVANOFF - PARTING GIFT BOARD MEMBER	84.87
789	DEMCO-MACY, SUPPLIES	209.08
790	DEBORAH NAPLES - CONFERENCE PARKING REIMB.	15.00
791	MARGARET PALMER - CONFERENCE REIMBURSEMENT	380.24
792	JENNIFER PAINE - CONFERENCE PARKING REIMB.	26.00
794	SOUTHERN CALIFORNIA EDISON - OCTOBER - NOVEMBER	3,600.56
795	SUBURBAN WATER SYSTEMS - OCTOBER - NOVEMBER	4,361.74
796	JONES SCHOOL SUPPLY-MG, SUPPLIES	12.24
797	LAKESHORE LEARNING MATERIALS-JO, SUPPLIES	50.05
798	NCS PEARSON INC.-SPEC ED, SUPPLIES	547.48

799	WILLIAM MCGILL-MAINT, SUPPLIES	34.63
800	IMPERIAL BAND INSTRUMENTS - RS, BAND SUPPLIES	758.53
801	BARNES & NOBLE-RS, SUPPLIES	389.35
802	CATHY KATO - SUPPLIES FOR FLEX CLASS REIMB.	81.61
803	CAMERON MILLER - BAND PERFORMANCE REIMB.	123.00
804	JESSICA GALLI - SUPPLIES FOR FLEX CLASS REIMB.	49.49
805	LINDA TAKACS - AMAZON/ BINDERS REIMBURSEMENT	90.86
806	ERIC CHITTUM - HOME DEPOT SUPPLIES REIMB.	264.02
807	LINDA TAKACS - SCIENCE OLYMPIAD REIMB.	335.00
808	GRANADA ASB-RS, TOURNAMENT FEES	125.00
809	CINTAS FIRE PROTECTION - OL, ALARM MONITORING	1,447.11
811	STORAGE CONTAINERS - CONTAINER SUPPLIES	4,290.00
812	AAA ELECTRIC MOTOR SALES-EP, SUPPLIES	127.06
814	BEST LAWNMOWER, INC.-MAINT, STOCK	809.10
815	CANNINGS HARDWARE LA HABRA-JO,MA, RS, SUPPLIES	91.37
816	IMPERIAL SPRINKLER-GROUNDS, SUPPLIES	138.12
817	GLASBY MAINTENANCE-EP,MG,OL-SUPPLIES	8,386.70
818	JAMES HARDWARE CO.-EP,MG,MAINT-STOCK	174.00
820	PLUMBING WHOLESALE-EP,JO,MA, SUPPLIES	1,355.89
821	SHERWIN-WILLIAMS-EP, RS, SUPPLIES	279.62
822	SHIFFLER EQUIPMENT SALES-RS, SUPPLIES	198.64
823	SOUTHEAST CONSTRUCTION PROD-JO,MA,MG	282.43
825	WALTERS WHOLESALE-EP,JO,MG-SUPPLIES	459.83
826	THE STANDARD INS. CO-NOV 2018	5,195.20
3041	LOVE TO SNACK, LLC	635.04
3042	HEARTLAND SCHOOL SOLUTIONS - SUBSCRIPTION	7,632.00
3043	CA. SCHOOL NUTRITION ASSOC. - ANNUAL REGISTRATION	280.00
3044	SOUTHWEST SCHOOL SUPPLY - NUTRITION SERVICES	97.52
3045	BUG FLIP - NUTRITION SERVICES, PEST CONTROL	180.00
3046	LADY BUGS ENVIRONMENTAL - PEST CONTROL	55.00
3047	BERNIER REFRIGERATION GENERATIONS - SERVICE	981.93
3049	LOVE TO SNACK, LLC-NUTRITION SVCS, SUPPLIES	997.92
3050	P&R PAPER SUPPLY-NUTRITION SVCS, SUPPLIES	3,740.46
3051	GOLD STAR FOODS-NUTRITION SVCS, SUPPLIES	32,934.26
3052	SO CAL PIZZA CO.-NUTRITION SVCS, SUPPLIES	6,942.00
3053	VALPRO, INC. -NUTRITION SVCS, SUPPLIES	7,701.26
3054	DRIFTWOOD DAIRY - FOOD/ NUTRITION SERVICES, OCT.	8,762.88
3055	CHRISTINA DAVIS-NUTRITION SVCS, REIBURSEMENT	21.66

LOWELL JOINT SCHOOL DISTRICT  
December 10, 2018

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of the Classified Management Salary Schedule Adding the Bond Contracts and Accounting Compliance Manager Effective December 10, 2018 ACTION

The 2018/19 Classified Management Salary Schedule effective December 10, 2018, is submitted for Board approval. The salary schedule includes the addition of the Bond Contracts and Accounting Compliance Manager.

It is recommended that the Classified Management Salary Schedule adding the Bond Contracts and Accounting Compliance Manager Effective December 10, 2018, be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

AR/md

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Superintendent's Comment:

APPROVAL RECOMMENDED.

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

**Effective July 1, 2018**

*"For the 2018/19 school year, effective July 1, 2018, employees shall receive a 2% increase to base salary earnings (excluding stipends and other remuneration)."*

MANAGEMENT POSITIONS	RANGE 1	RANGE 2	RANGE 3	RANGE 4	RANGE 5	RANGE 6	RANGE 7	RANGE 8
Assistant Superintendent of Administrative Services	12,135	12,774	13,446	14,118	14,824	15,565	16,343	17,160
Director of Educational & Information Technology	6,377	6,700	7,038	7,391	7,764	8,161	8,568	9,007
Director of Maintenance, Operations, and Facilities	6,377	6,700	7,038	7,391	7,764	8,161	8,568	9,007
Director of Nutrition Services	6,377	6,700	7,038	7,391	7,764	8,161	8,568	9,007
Occupational Therapist (11 months)	5,975	6,274	6,588	6,918	7,264	7,628	8,009	8,410
Fiscal Services Coordinator	4,186	4,390	4,617	4,856	5,101	5,361	5,628	5,913
Bond Contracts and Accounting Compliance Manager	4,186	4,390	4,617	4,856	5,101	5,361	5,628	5,913

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

**LONGEVITY**

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

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

*GR*  
*11-24-18*

LOWELL JOINT SCHOOL DISTRICT  
December 10, 2018

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Consulting Agreement to Provide  
Specialized Services with School Facilities Support

ACTION  
(RATIFICATION)

Section 53060 of the California Government Code authorizes the District to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required.

School Facilities Support has personnel that possess over thirty years of administrative experience in the public sector. These personnel are specially trained and experienced and competent to perform the special services required by the District and such services are needed for this project.

It is recommended that the District approve the Consulting Agreement to Provide Specialized Services with School Facilities Support and that the Superintendent or designee be authorized to execute the necessary documents.

AR/md

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
December 10, 2018

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Agreement with Cumming Construction  
Management Inc., to Provide Solar Feasibility Study  
and Possible Procurement Management

ACTION

The District has a need to contract with Cumming Construction Management Inc. to provide a solar feasibility study at all District sites and possible administration of District RFP procurement process, and/or piggyback purchase for solar services, in accordance with Government Code Section 4217.10.

The fiscal impact of this request for approval is as follows:

Task 1: Solar Assessment for Solar Plan and Strategy	\$10,675
Task 2: Contractor Procurement (not applicable if piggyback is used)	\$14,000
<b>PHASE 1</b>	<b>\$24,675</b>
Task 3: Contract Negotiations	\$3,500
Task 4: Design and Interconnection	\$5,600
Task 5: Construction Oversight (assumes a 3-month construction)	\$15,225
Task 6: Construction Closeout	\$3,500
<b>PHASE 2</b>	<b>\$27,825</b>
<b>PROJECT TOTAL</b>	<b>\$52,500</b>

It is recommended that the agreement with Cumming Construction Management Inc., to Provide Solar Feasibility Study and Possible Procurement Management not to exceed \$52,500 be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

AR/md

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
December 10, 2018

To: President Hinz and Members, Board of Trustees  
From: Jim Coombs, Superintendent of Schools  
Subject: Approval of Agreement with Zum Services, Inc. to ACTION  
Furnish Field Trip Transportation Services

The District has a need to contract with an additional transportation company to fulfill the needs of the schools' field trip requests. This agreement will

It is recommended that the Approval of Agreement with Zum Services, Inc. to Furnish Field Trip Transportation Services December 10, 2018 through June 30, 2019, be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

AR/md

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
December 10, 2018

To: President Hinz, and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval to Delegate Authority to the Superintendent of Schools, or Designee, to Sign Construction Bid Awards for the Construction Projects and State Eligibility Documents for Modernization Matching Funds for all District Sites ACTION

All district sites will undergo a major maintenance project due to aging roof systems, heating and air conditioning systems, associated electrical, potential additional portables, and other associated modernization items. This project will require the awarding of construction bids, consulting contracts for miscellaneous site work, electrical, plumbing, HVAC, construction management, and architectural designs.

Board of Trustee meetings are typically schedule once a month. Staff wishes to be able to award contracts as soon as possible in order to take advantage of time in the very competitive construction world. Waiting to award a bid for a construction contract can result in increased costs to the district due to the heavy competition for construction trades. Therefore, delegation of authority to the Superintendent, or designee, will ensure the district can award contracts as soon as possible.

District outlay of capital funds for this project can qualify the district to receive "matching funds" of 60% of the eligible expenditures from the state when funds are available as long as the district has submitted applications for modernization eligibility. The Board is asked to approve the Superintendent, or designee, to complete and file the necessary applications for all eligible sites district-wide so the district can maximize the expenditure of these local funds for future facility projects.

It is recommended that the Approval to Delegate Authority to the Superintendent of Schools, or designee, to Sign Construction Bid Awards for Construction Projects and State Eligibility Documents for Modernization Matching Funds for all District Sites be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

AR:md

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
December 10, 2018

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Agreement with Terry Tao, Attorney at Law, to Provide Legal Services ACTION

Terry Tao, formerly a partner with the law firm Atkinson, Andlessen, Loya, Romo and Ruud (ALLRR), left this law firm after several years to form his own firm. The District utilized Mr. Tao's services extensively in the area of facilities for the past thirteen years. A new three year retainer agreement for the period of December 10, 2018, through June 30, 2021, will allow the District to maintain continuity of these legal services. The rates are \$350 per hour for Senior Partners, \$300 per hour for Partners/Senior Counsel, \$280 per hour for Senior Associates, \$245 per hour for Associates, \$225 per hour for Electronic Technology Litigation Specialist, \$200 per hour for non-legal consultants, and \$200 per hour for Senior Paralegals/Law Clerks, and \$200 per hour for Paralegals and Legal Assistants.

It is recommended that the agreement with Terry Tao, Attorney at Law, to Provide Legal Services from December 10, 2018, through June 30, 2021, be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.





## Budget Adjustment Summary K-12/ROPs/JPs

PERIOD AFFECTED:	
<input type="checkbox"/> Adopted Budget	
<input checked="" type="checkbox"/> First Interim	
<input type="checkbox"/> Second Interim	
<input type="checkbox"/> Third Interim	
<input type="checkbox"/> Unaudited Actuals	

Submit one (1) certified original of this form.

DISTRICT NUMBER 64766	GL JOURNAL ID NUMBER FI001	FUND NUMBER 01.0
FISCAL YEAR 2018-19	FUND NAME General Fund	<input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> RESTRICTED

DATE OF SUMMARY 12/05/2018	NAME OF SCHOOL DISTRICT Lowell Joint School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$ 175,719.00
2. Federal Revenue	8100-8299			0.00
3. Other State Revenue	8300-8599			(511,562.00)
4. Other Local Revenue	8600-8799			13,361.00
5. Interfund Transfers In	8900-8929			0.00
6. All Other Financing Sources	8930-8979			0.00
7. Contributions	8980-8999			152,000.00
<b>8. Total Revenues/Other Financing Sources</b>				<b>\$ (170,482.00)</b>

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$ 44,167.00
2. Classified Personnel Salaries	2000-2999		(60,597.00)
3. Employee Benefits	3000-3999		(264,168.00)
4. Books and Supplies	4000-4999		345,102.00
5. Services and Other Operating Expenditures	5000-5999		37,434.00
6. Capital Outlay	6000-6999		0.00
7. Tuition	7100-7199		0.00
8. Interagency Transfers Out	7200-7299		0.00
9. Transfers of Indirect Costs	7300-7399		4,119.00
10. Debt Service	7430-7439		0.00
11. Interfund Transfers Out	7600-7629		(967,883.00)
12. All Other Financing Uses	7630-7699		0.00
<b>13. Total Expenditures/Other Financing Uses</b>			<b>\$ (861,826.00)</b>

<b>C. Subtotal A8 - B13 [This amount will increase (Decrease) Ending Fund Balance]</b>	<b>\$ 691,344.00</b>
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**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
 Line A7 - Contributions must net to zero at the total fund level.  
 If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
2. <b>Restricted Amounts</b>			
Restricted	9740		\$
<b>Total Restricted Amounts</b>			0.00
3. <b>Committed Amounts</b>			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00
4. <b>Assigned Amounts</b>			
Other Assignments	9780		\$
<b>Total Assigned Amounts</b>			0.00
5. <b>Unassigned/Unappropriated Amounts</b>			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		(428,539.00)
<b>Total Unassigned/Unappropriated Amounts</b>			(428,539.00)
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ (428,539.00)

**E. Narrative Explanation for this Revision - Must be Completed**

2018-19 First Interim Adjustment based on projections for remainder of fiscal year.

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON Andrea Reynolds	TELEPHONE NUMBER OF CONTACT PERSON ( 562 ) 943-0211	EMAIL ADDRESS OF CONTACT PERSON areynolds@ljsd.org
DATE OF BOARD APPROVAL 12/10/2018	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE Jim Coombs, Superintendent
		DATE SIGNED 12/10/2018

Submit one (1) certified original of this form to:

Los Angeles County Office of Education  
Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY	DATE SIGNED
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## Budget Adjustment Summary K-12/ROPs/JPA's

PERIOD AFFECTED:	
<input type="checkbox"/> Adopted Budget	
<input checked="" type="checkbox"/> First Interim	
<input type="checkbox"/> Second Interim	
<input type="checkbox"/> Third Interim	
<input type="checkbox"/> Unaudited Actuals	

Submit one (1) certified original of this form.

DISTRICT NUMBER <b>64766</b>	GL JOURNAL ID NUMBER <b>F1002</b>	FUND NUMBER <b>01.0</b>
FISCAL YEAR <b>2018-19</b>	FUND NAME <b>General Fund</b>	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY <b>12/05/2018</b>	NAME OF SCHOOL DISTRICT <b>Lowell Joint School District</b>
--------------------------------------	--

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$ 0.00
2. Federal Revenue	8100-8299			204,566.00
3. Other State Revenue	8300-8599			317,106.00
4. Other Local Revenue	8600-8799			23,296.00
5. Interfund Transfers In	8900-8929			0.00
6. All Other Financing Sources	8930-8979			0.00
7. Contributions	8980-8999			(152,000.00)
<b>8. Total Revenues/Other Financing Sources</b>				<b>\$ 392,968.00</b>

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$ 168,359.00
2. Classified Personnel Salaries	2000-2999		66,165.00
3. Employee Benefits	3000-3999		31,039.00
4. Books and Supplies	4000-4999		316,230.00
5. Services and Other Operating Expenditures	5000-5999		(7,971.00)
6. Capital Outlay	6000-6999		0.00
7. Tuition	7100-7199		33,300.00
8. Interagency Transfers Out	7200-7299		
9. Transfers of Indirect Costs	7300-7399		(197.00)
10. Debt Service	7430-7439		
11. Interfund Transfers Out	7600-7629		
12. All Other Financing Uses	7630-7699		
<b>13. Total Expenditures/Other Financing Uses</b>			<b>\$ 606,925.00</b>

<b>C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]</b>	<b>\$ (213,957.00)</b>
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**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
 Line A7 - Contributions must net to zero at the total fund level.  
 If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b> Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
2. <b>Restricted Amounts</b> Restricted	9740		\$
<b>Total Restricted Amounts</b>			0.00
3. <b>Committed Amounts</b> Stabilization Arrangements	9750		\$
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00
4. <b>Assigned Amounts</b> Other Assignments	9780		\$
<b>Total Assigned Amounts</b>			0.00
5. <b>Unassigned/Unappropriated Amounts</b> Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
<b>Total Unassigned/Unappropriated Amounts</b>			0.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ 0.00

**E. Narrative Explanation for this Revision - Must be Completed**

*2018-19 First Interim Adjustment based on projections for remainder of fiscal year.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON Andrea Reynolds	TELEPHONE NUMBER OF CONTACT PERSON ( 562 ) 943-0211	EMAIL ADDRESS OF CONTACT PERSON areynolds@ljsd.org
DATE OF BOARD APPROVAL 12/10/2018	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE Jim Coombs, Superintendent
		DATE SIGNED 12/10/2018

Submit one (1) certified original of this form to:

Los Angeles County Office of Education  
Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:  
Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



## Budget Adjustment Summary K-12/ROPs/JPA's

PERIOD AFFECTED:	
<input type="checkbox"/> Adopted Budget	
<input checked="" type="checkbox"/> First Interim	
<input type="checkbox"/> Second Interim	
<input type="checkbox"/> Third Interim	
<input type="checkbox"/> Unaudited Actuals	

Submit one (1) certified original of this form.

DISTRICT NUMBER 64766	GL JOURNAL ID NUMBER FI003	FUND NUMBER 13.0
FISCAL YEAR 2018-19	FUND NAME Cafeteria Fund	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 12/05/2018	NAME OF SCHOOL DISTRICT Lowell Joint School District
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A.	Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1.	LCOFF Sources	8010-8099			\$ 0.00
2.	Federal Revenue	8100-8299			0.00
3.	Other State Revenue	8300-8599			0.00
4.	Other Local Revenue	8600-8799			3,000.00
5.	Interfund Transfers In	8900-8929			2,000.00
6.	All Other Financing Sources	8930-8979			0.00
7.	Contributions	8980-8999			0.00
<b>8. Total Revenues/Other Financing Sources</b>					<b>\$ 5,000.00</b>

B.	Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1.	Certificated Personnel Salaries	1000-1999		\$ 0.00
2.	Classified Personnel Salaries	2000-2999		0.00
3.	Employee Benefits	3000-3999		0.00
4.	Books and Supplies	4000-4999		1,270.00
5.	Services and Other Operating Expenditures	5000-5999		(20,150.00)
6.	Capital Outlay	6000-6999		0.00
7.	Tuition	7100-7199		0.00
8.	Interagency Transfers Out	7200-7299		0.00
9.	Transfers of Indirect Costs	7300-7399		(3,922.00)
10.	Debt Service	7430-7439		
11.	Interfund Transfers Out	7600-7629		
12.	All Other Financing Uses	7630-7699		
<b>13. Total Expenditures/Other Financing Uses</b>				<b>\$ (22,802.00)</b>

<b>C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]</b>	<b>\$ 27,802.00</b>
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**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
Line A7 - Contributions must net to zero at the total fund level.  
If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
	<b>Total Nonspendable Amounts</b>		0.00
2. <b>Restricted Amounts</b>			
Restricted	9740		\$ 27,802.00
	<b>Total Restricted Amounts</b>		27,802.00
3. <b>Committed Amounts</b>			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
	<b>Total Committed Amounts</b>		0.00
4. <b>Assigned Amounts</b>			
Other Assignments	9780		\$
	<b>Total Assigned Amounts</b>		0.00
5. <b>Unassigned/Unappropriated Amounts</b>			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
	<b>Total Unassigned/Unappropriated Amounts</b>		0.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			<b>\$ 27,802.00</b>

**E. Narrative Explanation for this Revision - Must be Completed**

*2018-19 First Interim Adjustment based on projections for remainder of fiscal year.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON Andrea Reynolds		TELEPHONE NUMBER OF CONTACT PERSON ( 562 ) 943-0211	EMAIL ADDRESS OF CONTACT PERSON areynolds@ljsd.org
DATE OF BOARD APPROVAL 12/10/2018	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE Jim Coombs, Superintendent	DATE SIGNED 12/10/2018

Submit one (1) certified original of this form to:

Los Angeles County Office of Education  
Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY	DATE SIGNED
--	-------------



## Budget Adjustment Summary K-12/ROPs/JPAs

PERIOD AFFECTED:	
<input type="checkbox"/> Adopted Budget	
<input checked="" type="checkbox"/> First Interim	
<input type="checkbox"/> Second Interim	
<input type="checkbox"/> Third Interim	
<input type="checkbox"/> Unaudited Actuals	

Submit one (1) certified original of this form.

DISTRICT NUMBER 64766	GL JOURNAL ID NUMBER FI004	FUND NUMBER 14.0
FISCAL YEAR 2018-19	FUND NAME Deferred Maintenance Fund	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 12/05/2018	NAME OF SCHOOL DISTRICT Lowell Joint School District
-------------------------------	---

A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$ 0.00
2. Federal Revenue	8100-8299			0.00
3. Other State Revenue	8300-8599			0.00
4. Other Local Revenue	8600-8799			0.00
5. Interfund Transfers In	8900-8929			(969,883.00)
6. All Other Financing Sources	8930-8979			0.00
7. Contributions	8980-8999			0.00
<b>8. Total Revenues/Other Financing Sources</b>				<b>\$ (969,883.00)</b>

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$ 0.00
2. Classified Personnel Salaries	2000-2999		4,866.00
3. Employee Benefits	3000-3999		1,336.00
4. Books and Supplies	4000-4999		(30,000.00)
5. Services and Other Operating Expenditures	5000-5999		101,500.00
6. Capital Outlay	6000-6999		0.00
7. Tuition	7100-7199		0.00
8. Interagency Transfers Out	7200-7299		0.00
9. Transfers of Indirect Costs	7300-7399		0.00
10. Debt Service	7430-7439		0.00
11. Interfund Transfers Out	7600-7629		0.00
12. All Other Financing Uses	7630-7699		0.00
<b>13. Total Expenditures/Other Financing Uses</b>			<b>\$ 77,702.00</b>

<b>C. Subtotal A8 - B13 [This amount will increase (Decrease) Ending Fund Balance]</b>	<b>\$ (1,047,585.00)</b>
--	--------------------------

**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
 Line A7 - Contributions must net to zero at the total fund level.  
 If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b> Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
2. <b>Restricted Amounts</b> Restricted	9740		\$
<b>Total Restricted Amounts</b>			0.00
3. <b>Committed Amounts</b> Stabilization Arrangements	9750		\$
Other Commitments	9760		
<b>Total Committed Amounts</b>			0.00
4. <b>Assigned Amounts</b> Other Assignments	9780		\$ (1,047,585.00)
<b>Total Assigned Amounts</b>			(1,047,585.00)
5. <b>Unassigned/Unappropriated Amounts</b> Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
<b>Total Unassigned/Unappropriated Amounts</b>			0.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ (1,047,585.00)

**E. Narrative Explanation for this Revision - Must be Completed**

*2018-19 First Interim Adjustment based on projections for remainder of fiscal year.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON Andrea Reynolds	TELEPHONE NUMBER OF CONTACT PERSON ( 562 ) 943-0211	EMAIL ADDRESS OF CONTACT PERSON areynolds@ljsd.org
DATE OF BOARD APPROVAL 12/10/2018	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE Jim Coombs, Superintendent
		DATE SIGNED 12/10/2018

Submit one (1) certified original of this form to:

Los Angeles County Office of Education  
Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY	DATE SIGNED
--	-------------



## Budget Adjustment Summary K-12/ROPs/JPA's

PERIOD AFFECTED:	
<input type="checkbox"/>	Adopted Budget
<input checked="" type="checkbox"/>	First Interim
<input type="checkbox"/>	Second Interim
<input type="checkbox"/>	Third Interim
<input type="checkbox"/>	Unaudited Actuals

Submit one (1) certified original of this form.

DISTRICT NUMBER 64766	GL JOURNAL ID NUMBER F1005	FUND NUMBER 21.0
FISCAL YEAR 2018-19	FUND NAME Building Fund	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 12/05/2018	NAME OF SCHOOL DISTRICT Lowell Joint School District
-------------------------------	---

A.	Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1.	LCFF Sources	8010-8099			\$ 0.00
2.	Federal Revenue	8100-8299			0.00
3.	Other State Revenue	8300-8599			0.00
4.	Other Local Revenue	8600-8799			0.00
5.	Interfund Transfers In	8900-8929			0.00
6.	All Other Financing Sources	8930-8979			10,000,000.00
7.	Contributions	8980-8999			
<b>8. Total Revenues/Other Financing Sources</b>					<b>\$ 10,000,000.00</b>

B.	Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1.	Certificated Personnel Salaries	1000-1999		\$ 0.00
2.	Classified Personnel Salaries	2000-2999		60,000.00
3.	Employee Benefits	3000-3999		38,451.00
4.	Books and Supplies	4000-4999		0.00
5.	Services and Other Operating Expenditures	5000-5999		400,000.00
6.	Capital Outlay	6000-6999		9,501,549.00
7.	Tuition	7100-7199		0.00
8.	Interagency Transfers Out	7200-7299		0.00
9.	Transfers of Indirect Costs	7300-7399		0.00
10.	Debt Service	7430-7439		0.00
11.	Interfund Transfers Out	7600-7629		0.00
12.	All Other Financing Uses	7630-7699		0.00
<b>13. Total Expenditures/Other Financing Uses</b>				<b>\$ 10,000,000.00</b>

<b>C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]</b>	<b>\$ 0.00</b>
--	----------------

**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
Line A7 - Contributions must net to zero at the total fund level.  
If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
	<b>Total Nonspendable Amounts</b>		0.00
2. <b>Restricted Amounts</b>			
Restricted	9740		\$
	<b>Total Restricted Amounts</b>		0.00
3. <b>Committed Amounts</b>			
Stabilization Arrangements	9750		\$
Other Commitments	9760		
	<b>Total Committed Amounts</b>		0.00
4. <b>Assigned Amounts</b>			
Other Assignments	9780		\$
	<b>Total Assigned Amounts</b>		0.00
5. <b>Unassigned/Unappropriated Amounts</b>			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
	<b>Total Unassigned/Unappropriated Amounts</b>		0.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ 0.00

**E. Narrative Explanation for this Revision - Must be Completed**

*2018-19 First Interim Adjustment based on projections for remainder of fiscal year.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON Andrea Reynolds		TELEPHONE NUMBER OF CONTACT PERSON ( 562 ) 943-0211	EMAIL ADDRESS OF CONTACT PERSON areynolds@ljsd.org
DATE OF BOARD APPROVAL 12/10/2018	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE Jim Coombs, Superintendent	DATE SIGNED 12/10/2018

Submit one (1) certified original of this form to:

Los Angeles County Office of Education  
Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY

DATE SIGNED



## Budget Adjustment Summary K-12/ROPs/JPA's

PERIOD AFFECTED:	
<input type="checkbox"/> Adopted Budget	
<input checked="" type="checkbox"/> First Interim	
<input type="checkbox"/> Second Interim	
<input type="checkbox"/> Third Interim	
<input type="checkbox"/> Unaudited Actuals	

Submit one (1) certified original of this form.

DISTRICT NUMBER 64766	GL JOURNAL ID NUMBER FI005	FUND NUMBER 25.0
FISCAL YEAR 2018-19	FUND NAME Capital Facilities	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY 12/05/2018	NAME OF SCHOOL DISTRICT Lowell Joint School District
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A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$ 0.00
2. Federal Revenue	8100-8299			0.00
3. Other State Revenue	8300-8599			0.00
4. Other Local Revenue	8600-8799			0.00
5. Interfund Transfers In	8900-8929			0.00
6. All Other Financing Sources	8930-8979			0.00
7. Contributions	8980-8999			0.00
<b>8. Total Revenues/Other Financing Sources</b>				<b>\$ 0.00</b>

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$ 0.00
2. Classified Personnel Salaries	2000-2999		0.00
3. Employee Benefits	3000-3999		0.00
4. Books and Supplies	4000-4999		27,000.00
5. Services and Other Operating Expenditures	5000-5999		16,000.00
6. Capital Outlay	6000-6999		(25,000.00)
7. Tuition	7100-7199		0.00
8. Interagency Transfers Out	7200-7299		0.00
9. Transfers of Indirect Costs	7300-7399		0.00
10. Debt Service	7430-7439		0.00
11. Interfund Transfers Out	7600-7629		0.00
12. All Other Financing Uses	7630-7699		0.00
<b>13. Total Expenditures/Other Financing Uses</b>			<b>\$ 18,000.00</b>

<b>C. Subtotal A8 - B13 [This amount will increase (Decrease) Ending Fund Balance]</b>	<b>\$ (18,000.00)</b>
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**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
 Line A7 - Contributions must net to zero at the total fund level.  
 If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
<b>1. Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
<b>Total Nonspendable Amounts</b>			0.00
<b>2. Restricted Amounts</b>			
Restricted	9740		\$
<b>Total Restricted Amounts</b>			0.00
<b>3. Committed Amounts</b>			
Stabilization Arrangements	9750		\$
Other Commitments	9760		(18,000.00)
<b>Total Committed Amounts</b>			(18,000.00)
<b>4. Assigned Amounts</b>			
Other Assignments	9780		\$
<b>Total Assigned Amounts</b>			0.00
<b>5. Unassigned/Unappropriated Amounts</b>			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
<b>Total Unassigned/Unappropriated Amounts</b>			0.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ (18,000.00)

**E. Narrative Explanation for this Revision - Must be Completed**

*2018-19 First Interim Adjustment based on projections for remainder of fiscal year.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON Andrea Reynolds		TELEPHONE NUMBER OF CONTACT PERSON ( 562 ) 943-0211	EMAIL ADDRESS OF CONTACT PERSON areynolds@ljsd.org
DATE OF BOARD APPROVAL 12/10/2018	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE Jim Coombs, Superintendent	DATE SIGNED 12/10/2018

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Business Advisory Services  
9300 Imperial Highway  
Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY	DATE SIGNED
--	-------------



## Budget Adjustment Summary K-12/ROPs/JPA's

PERIOD AFFECTED:	
<input type="checkbox"/> Adopted Budget	
<input checked="" type="checkbox"/> First Interim	
<input type="checkbox"/> Second Interim	
<input type="checkbox"/> Third Interim	
<input type="checkbox"/> Unaudited Actuals	

Submit one (1) certified original of this form.

DISTRICT NUMBER <b>64766</b>	GL JOURNAL ID NUMBER <b>FI005</b>	FUND NUMBER <b>40.0</b>
FISCAL YEAR <b>2018-19</b>	FUND NAME <b>Capital Outlay</b>	<input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> RESTRICTED

DATE OF SUMMARY <b>12/05/2018</b>	NAME OF SCHOOL DISTRICT <b>Lowell Joint School District</b>
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A. Revenues/Other Financing Sources	Object Code	Specific Object Code	Specific Resource Code	Budget Adjustment Increase (Decrease)
1. LCFF Sources	8010-8099			\$ 0.00
2. Federal Revenue	8100-8299			0.00
3. Other State Revenue	8300-8599			0.00
4. Other Local Revenue	8600-8799			0.00
5. Interfund Transfers In	8900-8929			0.00
6. All Other Financing Sources	8930-8979			0.00
7. Contributions	8980-8999			0.00
<b>8. Total Revenues/Other Financing Sources</b>				<b>\$ 0.00</b>

B. Expenditures/Other Financing Uses	Object Code	Resource Code (Optional)	Budget Adjustment Increase (Decrease)
1. Certificated Personnel Salaries	1000-1999		\$ 0.00
2. Classified Personnel Salaries	2000-2999		8,721.00
3. Employee Benefits	3000-3999		2,949.00
4. Books and Supplies	4000-4999		0.00
5. Services and Other Operating Expenditures	5000-5999		32,750.00
6. Capital Outlay	6000-6999		512,742.00
7. Tuition	7100-7199		0.00
8. Interagency Transfers Out	7200-7299		0.00
9. Transfers of Indirect Costs	7300-7399		0.00
10. Debt Service	7430-7439		0.00
11. Interfund Transfers Out	7600-7629		0.00
12. All Other Financing Uses	7630-7699		0.00
<b>13. Total Expenditures/Other Financing Uses</b>			<b>\$ 557,162.00</b>

<b>C. Subtotal A8 - B13 [This amount will Increase (Decrease) Ending Fund Balance]</b>	<b>\$ (557,162.00)</b>
--	------------------------

**NOTES:** Line A5 - Interfund Transfers In and Line B11 - Interfund Transfers Out must equal.  
 Line A7 - Contributions must net to zero at the total fund level.  
 If Section C is not zero, you must complete Section D on Page 2.

D. Components of Ending Fund Balance	Object Code	Resource Code	Revision Increase (Decrease)
1. <b>Nonspendable Amounts</b>			
Revolving Cash	9711		\$
Stores	9712		
Prepaid Expenditures	9713		
All Others	9719		
	<b>Total Nonspendable Amounts</b>		0.00
2. <b>Restricted Amounts</b>			
Restricted	9740		\$
	<b>Total Restricted Amounts</b>		0.00
3. <b>Committed Amounts</b>			
Stabilization Arrangements	9750		\$
Other Commitments	9760		(557,162.00)
	<b>Total Committed Amounts</b>		(557,162.00)
4. <b>Assigned Amounts</b>			
Other Assignments	9780		\$
	<b>Total Assigned Amounts</b>		0.00
5. <b>Unassigned/Unappropriated Amounts</b>			
Reserve for Economic Uncertainties	9789		\$
Unassigned/Unappropriated/Unrestricted Net Position	9790		
	<b>Total Unassigned/Unappropriated Amounts</b>		0.00
<b>6. Total Components of Ending Fund Balance (Must Equal the Total in Section C)</b>			\$ (557,162.00)

**E. Narrative Explanation for this Revision - Must be Completed**

*2018-19 First Interim Adjustment based on projections for remainder of fiscal year.*

**F. School District Certification - Must be Completed**

NAME OF SCHOOL DISTRICT CONTACT PERSON Andrea Reynolds		TELEPHONE NUMBER OF CONTACT PERSON ( 562 ) 943-0211	EMAIL ADDRESS OF CONTACT PERSON areynolds@ljsd.org
DATE OF BOARD APPROVAL 12/10/2018	SIGNATURE OF AUTHORIZED SIGNATORY OR DESIGNEE OF THE BOARD	PRINT NAME AND TITLE Jim Coombs, Superintendent	DATE SIGNED 12/10/2018

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Downey, CA 90242-2890

Approved:

Debra Duardo, M.S.W., Ed.D.  
Los Angeles County  
Superintendent

SIGNATURE OF LOS ANGELES COUNTY SUPERINTENDENT OF SCHOOLS DEPUTY	DATE SIGNED
--	-------------

LOWELL JOINT SCHOOL DISTRICT  
December 10, 2018

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Employer-Employee Relations/Personnel Report  
2018/19 #5 Which Includes Hiring, Resignations,  
Contract Adjustments, and Retirements for  
Certificated, Classified, and Confidential  
Employees

ACTION  
(RATIFICATION)

The attached Employer-Employee Relations/Personnel Report 2018/19 #5, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees has been completed without irregularities and in compliance with the law, District policy, administrative regulations, rules, procedures, and direction of the supervisor and all information has been fully disclosed.

It is recommended that Employer-Employee Relations/Personnel Report 2018/19 #5, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees, be ratified.

Attachment

JC/me

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
EMPLOYER-EMPLOYEE RELATIONS/PERSONNEL REPORT 2018/19 #5

December 10, 2018

I. CERTIFICATED EMPLOYEES

A. CORRECTION OF CERTIFICATED SALARIES FOR 2018/19\*\*

	<u>Class</u>	<u>Step</u>		
1. Carrillo, Valerie	2	2	JO	Was C1/S1 on EER #1. 4th grade teacher temporary contract
2. Goodwin, Dawn	4	20	OL	Was C4/S21 on EER #1
3. Anderson, Ryan	5	18	RS	Was C4/s18 on EER #1
4. Arreguin, Barbara	4	15	RS	Was C4/S16 on EER #1
5. Hammond, Maddison	1	1	OL	Was C1/S2 on EER #1
6. Angela Suzuki	5	15	EP	Was C5/S16 on EER #1
7. Tim Hall	4	2	DO	Choral Teacher. TK-8 Probationary Contract Year 2

B. CHANGE OF STATUS

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
1. EID: HV8152733	09/11/18	09/28/18		Paid Administrative Leave
2. Van der Lee, Michelle	11/19/18	12/14/18	MG	Medical Leave
3. Kristen Preston	11/26/18	03/01/19	RS	FMLA (AB375)/Baby Bonding
4. Suzuki, Angela	11/30/18	5/24/18	EP	Unpaid leave of Absence (23 days)
5. Parecco, Heather	11/28/18	01/31/19	JO	Medical Leave/Maternity Leave

C. STIPENDS/EXTRA DUTY PAY

NAME	EFFECTIVE DATE	SITE	COMMENT
1. Perumean, Stacy	10/31/18	MG	To be paid a total of \$150.00 for being a Master Teacher to Biola University. To be paid from Biola University, Check Number 620514.
2. Michelle Bohen	10/31/18	JO	To be paid a total of \$300.00 for being a Master Teacher to Biola University. To be paid from Biola University, Check Number 620514.
3. Allison Fonti	10/31/18	JO	To be paid a total of \$150.00 for being a Master Teacher to Biola University. To be paid from Biola University, Check Number 620514.
4. Cheri Sandoval	11/06/18	OL	To be paid a total of \$150.00 for

5. Karen Peloquin	11/06/18	OL	being a Master Teacher to Biola University. To be paid from Biola University, Check Number 621972. To be paid a total of \$150.00 for being a Master Teacher to Biola University. To be paid from Biola University, Check Number 621972.
6. Kim Jeffrey	11/06/18	EP	To be paid a total of \$150.00 for being a Master Teacher to Biola University. To be paid from Biola University, Check Number 621972.
7. Bonnie Tyner	11/06/18	MA	To be paid a total of \$150.00 for being a Master Teacher to Biola University. To be paid from Biola University, Check Number 621972.
8. Becky Champion	08/01/18	DO	To be paid \$30.00 per month, not to exceed \$300.00, for mileage stipend. To be paid from General Fund.
9. Kaleo Igarta	08/01/18	DO	To be paid \$30.00 per month, not to exceed \$300.00, for mileage stipend. To be paid from General Fund.

D. 2018/19 MANAGEMENT/SUPERVISORY STAFF

<u>NAME</u>	<u>EFFECTIVE DATE</u>	<u>COLUMN</u>	<u>SITE</u>	<u>COMMENTS</u>
1. Heinrich, Kari	07/01/18	7	DO	School Psychologist. Last Column. No Change.
2. Johnson, Kelly	07/01/18	7	DO	School Psychologist.
3. Luna, Adam	07/01/18	3	DO	School Psychologist.
4. Igarta, Kaleo	07/01/18	6	DO	Director of Special Education.
5. Stewart, Stacey	07/01/18	6	DO	Director of Curriculum and Instruction.
6. Esparza, Rhonda	07/01/18	3	EP	Elementary Principal.
7. Wissman, Marikate	07/01/18	4	JO	Elementary Principal.
8. Van Hoogmoed, Krista	07/01/18	7	OL	Elementary Principal. Last Column. No Change.
9. Howe, Nathan	07/01/18	6	RS	Assistant Principal. Probationary 2 year
10. Takacs, Linda	07/01/18	7	RS	Intermediate Principal. Last Column. No Change.
11. Zavala, Stephanie	07/01/18	2	DO	Program Specialist Probationary 2 year

E. RESIGNATION

1. Stacey Stewart	11/16/18	DO	Director of Curriculum and Instruction.
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F. SUBSTITUTE CHANGE OF PAY

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
1. Karleigh Nakata	08/13/18	05/31/19	DO	To be paid \$35.00 per hour, not to exceed 4 hours per Saturday, To serve as a Supervisor for Saturday Enrichment, Enhancement, Encouragement School. To be paid from the Saturday School Account
2. Tiffany Shun-Hernandez	11/19/18	12/14/18	DO	To be paid special long term rate of \$170.00 for Meadow Green Elementary School for Fourth grade classroom
3. Yourie Kong	11/30/18	05/24/18	DO	To be paid special long term rate of \$170.00 for El Portal Elementary School for Sixth grade classroom
4. Adam Garduno	11/30/18	03/01/19	DO	To be paid special long term rate of \$170.00 for Rancho Starbuck Intermediate School for Sixth grade classroom
5. Sheri Heimlich	11/28/18	02/01/19	DO	To be paid special long term rate of \$170.00 for Jordan Elementary School for Kindergarten grade classroom
6. Carolyn Klein	08/13/18	06/01/19	DO	To be paid at the Specialized Certificated Supervisory Substitute Rate of \$160.00 per day.

G. EMPLOYMENT OF SUBSTITUTES EFFECTIVE 08/14/18 FOR THE 2018/19 SCHOOL YEAR \$131.00 PER DAY RATE AND \$170.00 LONG TERM AND \$65.50 PER HALF DAY RATE AND \$35.00 PER HOUR\*

Lauren Von der Harr

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

\*It is further recommended that the individuals listed above be approved as home school teachers, if needed, for the 2018/19 school year at a rate of \$35.00/hour, not to exceed five hours per week, per student. Mileage will be paid at the IRS Standard Mileage Rate for the 2018/19 school year.

**CLASSIFIED EMPLOYEES 12-10-18**

**B. MONTHLY – GENERAL FUND**

<u>NAME/ EMPLOYEE ID#</u>	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	<u>RANGE/ STEP</u>	<u>SITE</u>	<u>COMMENTS</u>
Aguayo, Leo	11/27/18	01/02/19	R20/S5	EP	Night Custodian/Working out of Class
Aguayo, Leo	10/29/18	11/13/18	R20/S5	EP	Night Custodian/Working out of Class/11/29/18; 11/1, 2, 5 & 13/18

**C. 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>
Carlin, Tanya	08/15/18			MA	Noon Duty Assistant/Increase of hours
Estrada, Elizabeth	12/03/18		R14/S3	OL	Bilingual Instructional Assistant/Replacement for Vacancy
Gonzalez, Angelica	10/22/18	06/01/19		OL	Noon Duty Assistant/Temporary Increase of Hours
Herrera, Nuria	10/22/18	06/01/19		RS	Noon Duty Assistant/Temporary Increase of Hours
Hills, Roger	11/15/18		R14/S1	DO	Instructional Assistant/Substitute
Hills, Roger	11/15/18		R15/S1	DO	Instructional Assistant/Substitute
Husodo, Kris	10/01/18	05/31/19		RS	Instructional Assistant/Unpaid Leave of Absence
Hutcherson, Janel	11/13/18		R16/S1	DO	Clerk Typist/Substitute
Lepe, Caroline	08/13/18		R14/S1	MA	Bilingual Instructional Assistant/Replacement for Vacancy
Lopez, Kimberly	11/13/18		R14/S1	DO	Instructional Assistant/Substitute
Lopez, Kimberly	11/13/18		R15/S1	DO	Instructional Assistant/Substitute Instructional
Marquez, Claudia	11/13/18		R14/S1	DO	Assistant/Substitute/Rehire Instructional
Marquez, Claudia	11/13/18		R15/S1	DO	Assistant/Substitute/Rehire
Mattern, Heather	11/26/18	06/01/19		EP	Noon Duty Assistant/Temporary Increase of Hours
Meisch, Shannon	11/09/18		\$11.00/hr	DO	Noon Duty Assistant/Substitute
Rickenbacker, Kimberly	12/3/18	12/20/18	R23/S1	EP	Clerk Typist/Working Out of Class/12/3-6, 12, 19 & 20/2018
Stoerck, Nancy	12/01/18		R14/S6	RS	Instructional Assistant/Performance Recognition Increase
Vasquez, Radi	10/22/18	06/30/18		DO	Systems Aide/Website Maintenance Stipend not to exceed \$1000.00 for the 2018-19 school year
Villarreal, Miguel	1/21/18		R14/S1	DO	Instructional Assistant/Substitute
Villarreal, Miguel	1/21/18		R15/S1	DO	Instructional Assistant/Substitute
Villicana, Desiree	10/22/18	06/01/19		RS	Noon Duty Assistant/Temporary

C. CLASSIFIED JOB DESCRIPTIONS

Addition:

- Bond Contracts and Accounting Compliance Manager

D. NOON DUTY ASSISTANT MINIMUM WAGE INCREASE

Effective January 1, 2019, noon duty assistant hourly wage increase to \$12.00 per hour per the November 6, 2017 Board Approved salary schedule



## LOWELL JOINT SCHOOL DISTRICT

### BOND CONTRACTS AND ACCOUNTING COMPLIANCE MANAGER

Classified Management Salary Schedule

#### JOB SUMMARY:

Under the direction of the Assistant Superintendent of Administrative Services, provides specialized contracts analysis and accounting/budgetary support. The Bond Contracts and Accounting Compliance Manager prepares records and maintains forms, financial records and documents for the school building program which includes land acquisitions, new construction, reconstruction and modernization projects. The position will assist the Director of Maintenance, Operations and Facilities with communications and the filing of forms and documents with state agencies related to contracts, payments and purchase orders. The position will work closely with fiscal services and will be responsible for the maintenance of accurate cost accounting records including records necessary for audits for the Office of Public School Construction for state funded projects.

#### 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.*

- Prepares and coordinates the financial data and cost accounting systems and services necessary to maintain accountability for professional analysis, planning and accounting for governmental funds, construction projects, grants, bonds, donations and other financial instruments of the school district.
- Performs contract analysis to ensure compliance with contract components and appropriate payments according to terms.
- Files forms and documents with various state agencies in compliance with program requirements.
- Compiles, reconciles, and technically interprets data for the preparation of complex reports for internal and external use.
- Prepares and develops budgets, cash flow reports, cash flow projections, forecasts, single and multi-year budget plans and other reports assigned or required.
- Coordinates and consults with other District departments, governmental agencies, auditors and others on financial and data-sharing needs.
- Prepares and presents reports to various groups.
- Attends and participates in meetings.
- Assists in reconciling and verifying the accuracy of revenues and expenditures for multiple facilities funds.
- Performs other related duties as assigned.

#### QUALIFICATION GUIDELINES:

##### Knowledge of:

- Generally accepted accounting and auditing principles, practices and procedures.
- Perform technical accounting and budgeting work related to cost accounting, project accounting, governmental fund accounting, audit process and procedures including preparing funds transfers and journal entries.
- Construction delivery methods, bidding and procurement processes.
- Balance accounts and reconcile statements.
- Prepare financial records, reports and statements.
- Basic legal requirements for contract documents including bid advertisements, contract forms, bonds, insurance certificates, stop notices, completion notices.
- Standard construction documents and logs including transmittals, requests for information, submittals, requests for proposals, change orders and change order proposals.
- Basic construction cost accounting techniques.
- General knowledge of modern office equipment and computer programs.
- Oral and written communication skills and interpersonal skills using tact, patience and courtesy.

**Ability to:**

- Use data system software for financial recordkeeping.
- Utilize software, advanced spreadsheet skills including linking complex spreadsheets, creating formulae, graphs, creating and auditing data sets for technical uploads between software programs.
- Effectively and clearly communicate orally and in writing with staff, agencies and in public settings.
- Interpret and prepare reports which include complex information and data.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with vendors, architects, contractors, and District administrators.
- Maintain insurability to drive a District vehicle.

**Education/Training/Experience:**

Minimum of four years professional level experience, including accounting and advanced use of technology. Bachelor's degree, preferably with concentration in accounting, finance or related field; or a comparable combination of units and work experience.

**Licenses/Certificates/Special Requirements:**

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

**PHYSICAL STANDARDS AND WORKING CONDITIONS:**

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

**Physical Demands:**

Persons performing service in this position classification will require This type of work will involve sitting, but will involve walking or standing for extended periods. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment, and handle and work with various materials and objects are important aspects of this job. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**Mental Demands:**

Employee must be able to use written and oral communication skills; read and interpret data, information, and documents; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact cooperatively with District staff, managers, instructors, vendors, contractors, other organizations, and the general public; occasionally required to deal with conflict situations.

**Work Environment:**

While performing the duties of this job, the employee works in an office. The employee may work with noise from office equipment operation. The employee may travel to a variety of schools occasionally.

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

LOWELL JOINT SCHOOL DISTRICT  
December 10, 2018

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Consultant Agreement with  
Joshua Escutia to Provide Drumline Instruction at  
Rancho-Starbuck Intermediate School for the  
2018/19 School Year

ACTION  
(RATIFICATION)

Arrangements have been made with Joshua Escutia to provide Drumline Instruction for the 2018/19 school year at Rancho-Starbuck Intermediate School. Mr. Escutia's contract amount is \$500.00 for the school year. Funding for this expenditure will be covered by Rancho-Starbuck's Site Allocation Funds.

It is recommended that the consultant agreement with Joshua Escutia to provide drumline instruction during the 2018/19 school year at Rancho-Starbuck Intermediate School, at an amount not to exceed \$500.00, be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
December 10, 2018

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Consultant Agreement with  
Dylan Rockenbach to Provide Support for  
Elementary Band program to each of the  
Elementary Schools for the 2018/19 School Year

ACTION  
(RATIFICATION)

Arrangements have been made with Dylan Rockenbach to provide support for the Elementary Band Program to each of the elementary schools from August 2018 through June 2019. Mr. Rockenbach's hourly rate of pay is \$11.00/20 hours per month, and will not exceed \$1,540.00, for the school year. Funding for this expenditure will be covered evenly between the five elementary schools for a total cost of \$308.00 per school and will be paid from their site budget allocation.

It is recommended that the consultant agreement with Dylan Rockenbach to provide support for the Elementary Band Program to each of the elementary schools, at an hourly rate of \$11.00, not to exceed \$1,540.00, be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
December 10, 2018

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Consultant Agreement with Angela  
Hutcherson to provide Art Instruction at Jordan  
Elementary School for the 2018/19 School Year

ACTION  
(RATIFICATION)

Arrangements have been made with Angela Hutcherson to provide Art Instruction for the 2018/19 school year at Jordan Elementary School. Ms. Hutcherson's contract amount is \$21.00 per hour with an amount not to exceed \$3,000.00 for the school year. Funding for this expenditure will be covered by Jordan Elementary School Donation Funds.

It is recommended that the consultant agreement with Angela Hutcherson to provide Art Instruction for the 2018/19 school year at Jordan Elementary School, at an hourly rate of \$21.00 and an amount not to exceed \$3,000.00, be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
December 10, 2018

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Consultant Agreement with Danny  
Ramirez to Provide Drumline Instruction at  
Rancho-Starbuck Intermediate School for the  
2018/19 School Year

ACTION  
(RATIFICATION)

Arrangements have been made with Danny Ramirez to provide drumline instruction for the 2018/19 school year at Rancho-Starbuck Intermediate School. Mr. Ramirez' contract amount is not to exceed \$1,900.00 for the school year. Funding for this expenditure will be covered by Rancho-Starbuck's Band Funds.

It is recommended that the consultant agreement with Danny Ramirez to provide drumline instruction during the 2018/19 school year at Rancho-Starbuck Intermediate School, at an amount not to exceed \$1,900.00, be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT  
December 10, 2018

To: President Hinz and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Consultant Agreement with  
Matthew Gallegos to Provide Drumline  
Instruction at Rancho-Starbuck Intermediate  
School for the 2018/19 School Year

ACTION  
(RATIFICATION)

Arrangements have been made with Matthew Gallegos to provide drumline instruction for the 2018/19 school year at Rancho-Starbuck Intermediate School. Mr. Gallegos contract amount is not to exceed \$1,900.00 for the school year. Funding for this expenditure will be covered by Rancho-Starbuck's Band Funds.

It is recommended that the consultant agreement with Matthew Gallegos to provide drumline instruction during the 2018/19 school year at Rancho-Starbuck Intermediate School, at an amount not to exceed \$1,900.00, be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

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Superintendent's Comment:

APPROVAL RECOMMENDED.