

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

REGULAR MEETING OF THE BOARD OF TRUSTEES
April 7, 2025 – 6:30 p.m.

AGENDA

I. Call to Order 6:30 p.m.

Lowell Joint School District Character Education and Patriotic Education Focus of the Month: Responsibility- Being Accountable for Your Own Actions and Following Rules, Laws, and Conduct Codes. Trustworthy. Self-Discipline. INFORMATION

- Character Trait: Responsibility
- Patriotic Focus: USA National Education
- In Action: National Educator and Staff Appreciation Banner

A. 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 I-A-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 IV.

B. Closed Session 6:30 p.m.

1. Pupil Personnel Matters/Advice from Legal Counsel – Existing and Anticipated Litigation (Disclosure of Case Name Would Jeopardize Potential Settlement Negotiations)/Real Property/Liability Claims/Negotiations/ Public Employee Appointments – Discipline – Dismissal – Release (Government Code Section 54957)/ Employer/Employee Relations
2. Public Employee Negotiations – Certificated School Employees Association (LJEA)/ Classified School Employees Association (CSEA); Agency Negotiator: Mr. Coombs

3. Superintendent's Evaluation (Pursuant to Government Code Section 54957)

C. 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 IV.

E. Acknowledgement of Correspondence to the Board

INFORMATION

F. Approval of Agenda

ACTION

G. Approval of Minutes from the March 3, 2025, Regular Board Meeting

ACTION

III. Reports

INFORMATION

A. Timely Information from Board and Superintendent – Board President

- Recognition of Republican Women of La Habra Essay & Art Awards

* * * RECESS * * * *

- B. School Reports
(School Reports will be the First Meeting of the Month)

IV. Topics Not on the Agenda

V. General – Jim Coombs

- A. Resolution 2024/2025 No. 965 Recognizing April 21 – 25, 2025, as
“Public School Volunteer Week” ACTION/
(RESOLUTION)
- B. Submission of Williams Litigation Settlement – Quarter Uniform
Complaint for Quarter 3, January 1–March 31, 2025 ACTION

VI. Business Services – David Bennett

- A. Approval of Agreement with King Office Services for Moving Services
during the El Portal Elementary Relocation to Maybrook ACTION
- B. Approval of Professional Services Agreement, American Engineering
Laboratories, Inc. (AEL), Division of State Architect (DSA) Inspections,
El Portal Elementary School ACTION
- C. Approval of Professional Services Agreement, Independent Construction
Inspections (ICI), Division of State Architect (DSA) Inspections, Rancho
Starbuck Intermediate School ACTION
- D. Approval of Professional Services Agreement with Encorp for Hazardous
Materials Inspection and Testing at Rancho Starbuck Intermediate School ACTION
- E. Approval of Professional Services Agreement with Encorp for Hazardous
Materials Inspection and Testing at El Portal Elementary School ACTION

VII. Human Resources – Jim Coombs

No Items Except on Consent

VIII. Education Services – Rhonda Overby

No Items Except on Consent

IX. Administrative Services – Carl Erickson

- A. Approval to Utilize San Gabriel Valley Food Services Cooperative
Purchasing Group School Districts/Agency Bids for Food and Supplies
for the 2024/25 School Year ACTION/
(RATIFICATION)

X. 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

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|----|---|---------------------------|
| 1. | Approval of AMS.NET to Provide Computer Networking equipment for the District | ACTION |
| 2. | Approval of Increase of Purchase Order Amount for Agreement with Behavior and Education Inc., a Nonpublic Nonsectarian Agency, to Provide additional direct Behavioral Intervention Services for select district students for the 2024/2025 School Year | ACTION/
(RATIFICATION) |
| 3. | Acceptance of Donations | ACTION/
(RATIFICATION) |
| 4. | Approval of Memorandum of Understanding between Lowell Joint School District and Azusa Pacific University, effective July 1, 2025 through June 30, 2030 | ACTION |
| 5. | Approval of Memorandum of Understanding between Lowell Joint School District and California State University San Bernardino, effective July 1, 2025 through June 30, 2030 | ACTION |

B. Business Services – David Bennett

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|----|---|---------------------------|
| 1. | Purchase Order Report 2024/25 #9 | ACTION/
(RATIFICATION) |
| 2. | Consolidated Check Register Listing Report 2024/25 #9 | ACTION/
(RATIFICATION) |
| 3. | Acceptance of Notice of Completion, JJJ Floor Covering, Inc. for Flooring Abatement and Installation at District Office | ACTION |
| 4. | Approval of the Change Order No.1 with Chapman Coast Roof Co. Inc., for Roofing Work at the District Office | ACTION/
(RATIFICATION) |

C. Human Resources – Jim Coombs

- | | | |
|----|--|---------------------------|
| 1. | Employer-Employee Relations/Personnel Report 2024/25 #9 Which Includes Hiring, Resignations, Contract Adjustments, | ACTION/
(RATIFICATION) |
|----|--|---------------------------|

and Retirements for Certificated, Classified, and Confidential
Employees

D. Educational Services – Rhonda Overby

- | | | |
|----|--|---------------------------|
| 1. | Approval of Agreement #10006726 with Orange County
Department of Education | ACTION |
| 2. | Approval of Ratified Amendment to Agreement with JAMPANA
ENTERPRISES LLC “Code Ninjas” to provide services for
Expanded Learning Opportunities Program during the 2024/25
School Year | ACTION/
(RATIFICATION) |
| 3. | Approval of Short Term Rental Agreement with Whittier Area
Community Church for District Arts Celebration on May 17, 2025 | ACTION |
| 4. | Approval of Short Term Rental Agreement with Whittier Area
Community Church Rancho Starbuck’s “Newsies” Shows | ACTION |
| 5. | Approval of Consultant Agreement with Ryan Wilson to Provide
One-Time Instruction to Four Rancho Students to Film the
“Newsies” Production on April 4, 2025 | ACTION/
(RATIFICATION) |

XI.	Board Member/Superintendent Comments	INFORMATION
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XII.	Adjournment	ADJOURNMENT
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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 May 5, 2025.

MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
March 3, 2025

Call to Order	President Zegarra called the meeting to order at 6:30 p.m. at Lowell Joint School District, 11019 Valley Home Avenue, Whittier, CA 90603.
Topics Not on the Agenda	None.
Closed Meeting	President Zegarra declared the meeting recessed to closed session at 6:31 p.m.
Call to Order	President Zegarra reconvened the meeting to order at 7:32 p.m.
	Mrs. Jacobsen, Macy Principal introduced the Macy sixth grade student. The flag salute was led by Macy 6 th Grade Student: Valerie Chornng.
	Trustees Present: Anthony A. Zegarra, Christine J. Berg, Regina L. Woods, Karen L. Shaw, Anastasia M. Shackelford
	Trustees Absent: None
	Staff Present: Jim Coombs, Superintendent of Schools; Rhonda Overby, Assistant Superintendent of Educational Services; David Bennett, Assistant Superintendent of Business Services; Carl Erickson, Assistant Superintendent of Administrative Services
	Staff Absent: None.
Reporting Out Action (if any) Taken in Closed Session	This evening in closed session, pursuant to Education Code section 44920, the Board took action in a unanimous roll call vote (5 – 0) to adopt Resolution 963 to release and non-reelect 20 certificated employees under temporary contracts effective at the end of the 2024-2025 school year, and delegated the authority to the Superintendent or designee be authorized to execute the necessary documents.
Introduction / Welcome	President Zegarra welcomed the many guests in attendance and staff members present.
Acknowledgement of Correspondence	None.
Approval of Agenda	It was moved, seconded, and carried by unanimous vote, (5-0) to approve the March 3, 2025, Board agenda.
Approval of Minutes	It was moved, seconded, and carried by unanimous vote, (5-0) to approve the minutes from the February 3, 2025, Regular Board Meeting Minutes.
	Mrs. Jacobsen introduced Jo’Siah Terrell, Macy 6 th grade student, to read the

recitation of Martin Luther King Jr.

Timely Information
from the Board and
Superintendent

These students were recognized as recipients of the “Every Student Succeeds” ACSA award.

Ms. Malm introduced and spoke about Joey Wallis a sixth grade student from El Portal Elementary. Joey was also chosen and the district recipient of the “Every Student Succeeds” ACSA award.

Mrs. Elmquist introduced and spoke about Alice Niehus a sixth grade student at Jordan Elementary.

Mrs. Jacobsen spoke about Margaux Ford, a kindergarten student from Macy Elementary.

Mr. Cukro introduced and spoke about Jackson Harris, a sixth grade student at Meadow Green Elementary.

Mrs. Van Hoogmoed introduced and spoke about Austin Hermosillo, third grade student and Cambria Hermosillo, a 5th grade student at Olita Elementary.

Ms. Takacs introduced and spoke about Kaiden O’Donnell an eighth grade student at Rancho Starbuck.

President Zegarra presented each student with a certificate and a book in honor of their achievements.

School Reports

Each Board member shared highlights of their respective schools. Macy 6th Grade Student: Valerie Chornig, read the Macy school report.

RECESSS

President Zegarra declared a recess at 8:02 p.m. President Zegarra reopened the board meeting at 8:09 p.m.

Topics Not on the
Agenda

Julie Coelho spoke about mold testing.

Resolution 2024/25 No.
962 Approving
Agreement for the
Funding from the
School-Linked
Partnership and
Capacity Grants

It was moved, seconded, and carried by unanimous roll call vote (5– 0) to adopt Resolution 2024/2025 No. 962 Approving the agreement and funding from the School-Linked Partnership and Capacity Grants, the agreement will begin January 1, 2025 and terminate June 30, 2027, an advance payment distribution of ninety percent shall be made in the 2024-2025 school year, payment of remaining 10% shall be made in the 2025-2026 fiscal year, and that the Superintendent or designee be authorized to execute the resolution.

Presentation of 2024-
2025 Second Interim
Report

Education Code Sections 35035(g), 42130, and 42031 require Board approval of the District’s 2024-2025 Second Interim Report 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 report reflects the projections based on financial information through January 31, 2025. This Board approved interim report is due to the Orange County Department of Education by March 15, 2025.

It was moved, seconded, and carried by unanimous vote (5– 0) to adopt the 2024-25 Second Interim Report and approve the Positive Certification for the reporting period.

Approval of 2025-26
Transportation Plan

Home-to-School (HTS) Transportation Reimbursement was implemented by Assembly Bill (AB) 181 (Chapter 52, Statutes of 2022) and amended by AB 185 (Chapter 571, Statutes of 2022). It provides reimbursement funding for school districts and county offices of education (COEs) based on the prior year eligible transportation expenditures and prior year Local Control Funding Formula (LCFF) transportation related add-on funding.

In accordance with Education Code 39800.1, the District shall develop a plan describing the transportation services it will offer to its pupils and how it will prioritize planned transportation services for pupils in transitional kindergarten, kindergarten, and any of grades 1 to 6, inclusive, and pupils who are low income. The plan shall be adopted by the local educational agency's governing board and updated by April 1 each year thereafter. The District's Pupil Transportation Plan is designed to provide safe and consistent transportation services for our families specifically emphasizing our special needs students. Specifics of the Transportation Plan are codified in the Lowell Joint School District's Board Policies and Administrative Regulations. The District does not operate its own bus service and school bus transportation is provided through a contracted service provider.

It was moved, seconded, and carried by unanimous vote (5– 0) to approve the Approval of 2025-26 Transportation Plan, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of
Professional Services
Agreement, RMA
Group, Inspection and
Testing Services, El
Portal Elementary
School

Approved a Professional Services Agreement, RMA Group, Inspection and Testing Services, El Portal Elementary School, effective March 4, 2025 \$134,650.00, Fund 40.0 Special Reserve Capital Outlay Fund and Fund 21.0 Building Fund, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of
Professional Services
Agreement, RMA
Group, Inspection and
Testing Services,
Rancho Starbuck
Intermediate School

Approved a Professional Services Agreement, RMA Group, Inspection and Testing Services, Rancho Starbuck Intermediate School, effective March 4, 2025 \$288,795.00, Fund 40.0 Special Reserve Capital Outlay Fund and Fund 21.0 Building Fund, and that the Superintendent or designee be authorized to execute the necessary documents.

Public Hearing for
California
Environmental Quality
Act (CEQA) Notice of
Exemption at El Portal
Elementary School
Project

As the District approaches the El Portal Elementary School Project, it is suggested that the District file a California Environmental Quality Act (CEQA) Notice of Exemption (NOE) with the County records department as part of community outreach and notification process. A NOE indicates that the District has determined there is little or no environmental impact as the result of the project.

The District will file a Notice of Exemption with the Orange County recorder which will be published at their discretion. We will also post a Legal Notice of Public Hearing

in the Whittier Daily News relating to the construction work occurring at El Portal Elementary School Project.

The NOE reads in part:

- Class 1 consists of the operation, repair, permitting, leasing, or minor alterations of existing public structures, mechanical equipment or topographical features, involving little or no expansion of use

Public hearing opened at 8:30 p.m.

Public hearing closed at 8:31 p.m. with no comments from the public.

Public Hearing for
California Environmental
Quality Act (CEQA)
Notice of Exemption at
Rancho Starbuck
Intermediate School
Project

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The NOE reads in part:

- Class 1 consists of the operation, repair, permitting, leasing, or minor alterations of existing public structures, mechanical equipment or topographical features, involving little or no expansion of use

Public hearing opened at 8:31 p.m.

Public hearing closed at 8:32 p.m. with no comments from the public.

Resolution 2024/25 No.
963, to Release and Non-
Reelect Temporary
Certificated Employees

It was moved, seconded, and carried by unanimous roll call vote (5– 0) to adopt Resolution 2025/24 No. 963, to Release and Non-Reelect Temporary Certificated Employees, and that the Superintendent or designee be authorized to execute the necessary documents.

Resolution 2024/25 No.
964 Declaring March 3-7,
2025 as “National School
Breakfast Week”

It was moved, seconded, and carried by unanimous roll call vote (5– 0) to adopt Resolution 2024/25 No. 964 supporting March 3-7, 2025 “National School Breakfast Week”, and that the Superintendent or designee be authorized to execute the resolution.

Approval of the
Comprehensive School
Safety Plan for 2024/2025
school year

California Education Code 35294.6 and 32282 requires each school maintain a comprehensive school safety plan including specific elements such as emergency numbers, ingress and egress, practice drills, evacuation procedures, campus maps, etc. All plans are to be reviewed and approved by the School Site Council each year before March 1st to ensure policies and procedures are current. The Board of Trustees then approves the signature pages to verify the plans are complete. Copies of the plan are available at each school site.

It was moved, seconded, and carried by unanimous vote (5– 0) to approve of the Comprehensive School Safety Plan for 2024/2025 school year, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Piggyback Contract with Glasby Maintenance Supply, for Custodial Supplies (Placentia Yorba Linda Unified School District Bid #224-03) for 2024-2025 school year

Approved of the Piggyback Contract with Glasby Maintenance Supply, for Custodial Supplies (Placentia Yorba Linda Unified School District Bid #224-03) for 2024-2025 school year, District estimates approximately \$140,000 in custodial supplies in the 2024-25 school year, and that the Superintendent or designee be authorized to execute the necessary documents.

Consent Calendar

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

Approval of Independent Contract Marshall B. Ketchum University – Ketchum Health for a Vision Therapy Assessment for the 2024-2025 School Year

Approved the independent consultant agreement with Marshall B. Ketchum University – Ketchum Health for a Vision Therapy Assessment for the 2024-2025 School Year be approved, for an estimated cost not to exceed \$700.00, cover the period of February 1, 2025 through June 30, 2025,

\$ 73.11	Comprehensive Eye Exam
\$ 86.50	Binocular Vision Evaluation
\$ 86.50	Visual Efficiency Exam (VEE)
\$216.26	Visual Information Processing Exam (VIPE)

and that the Superintendent or designee be authorized to execute the agreement.

Approval of Memorandum of Understanding Between Whittier City Area Cooperative Special Education Program (“WACSEP”) and Lowell Joint School District for the school year 2024/2025

Approved the Memorandum of Understanding between Whittier City Area Cooperative Special Education Program (“WACSEP”) and Lowell Joint School District for the period of July 1, 2024 through June 30, 2025, for an estimated cost not to exceed \$40,000.00, and that the Superintendent or designee be authorized to execute the necessary documents.

Purchase Order Report 2024/25 #8

Approved the Purchase Order Report 2024/25 #8, issued January 1, 2025 through January 31, 2025, as attached, and that the Superintendent or designee be authorized to execute the necessary documents.

Consolidated Check Register Listing Report 2024/25 #8

Approved the Check Register Listing Report 2024/25 #8, issued January 1, 2025 through January 31, 2025, as attached, and that the Superintendent or designee be authorized to execute the necessary documents.

Acceptance of Notice of Completion, Erickson Hall Construction, Inc., for the HVAC/Roofing/Associated Scope Bank Restoration

Accepted a Notice of Completion, Erickson Hall Construction Inc., for the HVAC/Roofing/Associated Scope Project at Rancho Starbuck Intermediate School, \$12,776,044.00, and that the Superintendent or designee be authorized to execute the necessary documents.

Project at Rancho
Starbuck Intermediate
School

Employer-Employee
Relations/Personnel
Report 2024/25 #8 Which
Includes Hiring,
Resignations, Contract
Adjustments, and
Retirements for
Certificated, Classified,
and Confidential
Employees

Ratified Employer-Employee Relations/Personnel Report 2024/25 #8, as attached, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees.

Approval of Agreement
with the Orange County
Department of Education
to provide the S1S
Program for
PCHS/ACCESS from
June 1, 2025 to August 31,
2025

Approved the Agreement with Orange County Department of Education to provide the S1S Program for PCHS/ACCESS, Rancho Starbuck students the opportunity for summer school credit recovery during the period of June 1, 2025 to August 31, 2025, at no cost to the District for these services, and that the Superintendent or designee be authorized to execute the necessary documents.

Approval of Consultant
Agreement with Andy
Fierro to Provide Video
Production Services for
Lowell Joint Youth
Theatre Nemo & Seussical
Shows

Approved the Consultant Agreement with Andy Fierro to provide Video Production services for the Lowell Joint Youth Theatre Nemo Show for Macy, and Seussical show for El Portal, at a cost not to exceed \$2,100.00, funding for this expenditure will be covered by Fund 12 ELOP funds, and that the Superintendent or designee be authorized to execute the necessary documents.

Board Member/
Superintendent Comments

-Mrs Shackelford enjoyed the day of the reader at Meadow Green Elementary School.
-Mrs. Berg said that she and Ms. Shaw enjoyed the Macy Elementary performance of Nemo.
-Dr. Zegarra recognized the association members and Margaret Palmer in attendance.
-Mrs. Palmer thanked Mrs. Berg, Ms. Shaw and Dr. Zegarra for attending the LJEa meeting dinner.

Adjournment

President Zegarra declared the meeting adjourned at 8:37 p.m. in accordance with Government Code Section 54956.9 (a, b, c) and indicated no further public action would be taken.

Date Approved:

Clerk/President/Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2024/2025 NO. 962

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
LOWELL JOINT SCHOOL DISTRICT OF LOS ANGELES
AND ORANGE COUNTIES, CALIFORNIA,
APPROVING AGREEMENT FOR THE FUNDING FROM
THE SCHOOL-LINKED PARTNERSHIP AND CAPACITY GRANT**

WHEREAS, The State of California has awarded Sacramento County Office of Education (SCOE) THE Children and Youth Behavioral Health Initiative (CYBHI) to reimagine the systems that support behavioral health for all California's children, youth, and their families. As part of CYBHI, the Department of Health Care Services (DHCS) has authority to award School-Linked Partnership and Capacity Grants.

WHEREAS, the School-Linked Partnership and Capacity Grants Program has three primary goals.

1. Fee schedule readiness: A new model that establishes a specific set of behavioral health services and rates at which Medi-Cal and commercial plans are required to reimburse LEAs. This will ensure that one-time funds are used in a way that promotes long-term sustainability.
2. Expanded access: Increase availability, equity, and range of behavioral health services in schools by augmenting LEAs' capabilities and capacity.
3. Collaborative Infrastructure: Develop or enhance collaborative infrastructure across LEAs, Medi-Cal, and commercial managed care plans that focus on child and youth behavioral wellbeing;

WHEREAS, the term of the agreement will begin January 1, 2025 and terminate June 30, 2027. An advance payment distribution of ninety percent shall be made in the 2024-2025 school year. Payment of remaining 10% shall be made in the 2025-2026 fiscal year;

WHEREAS, the CYBHI requires OCDE to allocate a portion of the funds to LEAs throughout Orange County;

WHEREAS, Lowell Joint School District is specially trained, experienced and competent to perform the services required by OCDE and is agreeable to the rendering of such services;

WHEREAS, the purpose of this agreement is to move forward with the School-Linked Partnership and Capacity Grant not to exceed \$177,937.00;

THEREFORE, BE IT RESOLVED, that we, the Board of Trustees on behalf of the students, parents, and community at large, hereby approve the Agreement and Funding from the School-Linked Partnership and Capacity Grants.

APPROVED AND ADOPTED this 3rd day of March, 2025, by the following vote:

AYES: Anthony Zegarra, Christine Berg, Regina Woods, Karen Shaw, Anastasia Shackelford

NOES: None

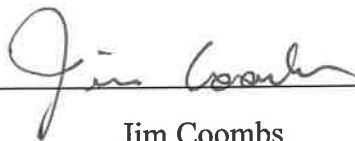
ABSTAIN: None

ABSENT: None

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by

the said Board at a regular meeting thereof held on the 3rd day of March, 2025, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 3rd day of March, 2025.

A handwritten signature in cursive script, appearing to read "Jim Coombs", is written over a horizontal line.

Jim Coombs
Secretary to the Board of Trustees



LOWELL JOINT SCHOOL DISTRICT

2025-26

TRANSPORTATION PLAN

LOWEL JOINT SCHOOL DISTRICT TRANSPORTATION PLAN

In accordance with Education Code 39800.1, the District shall develop a plan describing the transportation services it will offer to its pupils and how it will prioritize planned transportation services for pupils in transitional kindergarten, kindergarten, and any of grades 1 to 6, inclusive, and pupils who are low income. The plan shall be adopted by the local educational agency's governing board and updated by April 1 each year thereafter. The District's Transportation Plan is designed to provide safe and consistent transportation services for our families specifically emphasizing our primary and special needs students. Specifics of the Transportation Plan are codified in the Lowell Joint School District's Board Policies and Administrative Regulations. The District does not operate its own bus service and school bus transportation is provided through a contracted service provider. The initial term of services is for one year from July 1st through June 30th, and may be extended for four (4) additional one year terms by mutual written agreement and upon approval of the District's Governing Board for a maximum term of five (5) years in accordance with provisions contained in Education Code section 17596.

STUDENT ELIGIBILITY: HOME-TO-SCHOOL

Although the District does not provide traditional home to School transportation services, Board Policy 3541 provides that, if applicable, the Board of Trustees desires to provide for the safe and efficient transportation of students to and from school as necessary to ensure student access to the educational program, promote regular attendance, and reduce tardiness.

STUDENT ELIGIBILITY: STUDENTS WITH DISABILITIES

The District desires to meet the transportation needs of students with disabilities to enable them to benefit from special education and related services. Therefore, the District shall provide appropriate transportation services, at no cost, for a student with disabilities when the district is the student's district of residence and the transportation services are required by the student's Individualized Education Program (IEP) or Section 504 accommodation plan.

TRANSPORTATION FEES

There are no fees associated with the transportation services offered by the District.

2025-26 ANNUAL BUS PASS PRICES

Bus passes are not offered by the District.

SCHEDULED PICK-UP TIMES

Students who qualify for transportation services should be ready at the scheduled time of pick-up and behave in an orderly manner while being transported.

FIELD TRIPS

The District may provide transportation for students, employees, and other individuals for field trips and other school-related trips approved according to Board Policies and Administrative Regulations. School-related organizations requesting transportation shall be fully responsible for the costs of their trips which will be based on the current rates for the transportation provider used for the services.

AUTHORITY OF DRIVER

CCR Title 5 Section 14103 states: Pupils transported in a school bus or a school pupil activity bus shall be under the authority of, and responsible directly to the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the driver's authority shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus en route between home, school, or other destinations.

BUS RIDER RULES

All policies and rules regarding safety, behavior, and discipline on the school bus remain in effect. Parents are encouraged to review the student responsibilities and the rules and regulations provided by the contracted service provider with their student(s). With parent assistance and the cooperation of all student riders, the District is able to continue to provide safe transportation. The principal of each school site shall be responsible for policy enforcement. The Superintendent, or designee, may review any or all violations for final recommendation, if necessary.

- First Violation: The rider and parent/guardian will be contacted by the principal, or designee
- Second Violation: The rider may be denied district transportation services for a period of three or more days
- Third Violation: The rider may be denied district transportation services for a period of two or more weeks
- Fourth Violation: The rider may be denied district transportation services for the remainder of the school year
- Threats of harm, acts of violence, or any behavior that is a danger to self or others may be cause for immediate denial of district transportation services

BUS CONDUCT

- Board the bus, find a seat quickly and remain seated at all times, facing front, while bus is in motion
- Follow instructions of the driver: drivers may assign seats, assign three to a seat, assign seatmates, and take other actions needed for safe passage of the students
- Talk quietly: do not shout, yell, use profane language or gestures, fight, or behave in a boisterous manner
- Keep all body parts inside the bus
- Do not eat, drink, or chew gum, while on the bus
- Do not bring animals, glass objects, or large bulky or hazardous articles of any kind on the bus, including, bicycles and skateboards
- Do not litter on the bus or engage in vandalism, destruction of property, or graffiti (costs will be billed to the student and their parent)
- Do not possess or use tobacco, e-cigarettes, drugs or alcohol, firearms, knives, explosives, or other dangerous objects aboard the bus
- Do not light matches, lighters or firecrackers aboard the bus
- Do not play or tamper with any part of the bus
- Do not ask driver to discharge students anywhere but at a designated bus stops, in accordance with the law
- When exiting the bus, follow the drivers' instructions: if crossing on the opposite side of the street, always cross in front of the bus, and utilize the crosswalk, obeying all traffic laws

USE OF VIDEO CAMERAS

Buses and other vehicles used for transportation may be equipped with video surveillance systems that are intended to assist in the management of student behavior and promote driver safety.

BUS STOP SAFETY

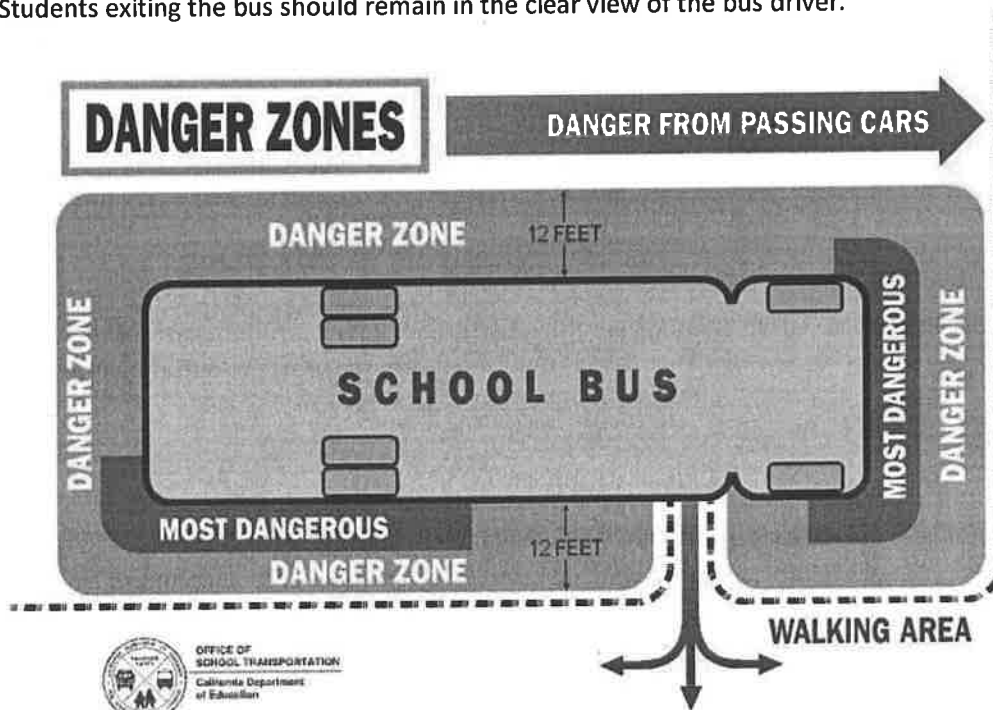
In the event that a bus stop is utilized for qualifying students, school bus drivers will activate red flashing lights and stop signal arms at all bus stops where pupils are loading or unloading from a school bus with the following exceptions:

- School bus loading zones on or adjacent to school grounds
- During activity trips
- Where the school bus is disabled
- Where pupils require assistance to board or leave the school bus
- Where the roadway surface is covered by snow and ice and requiring traffic to stop would create a hazard
- On a state highway with a posted speed of 55 mph or higher
- Where the school bus is completely off the highway

- Or any location determined by the District, with the approval of the California Highway Patrol, to present a traffic or safety hazard

DANGER ZONES AROUND BUSES

Students are cautioned against entering the Danger Zone, which is the area twelve feet around the school bus. Students exiting the bus should remain in the clear view of the bus driver.



SAFE BUS OPERATIONS

A bus driver is prohibited from driving a school bus while using a wireless telephone or other devices. A school bus shall not be operated whenever the number of passengers exceeds the bus seating capacity. No unauthorized person may enter a school bus. The District works with their transportation provider to develop and maintain a comprehensive transportation safety plan. Written safety information shall be provided to parents/guardians of all students who ride the bus. School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less. Bus drivers for school activity trips may discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. Emergency bus evacuation drills shall be conducted at least annually.

DISTRICT REVENUE/EXPENDITURES

TOTAL REVENUE (OBJECT 8590, RESOURCE 0000)	\$0.00
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Total 2023-24 Transportation Expenses (Function 3600)	\$186,716.96
Less Capital Outlay (Object 6xxx, Function 3600)	-
Less Non-agency Expenditures (Goal 7110, 7150, Function 3600)	-
Estimated 60% Reimbursement	\$112,030.18
Less 2022-23 Transportation Add-On (from LCFF Calculator)	<u>\$121,265.00</u>
Eligible/Not Eligible Reimbursement	<\$9,234.82>

EXPENDITURE AND OTHER FINANCING USES

2000-2999 – Classified Salaries	-
3000-3999 – Employee Benefits	-
4000-4999 - Books and Supplies	-
5000-5999 – Services and Other Operating Expenditures	\$186,716.96
6000-6999 – Capital Outlay	-
7000-7999 – Other Outgo	-

TOTAL EXPENDITURES	\$186,716.96
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Proposal No: 00-250475-P

February 18, 2025

Lowell Joint School District
11537 Grovedale Dr
Whittier, CA 90604

Attention: David Bennett

Subject: Proposal to Provide Construction Inspection and Testing Services
El Portal ES
200 North Nada Street
La Habra, CA

RMA Group is pleased to present our proposal to provide construction inspection and testing services for the El Portal ES New Modular Building Shade Structures project.

PROJECT UNDERSTANDING

We understand that the project will consist of construction of (2) new modular buildings 8 and 9, and associated site work including site demolition, rough grading, underground and above ground utilities, paving, parking, (2) fabric shade structure and (1) solar panel support structure. Based on our review of the project drawings, DSA 103 and specifications, we understand that geotechnical, construction inspection, and testing services will be required during construction of this project.

SCOPE OF WORK

Our proposed scope of work will consist of the following:

- Grading Observation and Testing
- Compaction Testing of Trench Backfill
- Compaction Testing for Asphalt Concrete Pavements
- Special Inspection and Testing of Reinforced Concrete Construction
- Special Inspection and Testing of Reinforced Masonry Construction
- Special Inspection and Testing of Post Installed Anchors
- Special Inspection and Testing of Structural Steel Shop and Field Welding
- Project Administration, Engineering Oversight, and Reporting

A detailed description of the tasks required to complete this scope of work and an estimate of the costs associated with our work are detailed herein.

Grading Observation and Testing

Our services will consist of observing rough grading operations, performing soil tests, and submittal of a soil grading report.

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Our representative will observe rough grading operations on a continuous basis. Water content, in place density (compaction), maximum density optimum moisture, expansion index and soluble sulfate tests will be performed at a frequency and at locations selected by the soil engineer. Our laboratory can perform other soils tests, if requested, at an additional charge. During the course of construction we will notify the owner in writing, with copy to the contractor if, at any time in our opinion, the work is not in conformity to the plans and specifications.

Upon completion of the work we will prepare a final report for the owner which will summarize our observations and the results of all tests performed. The final report will contain recommendations and opinions regarding the conformance of the completed rough grading to the intent of the plans, soil engineering reports, and specifications.

Compaction Testing of Trench Backfill

Our services will consist of compaction testing of the backfill of the utility trenches and subgrade and aggregate base for paved areas on site.

We will provide a technician to perform in place density tests (compaction tests) by either the sand cone method (ASTM D1556) or the nuclear gauge method (ASTM D6938), water content tests, and maximum density optimum moisture tests per ASTM D1557 at locations selected by your representative. Testing would be performed after compaction has been completed by the contractors and observation of compaction methods used by the contractor would not be included in the scope of our work.

Trench backfill compaction tests would be taken at locations and frequencies in accordance to guidelines provided by the governing public agency. If the governing public agency does not have established testing guidelines then the following guidelines would be used. Test locations on the main trenches would be spaced no more than 300 linear feet apart and 20% of the lateral trenches would be tested. Compaction tests would be taken at mid depth in the backfill zone and in the subgrade zone in trenches with depths of 4 feet or less. One half of the tests shall be taken from each depth. Trenches deeper than 4 feet would be tested in each 4 foot lift and the subgrade zone. No tests would be taken in the bedding or pipe zone. Excavating of test holes in excess of 1.0 feet in depth would not be included within the work scope.

Subgrade compaction tests of paved areas on site and within the street right of way would be taken at locations be selected by our technician that represent the surface appearance of the subgrade at the time of testing. Test locations would be spaced no more than 500 linear feet apart.

A written report summarizing the results of all tests performed will be prepared upon completion of the work. The report will not contain a rendering, opinion, certificate, or warranty, of the compaction of the materials tested.

Compaction Testing for Asphalt Concrete Pavements

This scope of service will consist of materials testing of asphaltic concrete used in the construction of private roadway and parking area improvements. These services will include monitoring the temperature and rolling procedure and the determination of the in place density testing of asphalt concrete using the nuclear gauge (ASTM D2950). Laboratory testing will be performed to determine the laboratory test maximum density of the asphaltic concrete in accordance with ASTM D2041. A written report summarizing the results of all tests performed will be prepared upon completion of the work.



Special Inspection and Testing of Reinforced Concrete Construction

This scope of services will include engineering review of concrete mix designs, inspection of concrete batch plant operations, special inspection of reinforced concrete construction and field sampling and laboratory testing of concrete and reinforcing steel used in concrete construction for the project.

Our materials engineer would review mix designs submitted by the contractor and the results of tests performed on the aggregates. A written report of our review of the concrete mix design submittal will be prepared upon the completion of the work.

This scope of work will include the inspection of concrete batch plant operations. We will provide an inspector during concrete batch plant operations to monitor the batch weights and provide periodic inspection of the aggregate stockpiles and cement bins. Written reports of all inspections will be provided on a daily basis and at the completion of the work.

We will provide an ICC certified special inspector to perform inspection of the concrete form work, reinforcing steel placement, and concrete placements. He will perform periodic inspection of the formwork for shape, location and dimensions of the concrete member being formed. He will provide periodic inspection to verify the proper size and placement of reinforcing steel and embedded anchors.

Our inspector will provide continuous inspection during the placement of structural concrete to verify proper application techniques. Our inspector will sample fresh concrete and obtain samples for strength testing, perform slump tests and monitor the temperature of the concrete. A set of test cylinders will be made from each 50 cubic yards of concrete or fraction thereof for each class of concrete placed each day. Four test cylinders will be cast for each set.

Strength test cylinders will be cured in our laboratory until they are tested in accordance to ASTM C192. Compression tests would be performed in accordance to ASTM C39 at 7 and 28 days, respectively. Copies of the results of all compression tests will be provided upon completion of the test.

Samples of the reinforcing steel to be used for production of concrete would be tested in accordance to ASTM A370 and A615 test methods. Written reports of all tests presenting applicable information would be prepared at the completion of testing.

Special Inspection and Testing of Reinforced Masonry Construction

This scope of services will include engineering review of grout mix designs, inspection of grout batch plant operations, special inspection of reinforced masonry construction and field sampling and laboratory testing of mortar, grout and masonry used for the project.

Our materials engineer would review mix designs submitted by the contractor and the results of tests performed on the aggregates. A written report of our review of the grout mix design submittal will be prepared upon the completion of the work.

This scope of work will include the inspection of grout batch plant operations. We will provide an inspector during grout batch plant operations to monitor the batch weights and provide periodic inspection of the aggregate stockpiles and cement bins. Written reports of all inspections will be provided on a daily basis and at the completion of the work.



We will provide an ICC certified special inspector to perform inspection of the masonry work, reinforcing steel placement, and grout placements. He will perform periodic inspection of the masonry work for fit up, jointing and the general details of the work being constructed. He will provide periodic inspection to verify the proper size and placement of reinforcing steel and embedded anchors.

Our inspector will provide continuous inspection during the placement of grout and mortar to verify proper application techniques. Our inspector will sample fresh grout and mortar to obtain samples for strength testing.

Strength test cylinders will be obtained for grout and mortar. The strength test samples will be cured in our laboratory until they are tested in accordance to ASTM C192. Compression tests would be performed on grout samples in accordance to ASTM C1019, and mortar samples will be tested in accordance with ASTM C780. Samples will be tested at 7 and 28 day ages

Samples of the masonry units delivered to the project will be sampled and tested to verify conformance with the project requirements in accordance with ASTM C90. Core samples of the completed masonry will be obtained and laboratory tests performed to determine compressive and shear strength of the masonry in accordance with ASTM C1314. Written reports of all tests presenting applicable information would be prepared at the completion of testing.

Special Inspection and Testing of Post Installed Anchors

This scope of services will include performing special inspection and testing as required of post installed anchors for compliance with the approved plans, job specifications, ICC-ES reports, and building codes.

We will provide an inspector certified by ICC to perform inspection of the installation of post installed anchors. These inspections typically consist of epoxy dowel, wedge anchor, and hold downs. He shall make a list of defective work and a manner of correction of defects.

This scope of work may also include pull or torque testing of installed anchors as required by the project plans or job specifications. We will provide a technician to perform the required testing on a randomly selected number of anchors based on the frequency of testing specified.

The results of all tests and inspections will be provided to the designated representative in written daily reports of inspection and testing.

Special Inspection and Testing of Structural Steel Shop and Field Welding

This scope of services will consist of inspection of structural steel shop fabrication and shop and field welding procedures and completed welds for conformance to approved plans, specifications, and building codes.

We will provide an inspector that has been certified by AWS as a special inspector for welding. His work would consist of inspection of all welds made in the shop and / or field for compliance of the approved plans and job specifications. He shall make a systematic record of all welds, including a list of defective welds and a manner of correction of defects. The inspector will check the material, equipment, details of construction and procedures, as well as the welds. He would also check the ability of the welder. He would also check the ability of the welder. Our inspector will perform periodic inspection during fit up and fabrication of structural steel to verify the materials utilized are properly marked and traceable. He will collect mill certifications for the materials and inspect joint details to verify conformance at each connection.



Non Destructive testing of the completed welds will be performed as required. The inspector may use Ultra Sonic, Magnetic Particle or Dye Penetrants as appropriate to inspect completed welds and assure the adequacy of the welding.

Project Administration, Engineering Oversight, and Reporting

This scope of work will include all administrative, project management, engineering oversight, and reporting. This may include, but is not limited to, ensuring RMA Group has all necessary documents and information needed to complete the requested work, reviewing plans and specifications, dispatching services, reviewing both lab and daily reports, distribution, and invoicing time.

TERMS AND CONDITIONS

Fee Proposal

We propose to perform the previously described services on an hourly or test rate basis in accordance with the attached fee schedule. Our estimate is based on information given to RMA Group by David Bennett and the following assumed construction durations. Our estimate of charges for the proposed services is as follows:

Construction Activity	Estimated Costs
Grading Observation and Testing	\$13,255.00
Compaction Testing of Trench Backfill and Street Improvements	\$10,030.00
Compaction Testing for Asphalt Concrete Pavements	\$5,670.00
Special Inspection and Testing of Reinforced Concrete Construction	\$25,360.00
Special Inspection and Testing of Reinforced Masonry Construction	\$16,470.00
Special Inspection and Testing of Post Installed Anchors	\$14,400.00
Structural Steel Shop and Field Welding	\$33,125.00
Project Administration, Engineering Oversight, and Reporting	\$16,340.00
TOTAL	\$134,650.00

Added Services

Our base estimate may vary due to unforeseen circumstances that may develop during the work or due to extended construction duration. Under these circumstances, a revision to our scope, schedule, and/or fee will likely be required. RMA Group will notify you if/when we anticipate that it will be necessary for us to provide services in addition to our base scope and will obtain written confirmation that we are authorized to do so.

PROFESSIONAL INSURANCE

We maintain liability and workers' compensation insurance coverage and amounts consistent with industry standards for the services being proposed herein. Certificates of insurance will be provided upon request.

CLOSURE

Our services will be performed in a manner consistent with the level of care and skill ordinarily exercised by members of the same profession currently providing the same or similar services under similar circumstances



in the same locality and in accordance with applicable standards in effect at the time the services are performed. This warranty is in lieu of all other warranties, either expressed or implied.

By signing below, you hereby authorize RMA Group to proceed with services outlined in this proposal and agree that all services and anything arising out of or in any way related to this proposal will be governed by RMA Group's Fee Schedule and General Conditions which are attached hereto and are incorporated herein by reference. This authorization to proceed constitutes an agreement between you and RMA Group and is made in consideration of the mutual promises and covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged.

Thank you for the opportunity to submit this proposal. We look forward to working with you on this project. If you have any questions regarding this proposal, please contact the undersigned.

Authorized By:
Lowell Joint School District

Respectfully submitted,
RMA Group

(Signature)

(Signature)

(Title)

Regional Vice President of Field Operations
(Title)

(Date)

02/18/2024
(Date)



ESTIMATE WORKSHEET
Grading Observation and Testing

Item	Quantity	Unit	Unit Price	Total
Soils Technician Rough Grading	72	HR	\$120.00	\$8,640.00
Supervising Soil Technician	10	HR	\$150.00	\$1,500.00
Pick-up and Delivery of Test Specimens	10	HR	\$100.00	\$1,000.00
ASTM D4829 Expansion Index of Soils	1	EA	\$270.00	\$270.00
ASTM D1557 Max Density Optimum Moisture	3	EA	\$350.00	\$1,050.00
CT417 Soluble Sulfates	1	EA	\$155.00	\$155.00
CT422 Chloride Content	1	EA	\$135.00	\$135.00
CT643 Resistivity and pH	1	EA	\$155.00	\$155.00
Nuclear Density Test Gauge	10	Unit	\$35.00	\$350.00
Subtotal:				\$13,255.00



ESTIMATE WORKSHEET
Compaction Testing of Trench Backfill and Street Improvements

Item	Quantity	Unit	Unit Price	Total
Soils Engineering Technician	64	HR	\$120.00	\$7,680.00
Pick-up and Delivery of Test Specimens	6	HR	\$100.00	\$600.00
ASTM D1557 Max Density Optimum Moisture	3	EA	\$350.00	\$1,050.00
Nuclear Density Test Gauge	20	Unit	\$35.00	\$700.00
Subtotal:				\$10,030.00



ESTIMATE WORKSHEET
Compaction Testing for Asphalt Concrete Pavements

Item	Quantity	Unit	Unit Price	Total
Pick-up and Delivery of Test Specimens	4	HR	\$100.00	\$400.00
ASTM D2041 Maximum Theoretical Density	1	EA	\$295.00	\$295.00
Soils Engineering Technician	40	HR	\$120.00	\$4,800.00
Nuclear Density Test Gauge	5	Unit	\$35.00	\$175.00
Subtotal:				\$5,670.00



ESTIMATE WORKSHEET
Special Inspection and Testing of Reinforced Concrete Construction

Item	Quantity	Unit	Unit Price	Total
Pick-up and Delivery of Test Specimens	30	HR	\$100.00	\$3,000.00
ID Reinforcing or Structural Steel	40	HR	\$120.00	\$4,800.00
Special Inspector Concrete Batch Plant	44	HR	\$120.00	\$5,280.00
ACI Concrete Technician	64	HR	\$120.00	\$7,680.00
ASTM C39 Concrete Cyl Cured or Tested	40	EA	\$50.00	\$2,000.00
ASTM A370 Rebar Tension up to #8	20	EA	\$70.00	\$1,400.00
ASTM A370 Bend Test Rebar up to #8	20	EA	\$60.00	\$1,200.00
Subtotal:				\$25,360.00



ESTIMATE WORKSHEET
Special Inspection and Testing of Reinforced Masonry Construction

Item	Quantity	Unit	Unit Price	Total
ID Reinforcing or Structural Steel	24	HR	\$120.00	\$2,880.00
Special Inspector Concrete Batch Plant	20	HR	\$120.00	\$2,400.00
Special Inspector Masonry	40	HR	\$120.00	\$4,800.00
ASTM C90 Masonry Block Conformance	1	SET	\$740.00	\$740.00
ASTM C780 Mortar Cylinder Compression	15	EA	\$50.00	\$750.00
ASTM E519 Assemblage Comp Str 8" Block	3	EA	\$155.00	\$465.00
ASTM A370 Rebar Tension up to #8	2	EA	\$70.00	\$140.00
ASTM A370 Bend Test Rebar up to #8	2	EA	\$60.00	\$120.00
ASTM C1019 Grout Prism Compression	15	EA	\$55.00	\$825.00
Pick-up and Delivery of Test Specimens	10	HR	\$100.00	\$1,000.00
Concrete Coring	8	HR	\$135.00	\$1,080.00
Diamond Bit Core Rig and Generator	1	DAY	\$750.00	\$750.00
ASTM C1314 Masonry Core Shear Str 8" Max	4	EA	\$130.00	\$520.00
Subtotal:				\$16,470.00



ESTIMATE WORKSHEET
Special Inspection and Testing of Post Installed Anchors

Item	Quantity	Unit	Unit Price	Total
Special Inspector Post Installed Anchors	80	HR	\$120.00	\$9,600.00
Pull Torque Testing Technician	40	HR	\$120.00	\$4,800.00
Subtotal:				\$14,400.00



ESTIMATE WORKSHEET
Structural Steel Shop and Field Welding

Item	Quantity	Unit	Unit Price	Total
AWS Certified Welding Inspector- Field	120	HR	\$120.00	\$14,400.00
AWS Certified Welding Inspector- Shop	80	HR	\$120.00	\$9,600.00
Non Destructive Testing ASNT Level II	40	HR	\$125.00	\$5,000.00
Special Inspector High Strength Bolting	24	HR	\$120.00	\$2,880.00
ASTM F606 Bolt Wedge Tens 7/8" to 1 1/2"	3	EA	\$120.00	\$360.00
ASTM F606 Bolt: Axial 7/8" - 1 1/2"	3	EA	\$105.00	\$315.00
ASTM F606 Bolt Axial Tensile to 7/8"	3	EA	\$70.00	\$210.00
ASTM A370 Rockwell Hardness (Each)	3	EA	\$120.00	\$360.00
Subtotal:				\$33,125.00



ESTIMATE WORKSHEET
Project Administration, Engineering Oversight, and Reporting

Item	Quantity	Unit	Unit Price	Total
Project Manager - Office	24	HR	\$165.00	\$3,960.00
Project Engineer - Office	16	HR	\$190.00	\$3,040.00
Project Geologist - Office	16	HR	\$180.00	\$2,880.00
Administrative	30	HR	\$70.00	\$2,100.00
Staff Engineer - Office	24	HR	\$145.00	\$3,480.00
Drafting	8	HR	\$110.00	\$880.00
Subtotal:				\$16,340.00



FEE SCHEDULE

WT NDT Laboratory

Product Name	Units	Rate (\$)
Laboratory Services	EA	Quote

Personnel Charges - Professional Staff

Product Name	Units	Rate (\$)
Project Engineer - Laboratory	HR	\$190.00
Administrative	HR	\$70.00
Principal Engineer - Office	HR	\$220.00
Principal Engineer - Field	HR	\$220.00
Principal Engineer - Consultation	HR	\$220.00
Principal Engineer - Job Conference	HR	\$220.00
Principal Engineer - Expert Witness	HR	\$500.00
Principal Engineer - Court Appearance	HR	\$600.00
Project Engineer - Office	HR	\$190.00
Project Engineer - Field	HR	\$190.00
Project Engineer - Consultation	HR	\$190.00
Project Engineer - Job Conference	HR	\$190.00
Staff Engineer - Office	HR	\$145.00
Staff Engineer - Field	HR	\$145.00
Drafting	HR	\$110.00
Project Manager - Office	HR	\$165.00
Project Manager - Field	HR	\$165.00
Project Manager - Job Conference	HR	\$165.00
Principal Geologist - Office	HR	\$200.00
Principal Geologist - Field	HR	\$200.00
Principal Geologist - Consultation	HR	\$200.00
Principal Geologist - Job Conference	HR	\$200.00
Principal Geologist - Expert Witness	HR	\$450.00
Principal Geologist - Court Appearance	HR	\$550.00
Project Geologist - Office	HR	\$180.00
Project Geologist - Field	HR	\$180.00
Project Geologist - Consultation	HR	\$180.00
Project Geologist - Job Conference	HR	\$180.00
Qualified SWPPP Developer QSD	HR	\$160.00
Staff Geologist - Office	HR	\$145.00
Staff Geologist - Field	HR	\$145.00
Qualified SWPPP Practitioner QSP	HR	\$150.00

Personnel Charges - Field Staff

Product Name	Units	Rate (\$)
Soils Engineering Technician	HR	\$120.00
Soils Technician Compaction Testing	HR	\$120.00
Soils Technician Rough Grading	HR	\$120.00
Soils Technician Retesting	HR	\$120.00
Public Works Inspector	HR	\$125.00
Public Works Technician	HR	\$120.00
Public Works Inspector - Asphalt Paving	HR	\$120.00
Public Works Inspector - Asphalt Plant	HR	\$120.00
Public Works Inspector - Concrete Paving	HR	\$120.00

Lowell Joint School District
 El Portal ES New Modular Building Shade Structures
 La Habra, CA

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Public Works Inspector - Concrete Plant	HR	\$120.00
Public Works Technician - Asphalt	HR	\$120.00
Public Works Technician - Concrete	HR	\$120.00
Laboratory Technician - Field Lab	HR	\$120.00
Lead Roadway and Structures Inspector	HR	\$130.00
Structures Inspector	HR	\$135.00
Roadway Inspector	HR	\$130.00
Civil Inspector	HR	\$135.00
Building Inspector	HR	\$140.00
Special Inspector (ICC)	HR	\$120.00
Mechanical Electrical Inspector	HR	\$135.00
Special Inspector Reinforced Concrete	HR	\$120.00
Special Inspector Prestressed Concrete	HR	\$120.00
Special Inspector Concrete Batch Plant	HR	\$120.00
ACI Concrete Technician	HR	\$120.00
Pick-up and Delivery of Test Specimens	HR	\$100.00
ID Reinforcing or Structural Steel	HR	\$120.00
Special Inspector Fire Proofing	HR	\$120.00
Special Inspector Post Installed Anchors	HR	\$120.00
Special Inspector Roofing/Waterproofing	HR	\$120.00
Special Inspector Masonry	HR	\$120.00
Special Inspector Masonry (DSA)	HR	\$120.00
Special Inspector Shotcrete	HR	\$120.00
Special Inspector Post Tensioned Concrete	HR	\$120.00
Special Inspector Fire Stopping	HR	\$125.00
AWS Certified Welding Inspector- Field	HR	\$120.00
AWS Certified Welding Inspector- Shop	HR	\$120.00
Special Inspector Structural Steel	HR	\$120.00
Special Inspector High Strength Bolting	HR	\$120.00
Special Inspector Wood Construction	HR	\$130.00
Non Destructive Testing ASNT Level II	HR	\$125.00
Non Destructive Testing ASNT Level III	HR	\$250.00
Coatings Technician	HR	\$130.00
Special Inspector Fiber Wrap	HR	\$120.00
Radiographic Testing Crew	HR	\$500.00
Pull Torque Testing Technician	HR	\$120.00
Project Inspector (IOR)	HR	\$145.00
Asphalt Coring	HR	\$135.00
Concrete Coring	HR	\$135.00
Horizontal Wall Coring	HR	\$135.00
Assistant Wall Coring	HR	\$130.00
Supervising Soil Technician	HR	\$150.00
Supervising Public Works Inspector	HR	\$150.00
Supervising Special Inspector	HR	\$150.00
Quality Control Manager	HR	\$155.00
Reinforced Polymer Special Inspector	HR	\$150.00
Laboratory Testing	HR	Quote

Laboratory Tests - Steel

Product Name	Units	Rate (\$)
ASTM E605 Spray Applied Fireproofing Den	EA	\$135.00
ASTM A370 Rebar Tension up to #8	EA	\$70.00

Lowell Joint School District
El Portal ES New Modular Building Shade Structures
La Habra, CA

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ASTM A370 Rebar Tension #9 to #11	EA	\$85.00
ASTM A370 Rebar Tension #14	EA	\$125.00
ASTM A370 Rebar Tension #18	EA	\$180.00
ASTM A370 Bend Test Rebar up to #8	EA	\$60.00
ASTM A370 Bend Test Rebar #9 to #11	EA	\$70.00
ASTM A370 Bend Test Rebar #14	EA	\$125.00
ASTM A370 Bend Test Rebar # 18	EA	\$180.00
ASTM A370 Headed Bar Prod. Lot up to #8	LOT	\$275.00
ASTM A370 Headed Bar Prod. Lot #9 to #11	LOT	\$335.00
ASTM A370 Headed Bar Prod. Lot #14	LOT	\$515.00
ASTM A370 Headed Bar Prod. Lot #18	LOT	\$670.00
ASTM A416 Stress-Strain Analysis	EA	\$250.00
ASTM A416 Tensile Test Only	EA	\$175.00
ASTM A370 Tensile Up to 100K lbs (Each)	EA	\$85.00
ASTM A370 Tensile Up to 200K lbs (Each)	EA	\$100.00
ASTM A370 Tensile Up to 300K lbs (Each)	EA	\$120.00
ASTM A370 Tensile Up to 400K lbs (Each)	EA	\$180.00
ASTM A370 Tensile 400K - 500K lbs (Each)	EA	\$365.00
ASTM A370 Tensile Stress-Strain Percent	EA	\$205.00
AWS Weld: Macroetch	EA	\$120.00
AWS Weld: Fracture	EA	\$95.00
AWS Bend Test	EA	\$85.00
ASTM A370 Rockwell Hardness (Each)	EA	\$120.00
Steel Chemical Analysis	EA	\$255.00
ASTM F606 Bolt Axial Tensile to 7/8"	EA	\$70.00
ASTM F606 Bolt Wedge Tensile to 7/8"	EA	\$100.00
ASTM F606 Bolt: Axial 7/8" - 1 1/2"	EA	\$105.00
ASTM F606 Bolt Wedge Tens 7/8" to 1 1/2"	EA	\$120.00
ASTM F606 Bolt: Proof Load up to 7/8"	EA	\$110.00
ASTM F606 Bolt: Proof Load up to 1 1/2"	EA	\$135.00
ASTM F606 Nut: Proof Load up to 7/8"	EA	\$75.00
ASTM F606 Nut: Proof Load up to 1 1/2"	EA	\$120.00

Laboratory Tests - Soil

Product Name	Units	Rate (\$)
ASTM D4318 Plasticity Index of Soils	EA	\$335.00
ASTM D1883 California Bearing Ratio	EA	\$750.00
ASTM D2435 Consolidation	EA	\$295.00
ASTM D2435 Consolidation with Time Rate	EA	\$355.00
ASTM D3080 Direct Shear, Consol&Drained	EA	\$285.00
ASTM D4829 Expansion Index of Soils	EA	\$270.00
ASTM D2166 Unconfined Comp Strength	EA	\$335.00
ASTM D5333 Hydro Collapse Potential	EA	\$260.00
ASTM D2050 Tri-Axial Shear Strength	EA	\$550.00
ASTM D2937 In-Place Density, Drive Cyl	EA	\$75.00
ASTM D2216 Soil Moisture Content by Mass	EA	\$55.00
ASTM D698 Maximum Density Std Effort	EA	\$350.00
ASTM D1557 Max Density Optimum Moisture	EA	\$350.00
ASTM D2974 Moisture, Ash, Organic Matter	EA	\$120.00
ASTM D4972 pH of Soils	EA	\$125.00
ASTM D2844 R-Value & Expansive Pressures	EA	\$480.00
ASTM D2434 Const Head Permeability Test	EA	\$470.00

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ASTM D422 Sieve Analysis of Soil	EA	\$260.00
ASTM D1140 Materials Finer than #200	EA	\$160.00
ASTM D422 Hydrometer Analysis	EA	\$395.00
ASTM D854 Specific Gravity of Soils	EA	\$295.00
ASTM D4546 Swell Potential	EA	\$260.00
ASTM D4943 Shrinkage Factor by Resin	EA	\$290.00
ASTM D559 Soil Cement Sample Preparation	EA	\$160.00
ASTM D558 Soil-Cement Maximum Density	EA	\$395.00
ASTM D1633 Compression Test Soil Cement	EA	\$130.00
AASHTO T100 Specific Gravity of Soils	EA	\$295.00

Laboratory Tests - Masonry

Product Name	Units	Rate (\$)
ASTM C140 Block Compressive Strength	SET	\$100.00
ASTM C140 Block Moisture & Absorption	SET	\$110.00
ASTM C426 Block Linear Shrinkage	SET	\$375.00
ASTM C140 Block Unit Wt & Dimensions	SET	\$265.00
ASTM C90 Masonry Block Conformance	SET	\$740.00
ASTM C67 Brick Compressive Strength	SET	\$125.00
ASTM C67 Brick Moisture & Absorption	SET	\$110.00
ASTM C67 Brick 5 Hour Boil	EA	\$135.00
ASTM C67 Brick Modulus of Rupture	EA	\$135.00
ASTM C780 Mortar Cylinder Compression	EA	\$50.00
ASTM C1019 Grout Prism Compression	EA	\$55.00
ASTM C1314 Masonry Core Comp Str 8" Max	EA	\$120.00
ASTM C1314 Masonry Core Shear Str 8" Max	EA	\$130.00
ASTM E519 Assemblage Comp Str 8" Block	EA	\$155.00
ASTM E519 Assemblage Comp Str 12" Block	EA	\$140.00
ASTM E519 Assemblage Comp Str 16" Block	EA	\$175.00
ASTM C109 Compressive Strength 2" Cube	EA	\$75.00

Laboratory Tests - Concrete

Product Name	Units	Rate (\$)
ASTM C39 Concrete Cyl Cured or Tested	EA	\$50.00
ASTM C42 Compressive Strength, Core	EA	\$120.00
ASTM C39 Cyl Tested out of Sequence	EA	\$80.00
ASTM C495 Lightweight Concrete Strength	EA	\$75.00
ASTM C78 Flexural Strength, Beam	EA	\$135.00
ASTM C1140 Shotcrete Panel Test	SET	\$450.00
ASTM C138 Unit Weight of Concrete	EA	\$90.00
ASTM C649 Concrete Modulus of Elasticity	EA	\$275.00
ASTM C157 Concrete Shrinkage (Set of 3)	SET	\$650.00
ASTM C496 Splitting Tensile Test	EA	\$125.00
ASTM C495 Density - Lightweight Concrete	EA	\$240.00
T 336 Coefficient of Thermal Expansion	EA	\$750.00

Laboratory Tests - Caltrans

Product Name	Units	Rate (\$)
CT202 Sieve Analysis, Combined Agg	EA	\$275.00
CT202 Sieve Analysis, Fine Agg	EA	\$210.00
CT202 Sieve Analysis, Coarse Agg	EA	\$195.00
CT235 Flat and Elongated Particles	EA	\$400.00

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CT205 Percentage Crushed Particles	EA	\$275.00
CT206 Specific Gravity, Coarse Aggregate	EA	\$195.00
CT207 Specific Gravity, Fine Aggregate	EA	\$295.00
CT208 Apparent Specific Gravity of Fines	EA	\$295.00
CT229 Durability Index	EA	\$455.00
CT234 Angularity & Voids, Fine Agg	EA	\$295.00
CT211 Abrasion, Los Angeles Rattler	EA	\$375.00
CT227 Cleanness Value	EA	\$420.00
CT213 Organic Impurities in Sand	EA	\$135.00
CT214 Soundness by Sodium Sulfate	EA	\$650.00
CT226 Moisture Content by Oven Drying	EA	\$65.00
CT217 Sand Equivalent	EA	\$190.00
CT308(A) Core Density Paraffin Coated	EA	\$85.00
CT308(C) Core Density SSD	EA	\$75.00
CT303 Approximate Bitumen Ratio	EA	\$335.00
CT304/308(A) LTMD Kneading Compactor	EA	\$480.00
CT305 Swell of Bituminous Mixtures	EA	\$550.00
CT366 Stabilometer Value	EA	\$395.00
CT308(A)/366 Stability and Density	EA	\$490.00
CT308(C)/366 Stability and Density	EA	\$470.00
CT309 Maximum Theoretical Density	EA	\$295.00
CT370 Moisture Content by Microwave	EA	\$110.00
CT379 Asphalt Content Nuclear Gauge	EA	\$275.00
CT382 Ignition Oven Correction Factor	EA	\$550.00
CT382 Asphalt Content by Ignition	EA	\$275.00
CT371 Tensile Strength Ratio	EA	\$1,470.00
CT302 Film Stripping	EA	\$335.00
CT521 Concrete Cyl Compressive Strength	EA	\$50.00
CT523 Concrete Flexural Strength, Beam	EA	\$135.00
CT531 Length of Drilled Concrete Cores	EA	\$75.00
CT550 Surface Abrasion of Concrete	EA	\$535.00
CT534 Water Retention, Liq Curing Cmpnd	EA	\$570.00
CT521 Compressive Strength LCB	EA	\$50.00
CT524 RSC Flexural Strength, Beam	EA	\$135.00
CT515 Relative Mortar Strength, PCC Sand	EA	\$900.00
CT670 Tensile Strength up to #8	EA	\$95.00
CT670 Tensile Strength #8 - #11	EA	\$120.00
CT670 Tensile Strength #14	EA	\$180.00
CT670 Tensile Strength #18	EA	\$255.00
CT 52-1-08C Slip Test	EA	\$275.00
CT670 Operator Qualification up to #8	LOT	\$550.00
CT670 Operator Qualification #9 - #11	LOT	\$655.00
CT670 Operator Qualification #14	LOT	\$950.00
CT670 Operator Qualification #18	LOT	\$1,235.00
CT670 Operator Qualification up to #8	EA	\$550.00
CT670 Operator Qualification #9 - #11	EA	\$675.00
CT670 Operator Qualification #14	EA	\$950.00
CT670 Operator Qualification #18	EA	\$1,235.00
CT670 Production Lot up to #8 (Service)	LOT	\$355.00
CT670 Production Lot #9 to #11 (Service)	LOT	\$475.00
CT670 Production Lot #14 (Service)	LOT	\$635.00
CT670 Production Lot #18 (Service)	LOT	\$825.00



CT670 Production Lot up to #8 (Ultimate)	LOT	\$455.00
CT670 Production Lot #9 to #11(Ultimate)	LOT	\$490.00
CT670 Production Lot #14 (Ultimate)	LOT	\$790.00
CT670 Production Lot #18 (Ultimate)	LOT	\$1,350.00
CT204 Plasticity Index, Atterberg	EA	\$355.00
CT209 Specific Gravity of Soil	EA	\$295.00
CT216 CA Impact Max Density	EA	\$325.00
CT216 CA Impact, Rock Correction	EA	\$95.00
CT301 Resistance R-Value Stabilometer	EA	\$450.00
CT417 Soluble Sulfates	EA	\$155.00
CT422 Chloride Content	EA	\$135.00
CT643 Resistivity and pH	EA	\$155.00

Laboratory Tests - Asphalt

Product Name	Units	Rate (\$)
ASTM D2726 Core Density (SSD)	EA	\$75.00
ASTM D1188 Core Density Parafilm Coated	EA	\$85.00
ASTM D6926 Lab Max Density Marshall	EA	\$395.00
ASTM D6927 Marshal Stability and Flow	EA	\$480.00
ASTM D1561 LTMD Kneading Compactor	EA	\$395.00
ASTM D1560 Hveem Stability and Density	EA	\$490.00
ASTM D1560 Hveem Stability	EA	\$375.00
ASTM D2041 Maximum Theoretical Density	EA	\$295.00
ASTM D6307 Ignition Oven Calibration	EA	\$550.00
ASTM D6307 Asphalt Content by Ignition	EA	\$285.00
ASTM D2172 Asphalt Content by Solvents	EA	\$475.00
ASTM D4125 Asphalt Content Nuclear Gauge	EA	\$335.00
ASTM D5444 Gradation of Extracted Agg	EA	\$335.00
ASTM D244 Emulsion Residue Evaporation	EA	\$280.00
ASTM D244 Emulsion Sieve Analysis	EA	\$185.00
ASTM D3910 Wet Track Abrasion	EA	\$285.00
AASHTO T324 Hamburg Wheel Tracking Test	EA	\$1,100.00
AASHTO T283 Tensile Strength Ratio	EA	\$1,200.00
AASHTO T275 Core Density Paraffin Coated	EA	\$85.00
AASHTO T312/T275 LTMD Gyratory Compactor	EA	\$480.00
AASHTO T308 Asphalt Content by Ignition	EA	\$285.00
AASHTO T209 Theoretical Maximum Density	EA	\$295.00
AASHTO T308A AC Correction Factor	EA	\$550.00
AASHTO T324 Hamburg Wheel Tracking - RHMA	EA	\$1,100.00
AASHTO T283 Tensile Strength Ratio - RHMA	EA	\$1,200.00
AASHTO T312/T275 LTMD Gyratory Comp.- RHMA	EA	\$480.00

Laboratory Tests - Aggregates

Product Name	Units	Rate (\$)
ASTM C131 Abrasion, Los Angeles Rattler	EA	\$375.00
ASTM C40 Organic Impurities in Fine Agg	EA	\$135.00
ASTM C127 Specific Gravity, Coarse Agg	EA	\$255.00
ASTM C128 Specific Gravity, Fine Agg	EA	\$290.00
ASTM C1252 Angularity & Voids, Fine Agg	EA	\$280.00
ASTM C566 Moisture Content by Drying	EA	\$35.00
ASTM C117 Materials Finer than No. 200	EA	\$160.00
ASTM D2419 Sand Equivalent	EA	\$180.00

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ASTM C289 Alkali-Silica Reactivity	EA	\$950.00
ASTM D4791 Flat & Elongated Particles	EA	\$395.00
ASTM D5821 Percent Fractured Particles	EA	\$275.00
ASTM C123 Percent Lightweight Particles	EA	\$295.00
ASTM C88 Soundness by Sodium Sulfate	EA	\$635.00
ASTM C136 Sieve Analysis, Combined Agg	EA	\$290.00
ASTM C136 Sieve Analysis, Fine Agg	EA	\$265.00
ASTM C136 Sieve Analysis, Coarse Agg	EA	\$255.00
ASTM C142 Clay Lumps & Friable Particles	EA	\$260.00
ASTM C535, Abrasion Large Aggregate	EA	\$465.00
AASHTO T304 Angularity & Voids in Fines	EA	\$255.00
AASHTO T84 Specific Gravity, Fine Agg	EA	\$280.00
AASHTO T85 Specific Gravity, Coarse Agg	EA	\$255.00
AASHTO T96 Abrasion, Los Angeles Rattler	EA	\$375.00
AASHTO T27 Sieve Analysis, Combined Agg	EA	\$290.00
AASHTO T27 Sieve Analysis, Fine Agg	EA	\$285.00
AASHTO T27 Sieve Analysis, Coarse Agg	EA	\$255.00
AASHTO T176 Sand Equivalent	EA	\$180.00
AASHTO T335 Percent Fractured Particles	EA	\$255.00

Equipment Charges

Product Name	Units	Rate (\$)
Portable Drilling Equipment	HR	\$750.00
Mobile Laboratory Trailer Mobilization	EA	\$1,500.00
Mobile Laboratory Trailer & Testing Equipment	DAY	\$700.00
Stationary Laboratory Trailer & Testing Equipment	MO	\$1,500.00
Mileage	MILE	Quote
Diamond Bit Core Rig and Generator	DAY	\$750.00
Nuclear Density Test Gauge	Unit	\$35.00
Hand Held Turbidity Meter	DAY	\$50.00
Ultrasonic Test Unit and Consumables	DAY	\$50.00
Magnetic Particle Test Unit	DAY	\$100.00
Skidmore	DAY	\$80.00
Schmidt Hammer	DAY	\$100.00
Torque Wrench	DAY	\$80.00
Proof Load Testing Equipment	DAY	\$150.00
Drilling Equip Mobilization / De-Mob	EA	\$800.00
ASTM C1028 Coefficient of Friction	DAY	\$800.00
Mini Environmental Quality Meter	DAY	\$400.00
Inertial Profiler	DAY	\$2,000.00
Materials / Supplies	LS	Quote
Holiday Tester	DAY	\$250.00
VOC Meter	DAY	\$200.00
Misc Permits	LS	Quote
Misc Fees	HR	Quote
Misc Subconsultant #1	LS	Quote
Set of Aerial Photographs	EA	Quote
Blueprinting	EA	Quote
Dutch Cone Penetrometer with Operator	HR	\$875.00
Hollow Stem Auger Drill Rig w/ Operator	HR	\$775.00
Portable Drilling Equipment w/ Operator	HR	\$750.00
Bucket Auger Drill Rig with Operator	HR	\$875.00

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Air Rotary Drill Rig with Operator	HR	\$900.00
Rotary Wash Drill Rig with Operator	HR	\$950.00
Per Diem	DAY	\$150.00

GENERAL CHARGES

RMA Group requires twenty-four (24) hour prior notification for scheduling inspectors and/or technicians.

Inspection charges start at the scheduled show up time at the job site. All inspection hours will be billed in the following increments:

There will be a minimum two (2) hour charge for any RMA Group employee presence on site.

Any time less than four (4) hours of work will be billed as four (4) hours.

Four (4) to eight (8) hours will be billed as eight (8) hours.

When personnel are required to work more than 5 hours without an uninterrupted meal period of 30 minutes, due to project constraints, ½ hour will be charged at double time rates in addition to any applicable hours worked.

Rates are valid through June 30, 2025. Rates for personnel will increase by 5% per year on July 1st of each subsequent year.

Outside services will be billed at cost plus 15% unless billed directly to and paid for by Client.

Requests made by client for management attendance at meetings at the project site will be charged at standard rate.

Administrative/clerical support will be charged at 3% of the monthly direct charges.

OVERTIME CHARGES

Work performed more than 8 hours per day and / or up to eight (8) hours on Saturdays will be billed at 1.50 times the unit rate.

Work performed on Sunday, recognized holidays, or more than eight (8) hours on Saturdays will be billed at 2.00 times the unit rate.

A 20% surcharge will be applied for laboratory tests performed on a Saturday or Sunday.

PER DIEM AND TRAVEL CHARGES

The daily per diem charge listed in the fee schedule will be applied when our personnel are required to stay overnight at remote locations.

Time will be billed at the unit rate while traveling to a remote location or if a location requires an overnight stay

Mileage for travel outside a 50 mile radius from either the project site or the nearest RMA facility, whichever is closest, will be charged at a rate of \$0.77 per mile.

NIGHT WORK

A \$5.00 per hour surcharge will be added to all personnel rates for work performed during night shifts.



GENERAL CONDITIONS

AGREEMENT. This agreement is made by and between RMA Group ("RMA") and the party that accepted RMA's proposal or requested that RMA perform Services ("Client"). RMA shall include said company, its engineers, employees, insurers, or authorized representative. This "Agreement" includes RMA's proposal and any exhibits or attachments noted in the proposal or incorporated by reference including but not limited to these General Conditions. Requesting Services from RMA shall constitute acceptance of the terms of these General Conditions.

1. SCOPE OF SERVICES. Services means the service(s) performed by RMA for Client or at Client's direction. RMA's findings, opinions, and recommendations are based upon data and information obtained by and furnished to RMA at the time of the Services. RMA may rely upon information provided by the Client or third parties. Client may request additional work or changes beyond the scope of Services described in RMA's Proposal. If any alteration or addition of Services are requested by the Client, RMA may provide a written notification detailing the additional scope of work, time extension and associated fees for Client's review. Client shall provide written acceptance of such. If Client does not follow these procedures, but instead directs, authorizes, or permits RMA to perform the changed or additional work, the Services are changed accordingly and RMA will be paid for this work according to its written notification or current fee schedule.

2. DELAYS. RMA shall be entitled to an equitable adjustment to the project schedule and compensation to compensate RMA for any increase in time or costs necessary to perform the Services under this Agreement due to any cause beyond its reasonable control. All promises of services time are approximations by RMA and are subject to the Client and contractor's schedules, weather conditions, travel conditions, disputes with workmen or parties, accidents, strikes, natural disasters, health emergencies, discovery of hazardous materials, differing or unforeseeable site conditions or project conditions, acts of governmental agencies or authorities, or other causes. In no event shall RMA be responsible for any damage or expense due to delays from any cause, other than to the extent the damage or expense is directly caused by RMA's own proven negligence after having been warned in writing by the Client of the damage or expense which may result from the delay.

3. RMA RESPONSIBILITIES. Services performed by RMA under this Agreement will be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the same profession currently providing the same or similar services under similar circumstances in the same locality and in accordance with applicable standards in effect at the time the Services are performed. RMA MAKES NO OTHER REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED. Testing or inspection services may require the destruction of a sample or sample location. Client understands that, in the normal course of performing the Services, some damage may occur, and understands that RMA is not responsible for the correction of any such damage or for replacing samples. Client acknowledges that opinions, data, interpretations and recommendations prepared by RMA are based on limited data and recognizes that subsurface conditions or other actual conditions may vary from those encountered at the location where inspections, tests, borings, surveys, or explorations are made by RMA and may vary from those depicted on logs of discrete borings, test pits, or other exploratory services. There is an inherent

risk that samples or observations may not be representative of materials or locations not sampled or seen and that conditions may change over time. Variations between inspected or tested discrete locations may occur and the risk of such occurrence is understood and accepted by Client. Client is responsible for notifying the appropriate party or professional regarding the correction of any deviations or deficiencies noted by RMA and RMA accepts no liability in connection therewith. RMA shall not be responsible for the interpretation by others of information developed by RMA and makes no guarantee that RMA's recommendations are properly implemented by any party. RMA shall not be held liable for problems that may occur if RMA's recommendations are not followed.

4. SUBSURFACE EXPLORATIONS. Client understands RMA's layout of boring and test locations is approximate and that RMA may deviate a reasonable distance from those locations. Client acknowledges that it is impossible for RMA to know the exact composition of a site's subsurface, even after conducting a comprehensive exploratory program. There is a risk that drilling and sampling may result in contamination of certain subsurface areas. Client waives any claim against, and agrees to defend, indemnify and save RMA harmless from any claim or liability for injury or loss which may arise as a result of subsurface contamination caused by drilling, sampling, or monitoring well installation. Client also agrees to adequately compensate RMA for any time spent and expenses incurred in defense of any such claim.

5. CLIENT PARTICIPATION. Client will make available to RMA all information in its possession regarding existing and proposed conditions at the site. Such information shall include, but not be limited to engineering reports, plot plans, topographic surveys, hydrographic data, soil data including borings, field and laboratory tests and written reports. Client shall immediately transmit to RMA any new information concerning site condition which becomes available, and any change in plans or specifications concerning the project. RMA shall not be liable for any inaccurate or incorrect advice, judgment or decision which is based on any inaccurate information furnished by Client and Client shall indemnify RMA against claims, demands, or liability arising out of, or contributed to, by such inaccurate information. In the event Client, the project owner, or other party makes any changes in the plans and specifications, Client agrees to hold RMA harmless from any liability arising out of such changes, and Client assumes full responsibility unless Client has given RMA prior notice and has received RMA's written consent for such changes. RMA does not assume responsibility for any conditions at the Client's site(s) that may present a danger, either potential or real, to health, safety, or the environment. Client hereby agrees that it is the Client's responsibility to notify any and all appropriate federal, state, or local authorities, as required by law, of the existence of any such potential or real danger and otherwise to disclose to all appropriate or affected individuals or entities, in a timely manner, any information that may be necessary to prevent any danger to health, safety, or the environment. Client assumes sole responsibility for determining whether the quantity and the nature of services ordered by Client is adequate and sufficient for Client's intended purpose.

6. THIRD PARTIES To the fullest extent permitted by law and to the extent not resulting from RMA's proven negligence, Client agrees to defend, indemnify and hold RMA harmless from any claims, demands,



suits, losses, charges, expense (including attorney fees and costs at trial and appeal), and/or allegations of responsibility by any and all third parties including but not limited to, contractors, subcontractors, agents, employees, assignees transferees, successors, invitees, neighbors, and the public relating in any way to this Agreement, the services, or the project. It is expressly understood and agreed that the enforcement of these terms and conditions shall be reserved to the Client and RMA. Nothing contained in this Agreement shall give or allow any claim or right of action whatsoever by any third person. It is the express intent of the Client and RMA that any such person or entity, other than Client or RMA, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary. Neither party may assign this Agreement or any right or obligation hereunder without the prior written consent of the other party, which shall not be unreasonably withheld or delayed; provided, however, that no consent shall be necessary in the event of an assignment to a successor entity resulting from a merger, acquisition or consolidation by or of RMA or an assignment to an affiliate or subsidiary of RMA.

7. SAMPLE DISPOSAL. Samples are consumed in testing or disposed of upon completion of tests or upon report completion (unless stated otherwise in the Services). Client acknowledges that contaminated drill cuttings, sample spoils, wash water, and other materials may be produced as a result of encountering hazardous materials at the site. In such event, Client shall be responsible for their proper transportation and disposal. RMA may be able to arrange for the transportation and disposal of hazardous materials at Client's request. In no event shall RMA be required to sign a hazardous waste manifest or take title to any hazardous materials. Contaminated samples delivered to or taken to RMA's laboratory for testing shall remain the property of Client and Client is responsible for ultimate disposal of any samples which are found to be contaminated. On request, Client shall retrieve contaminated samples from RMA's laboratory and dispose of them in an approved manner.

8. DISCOVERY OF UNANTICIPATED HAZARDOUS MATERIALS. Client shall furnish to RMA all documents and information known or available to Client that relate to the identity, location, quantity, nature, or characteristic of any hazardous waste, toxic, radioactive, or contaminated materials prior to commencement of the Services. Client warrants that it has made reasonable efforts to disclose known or suspected hazardous materials on or near the project site. Client agrees that the discovery of such unanticipated hazardous materials constitutes a changed condition which may require either a re-negotiation of the scope of RMA's Services or termination of such Services or this Agreement. Client recognizes that the discovery of hazardous materials may necessitate immediate protective measures to safeguard the public health and safety and agrees to compensate RMA for measures that in RMA's professional opinion are justified to preserve and protect the health and safety of site personnel and the public. Client agrees to compensate RMA for any equipment decontamination or other costs incident to the discovery of unanticipated hazardous materials. Client agrees that in the event of the discovery of hazardous materials at the site it will report such discovery to the proper authorities as required by federal, state, and local regulations. Client also agrees to inform the project site owner in the event that hazardous materials are encountered at the site. Notwithstanding any other provision of the agreement, Client waives any claim against RMA, and to the maximum extent permitted by law, agrees to defend, indemnify, and save RMA harmless from any claim,

liability and/or defense costs for injury or loss arising from the presence of hazardous materials on the project site.

9. SITE CONDITIONS. Client shall secure all necessary approvals, notices, permits, licenses, and consents from all owners, lessees, contractors, and other possessors of the Project, necessary to commence and complete the Services, and will provide RMA access to the project site for all equipment and personnel necessary for the performance of the Services. RMA shall be allowed free access to the site. Client understands and agrees that RMA shall only be responsible for losses which directly result from RMA's negligence. Client is responsible for the accuracy of locations for all subterranean structures and utilities. Client waives any claim against RMA, and agrees to defend, indemnify, and hold RMA harmless from any claim or liability for injury or loss of any party, including costs of defense, arising from damage done to subterranean structures and utilities not identified or accurately located. In addition, Client agrees to compensate RMA for any time spent or expenses incurred by RMA in defense of any such claim.

10. ENVIRONMENTAL LIABILITY. Neither this Agreement nor the providing of services will operate to make RMA an owner, operator, generator, transporter, treater, storer, or arranger for disposal or treatment within the meaning of the Resource Conservation Recovery Act, Comprehensive Environmental Response Compensation and Liability Act, or within the meaning of any other law governing the handling, treatment, storage, or disposal of hazardous materials. Client will indemnify, defend and hold RMA harmless from and against any and all losses, damages, costs and expenses, including attorney's fees, from third party claims, demands and causes of action arising or claimed to arise from violations by Client of any and all environmental laws, rules and regulations relating to the existence, generation of, current or future ownership, storage, transport or disposal of pre-existing hazardous substances and wastes, but this indemnity shall not cover such loss, damage, cost or expense to the extent caused by RMA's proven negligence in performing the Services under this Agreement. For purposes of this Agreement, a pre-existing hazardous substance is any hazardous substance or hazardous waste having been generated by Client or existing on Client's premises prior to the date of this Agreement.

11. OWNERSHIP AND LEGAL USE OF DOCUMENTS. All notes, data, reports, original final reproducible drawings, plans, specifications, calculations, and studies memoranda assembled or prepared by RMA are instruments of service with respect to the subject project, and RMA shall retain an ownership and property interest therein, whether or not the project is completed. The Client may make and retain copies for information and reference in connection with the subject project; however, such documents are not intended or represented to be suitable for re-use by the Client or others. Any modification, changes, or reuse without written verification or adaptation by RMA for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to RMA, and the Client agrees to indemnify and hold harmless RMA against any and all costs, expenses, fees, losses, claims, demands, liabilities, suits, actions, and damages whatsoever arising out of or resulting therefrom.

12. ALLOCATION OF RISK AND LIMITATION OF LIABILITY. The parties have evaluated the respective risks and remedies under this Agreement and agree to allocate the risks and restrict the remedies to reflect that evaluation. Notwithstanding any other provision to the



contrary in this Agreement and to the fullest extent permitted by law, Client agrees to restrict its remedies under this Agreement against RMA, its parents, affiliates and subsidiaries ("RMA Covered Parties"), so that the total aggregate liability of RMA Covered Parties shall not exceed \$50,000 or the actual paid compensation for the services performed by RMA under this Agreement, whichever is greater. This restriction of remedies shall apply to all suits, claims, actions, losses, costs (including attorney fees) and damages of any nature arising from or related to this Agreement without regard to the legal theory under which such liability is imposed. Claims must be brought within one calendar year from performance of the Services.

13. LIABILITY FOR OTHERS. RMA shall not be responsible for supervising or overseeing the Client's contractors or for their means and methods, procedures, performance, or site safety. RMA shall not be responsible for the acts or omissions of the Client, owner, architect, architect's other consultants, contractor, subcontractors, other third parties or their respective agents, employees, assigns, successors, or any other persons ("Others"). RMA shall have no authority to control Others regarding their work or their safety practices. RMA does not control or guarantee the work of Others. RMA has no duty to inspect or correct health and safety deficiencies of Others. RMA will not be responsible for the failure of Others to perform in accordance with their undertakings and the providing of RMA's services shall not relieve Others of their responsibilities to the Client or Others. RMA reserves the right to report to the Client any unsafe conditions observed at the Project without altering the foregoing.

14. CONSEQUENTIAL DAMAGES WAIVER. Notwithstanding anything to the contrary in this agreement and to the fullest extent permitted by law, Client and RMA waive against each other any and all claims for or entitlement to special, incidental, indirect, consequential, delay, punitive, or similar losses or damages arising out of, resulting from, or in any way related to the project or this Agreement.

15. INSURANCE. RMA will maintain the following insurance coverages and amounts: (1) Workers Compensation insurance as required by law, (2) Employer's Liability insurance with coverage of \$1,000,000 per each accident/employee, (3) Commercial General Liability insurance with coverage of \$1,000,000 per occurrence/aggregate, (4) Automobile Liability insurance with coverage of \$1,000,000 combined single limit, and (5) If RMA is providing professional services, Professional Liability insurance with coverage of \$1,000,000 per claim/aggregate. Client shall name RMA as additional Insured on its Builder's Risk policy. Client shall require any general contractors working on the project site to include RMA in any indemnity that the Client requires such contractors to provide to the Client and as an additional insured under any such contractor's general liability insurance policy. Client shall provide RMA with a certificate of insurance evidencing the required Insurance.

16. RESOLUTION OF DISPUTES. Client shall not be entitled to assert a Claim against RMA based on any theory of professional negligence unless and until Client has obtained the written opinion from an independent and reputable Professional Engineer (P.E.), licensed architect (A.I.A.), or Registered Geologist (R.G.) that RMA has violated the standard of care applicable to RMA's performance of the Services. Such party shall be currently practicing in the same discipline as RMA and be licensed in the state where the project is located. This written opinion shall specify the acts or omissions that the independent engineer, architect, or geologist contends are not in conformance with

the standard of care for professional services performed by local consultants under similar circumstances; and state in detail the basis for their independent opinion that such acts or omissions do not conform to that standard of care. Client shall provide this opinion to RMA and the parties shall endeavor to resolve the dispute within 30 days. This Agreement shall be governed by and construed in accordance with the laws of the state where the RMA office originating the work or proposal is located. Exclusive of lien claims, any legal action or proceeding brought to enforce or otherwise arising out of or relating to this Agreement shall be brought in the county where the RMA office originating the work or proposal is located. Each party waives its right to a jury trial in any court action arising between the parties, whether under this Agreement or otherwise related to the work being performed under this Agreement.

17. COMPENSATION AND PAYMENT TERMS. Client agrees that an invoice amount is due when received unless otherwise agreed. A service charge of one and one-half percent (1-½%) per month (but not exceeding the maximum allowable by law) will be added to any account not paid within 30 days after the invoice date. In the event that any portion of the account remains unpaid 30 days after the invoice date, RMA may immediately discontinue Services on any and all projects for Client, or withhold any final report or Instrument of service, or demand prepayment of fees at RMA's option. Client shall pay all costs incurred by RMA in collecting any delinquent amount, including staff time, court costs and attorney fees. Failure to make payment within sixty (60) days of invoice shall constitute a release of RMA from any and all claims which Client may have, either in tort or contract, and whether known or unknown at the time. Should Services based on a fee schedule be performed beyond the end of the calendar year, RMA's current fee schedule shall apply unless otherwise negotiated in advance.

18. TERMINATION. This Agreement may be terminated without cause by either party upon thirty (30) days written notice, and at any time by either party if the other party defaults in the performance of any material provision of this Agreement and such default continues for a period of seven (7) days after written notice thereof. In the event of termination, RMA will be paid for Services performed through the date of termination, plus reasonable termination expenses, including the cost of completing analyses, demobilization, records and reports necessary to document job status at the time of termination.



19. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the parties and shall supersede other prior agreements and representations. No amendments to this Agreement shall be valid unless made in writing and signed by the parties. If Client uses its standard business forms all pre-printed terms and conditions contained in or on such forms shall be deemed stricken and null and void. If the terms and conditions of this Agreement conflict with the terms and conditions of any other agreement or document this Agreement shall govern and control over any such conflict. The invalidity or unenforceability of any portion(s) of this Agreement shall in no way affect the validity or enforceability of any other portion(s) hereof. Any invalid or unenforceable portion shall be severed from the Agreement and the balance of the Agreement shall be construed and enforced as if the Agreement did not contain a particular portion held to be invalid or unenforceable. This Agreement may be executed in several counterparts, each of which shall be deemed an original having identical legal effect. The titles, captions and headings of this Agreement are included for ease of reference only and will be disregarded in interpreting or construing this Agreement. RMA shall not be bound by any language incorporating by reference any contract or term of any contract unless the term or terms incorporated by reference are specifically furnished to RMA and are expressly agreed to in a writing signed by RMA.



Proposal No: 00-250476-P

February 18, 2025

Lowell Joint School District
11537 Grovedale Dr
Whittier, CA 90604

Attention: David Bennett

Subject: Proposal to Provide Construction Inspection and Testing Services
Rancho Starbuck Intermediate School
16430 Woodbrier DR.
Whittier, CA

RMA Group is pleased to present our proposal to provide construction inspection and testing services for the Rancho Starbuck New Performing Arts Center/Gymnasium Building & Modular Classroom Building project.

PROJECT UNDERSTANDING

We understand that the project will consist of construction of new multi-use performing arts center building, (1) modular classroom building 60' x 155' (pc a#04-122202), site work including new parking lot, paving, landscape & utilities, and (1) solar panel structure. Based on our review of the project drawings, we understand that geotechnical, construction inspection, and testing services will be required during construction of this project.

SCOPE OF WORK

Our proposed scope of work will consist of the following:

- Grading Observation and Testing
- Compaction Testing of Trench Backfill
- Special Inspection and Testing of Reinforced Concrete Construction
- Special Inspection and Testing of Reinforced Masonry Construction
- Special Inspection and Testing of Post Installed Anchors
- Special Inspection and Testing of Structural Steel Shop and Field Welding
- Project Administration, Engineering Oversight, and Reporting

A detailed description of the tasks required to complete this scope of work and an estimate of the costs associated with our work are detailed herein.

Grading Observation and Testing

Our services will consist of observing rough grading operations, performing soil tests, and submittal of a soil grading report.



Our representative will observe rough grading operations on a continuous basis. Water content, in place density (compaction), maximum density optimum moisture, expansion index and soluble sulfate tests will be performed at a frequency and at locations selected by the soil engineer. Our laboratory can perform other soils tests, if requested, at an additional charge. During the course of construction we will notify the owner in writing, with copy to the contractor if, at any time in our opinion, the work is not in conformity to the plans and specifications.

Upon completion of the work we will prepare a final report for the owner which will summarize our observations and the results of all tests performed. The final report will contain recommendations and opinions regarding the conformance of the completed rough grading to the intent of the plans, soil engineering reports, and specifications.

Compaction Testing of Trench Backfill

Our services will consist of compaction testing of the backfill of the utility trenches and subgrade and aggregate base for paved areas on site.

We will provide a technician to perform in place density tests (compaction tests) by either the sand cone method (ASTM D1556) or the nuclear gauge method (ASTM D6938), water content tests, and maximum density optimum moisture tests per ASTM D1557 at locations selected by your representative. Testing would be performed after compaction has been completed by the contractors and observation of compaction methods used by the contractor would not be included in the scope of our work.

Trench backfill compaction tests would be taken at locations and frequencies in accordance to guidelines provided by the governing public agency. If the governing public agency does not have established testing guidelines then the following guidelines would be used. Test locations on the main trenches would be spaced no more than 300 linear feet apart and 20% of the lateral trenches would be tested. Compaction tests would be taken at mid depth in the backfill zone and in the subgrade zone in trenches with depths of 4 feet or less. One half of the tests shall be taken from each depth. Trenches deeper than 4 feet would be tested in each 4 foot lift and the subgrade zone. No tests would be taken in the bedding or pipe zone. Excavating of test holes in excess of 1.0 feet in depth would not be included within the work scope.

Subgrade compaction tests of paved areas on site and within the street right of way would be taken at locations be selected by our technician that represent the surface appearance of the subgrade at the time of testing. Test locations would be spaced no more than 500 linear feet apart.

A written report summarizing the results of all tests performed will be prepared upon completion of the work. The report will not contain a rendering, opinion, certificate, or warranty, of the compaction of the materials tested.



Special Inspection and Testing of Reinforced Concrete Construction

This scope of services will include engineering review of concrete mix designs, inspection of concrete batch plant operations, special inspection of reinforced concrete construction and field sampling and laboratory testing of concrete and reinforcing steel used in concrete construction for the project.

Our materials engineer would review mix designs submitted by the contractor and the results of tests performed on the aggregates. A written report of our review of the concrete mix design submittal will be prepared upon the completion of the work.

This scope of work will include the inspection of concrete batch plant operations. We will provide an inspector during concrete batch plant operations to monitor the batch weights and provide periodic inspection of the aggregate stockpiles and cement bins. Written reports of all inspections will be provided on a daily basis and at the completion of the work.

We will provide an ICC certified special inspector to perform inspection of the concrete form work, reinforcing steel placement, and concrete placements. He will perform periodic inspection of the formwork for shape, location and dimensions of the concrete member being formed. He will provide periodic inspection to verify the proper size and placement of reinforcing steel and embedded anchors.

Our inspector will provide continuous inspection during the placement of structural concrete to verify proper application techniques. Our inspector will sample fresh concrete and obtain samples for strength testing, perform slump tests and monitor the temperature of the concrete. A set of test cylinders will be made from each 50 cubic yards of concrete or fraction thereof for each class of concrete placed each day. Four test cylinders will be cast for each set.

Strength test cylinders will be cured in our laboratory until they are tested in accordance to ASTM C192. Compression tests would be performed in accordance to ASTM C39 at 7 and 28 days, respectively. Copies of the results of all compression tests will be provided upon completion of the test.

Samples of the reinforcing steel to be used for production of concrete would be tested in accordance to ASTM A370 and A615 test methods. Written reports of all tests presenting applicable information would be prepared at the completion of testing.

Special Inspection and Testing of Reinforced Masonry Construction

This scope of services will include engineering review of grout mix designs, inspection of grout batch plant operations, special inspection of reinforced masonry construction and field sampling and laboratory testing of mortar, grout and masonry used for the project.

Our materials engineer would review mix designs submitted by the contractor and the results of tests performed on the aggregates. A written report of our review of the grout mix design submittal will be prepared upon the completion of the work.



This scope of work will include the inspection of grout batch plant operations. We will provide an inspector during grout batch plant operations to monitor the batch weights and provide periodic inspection of the aggregate stockpiles and cement bins. Written reports of all inspections will be provided on a daily basis and at the completion of the work.

We will provide an ICC certified special inspector to perform inspection of the masonry work, reinforcing steel placement, and grout placements. He will perform periodic inspection of the masonry work for fit up, jointing and the general details of the work being constructed. He will provide periodic inspection to verify the proper size and placement of reinforcing steel and embedded anchors.

Our inspector will provide continuous inspection during the placement of grout and mortar to verify proper application techniques. Our inspector will sample fresh grout and mortar to obtain samples for strength testing.

Strength test cylinders will be obtained for grout and mortar. The strength test samples will be cured in our laboratory until they are tested in accordance to ASTM C192. Compression tests would be performed on grout samples in accordance to ASTM C1019, and mortar samples will be tested in accordance with ASTM C780. Samples will be tested at 7 and 28 day ages

Samples of the masonry units delivered to the project will be sampled and tested to verify conformance with the project requirements in accordance with ASTM C90. Core samples of the completed masonry will be obtained and laboratory tests performed to determine compressive and shear strength of the masonry in accordance with ASTM C1314. Written reports of all tests presenting applicable information would be prepared at the completion of testing.

Special Inspection and Testing of Post Installed Anchors

This scope of services will include performing special inspection and testing as required of post installed anchors for compliance with the approved plans, job specifications, ICC-ES reports, and building codes.

We will provide an inspector certified by ICC to perform inspection of the installation of post installed anchors. These inspections typically consist of epoxy dowel, wedge anchor, and hold downs. He shall make a list of defective work and a manner of correction of defects.

This scope of work may also include pull or torque testing of installed anchors as required by the project plans or job specifications. We will provide a technician to perform the required testing on a randomly selected number of anchors based on the frequency of testing specified.

The results of all tests and inspections will be provided to the designated representative in written daily reports of inspection and testing.



Special Inspection and Testing of Structural Steel Shop and Field Welding

This scope of services will consist of inspection of structural steel shop fabrication and shop and field welding procedures and completed welds for conformance to approved plans, specifications, and building codes.

We will provide an inspector that has been certified by AWS as a special inspector for welding. His work would consist of inspection of all welds made in the shop and / or field for compliance of the approved plans and job specifications. He shall make a systematic record of all welds, including a list of defective welds and a manner of correction of defects. The inspector will check the material, equipment, details of construction and procedures, as well as the welds. He would also check the ability of the welder. He would also check the ability of the welder. Our inspector will perform periodic inspection during fit up and fabrication of structural steel to verify the materials utilized are properly marked and traceable. He will collect mill certifications for the materials and inspect joint details to verify conformance at each connection.

Non Destructive testing of the completed welds will be performed as required. The inspector may use Ultra Sonic, Magnetic Particle or Dye Penetrants as appropriate to inspect completed welds and assure the adequacy of the welding.

Project Administration, Engineering Oversight, and Reporting

This scope of work will include all administrative, project management, engineering oversight, and reporting. This may include, but is not limited to, ensuring RMA Group has all necessary documents and information needed to complete the requested work, reviewing plans and specifications, dispatching services, reviewing both lab and daily reports, distribution, and invoicing time.

TERMS AND CONDITIONS

Fee Proposal

We propose to perform the previously described services on an hourly or test rate basis in accordance with the attached fee schedule. Our estimate is based on information given to RMA Group by David Bennett and the following assumed construction durations. Our estimate of charges for the proposed services is as follows:

Construction Activity	Estimated Costs
Grading Observation and Testing	\$33,640.00
Compaction Testing of Trench Backfill and Street Improvements	\$27,010.00
Special Inspection and Testing of Reinforced Concrete Construction	\$42,760.00
Special Inspection and Testing of Reinforced Masonry Construction	\$52,865.00
Special Inspection and Testing of Post Installed Anchors	\$28,800.00
Special Inspection and Testing of Structural Steel Shop and Field Welding	\$68,820.00
Project Administration, Engineering Oversight, and Reporting	\$34,900.00
TOTAL	\$288,795.00

Lowell Joint School District
Rancho Starbuck New Performing Arts
Center/Gymnasium Building & Modular Classroom
Building
Whittier, CA

Proposal No.00-250476-P
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Added Services

Our base estimate may vary due to unforeseen circumstances that may develop during the work or due to extended construction duration. Under these circumstances, a revision to our scope, schedule, and/or fee will likely be required. RMA Group will notify you if/when we anticipate that it will be necessary for us to provide services in addition to our base scope and will obtain written confirmation that we are authorized to do so.

PROFESSIONAL INSURANCE

We maintain liability and workers' compensation insurance coverage and amounts consistent with industry standards for the services being proposed herein. Certificates of insurance will be provided upon request.

CLOSURE

Our services will be performed in a manner consistent with the level of care and skill ordinarily exercised by members of the same profession currently providing the same or similar services under similar circumstances in the same locality and in accordance with applicable standards in effect at the time the services are performed. This warranty is in lieu of all other warranties, either expressed or implied.

By signing below, you hereby authorize RMA Group to proceed with services outlined in this proposal and agree that all services and anything arising out of or in any way related to this proposal will be governed by RMA Group's Fee Schedule and General Conditions which are attached hereto and are incorporated herein by reference. This authorization to proceed constitutes an agreement between you and RMA Group and is made in consideration of the mutual promises and covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged.

Thank you for the opportunity to submit this proposal. We look forward to working with you on this project. If you have any questions regarding this proposal, please contact the undersigned.

Authorized By:
Lowell Joint School District

Respectfully submitted,
RMA Group

(Signature)

(Signature)

(Title)

Regional Vice President of Field Operations
(Title)

(Date)

02/18/2025
(Date)

Lowell Joint School District
Rancho Starbuck New Performing Arts
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ESTIMATE WORKSHEET
Grading Observation and Testing

Item	Quantity	Unit	Unit Price	Total
Soils Technician Rough Grading	200	HR	\$120.00	\$24,000.00
Supervising Soil Technician	40	HR	\$150.00	\$6,000.00
Pick-up and Delivery of Test Specimens	10	HR	\$100.00	\$1,000.00
ASTM D4829 Expansion Index of Soils	1	EA	\$270.00	\$270.00
ASTM D1557 Max Density Optimum Moisture	3	EA	\$350.00	\$1,050.00
CT417 Soluble Sulfates	1	EA	\$155.00	\$155.00
CT422 Chloride Content	1	EA	\$135.00	\$135.00
CT643 Resistivity and pH	1	EA	\$155.00	\$155.00
Nuclear Density Test Gauge	25	Unit	\$35.00	\$875.00
Subtotal:				\$33,640.00



ESTIMATE WORKSHEET
Compaction Testing of Trench Backfill

Item	Quantity	Unit	Unit Price	Total
Soils Engineering Technician	188	HR	\$120.00	\$22,560.00
Pick-up and Delivery of Test Specimens	20	HR	\$100.00	\$2,000.00
ASTM D1557 Max Density Optimum Moisture	4	EA	\$350.00	\$1,400.00
Nuclear Density Test Gauge	30	Unit	\$35.00	\$1,050.00
Subtotal:				\$27,010.00



ESTIMATE WORKSHEET
Special Inspection and Testing of Reinforced Concrete Construction

Item	Quantity	Unit	Unit Price	Total
Pick-up and Delivery of Test Specimens	30	HR	\$100.00	\$3,000.00
ID Reinforcing or Structural Steel	48	HR	\$120.00	\$5,760.00
Special Inspector Concrete Batch Plant	80	HR	\$120.00	\$9,600.00
ACI Concrete Technician	140	HR	\$120.00	\$16,800.00
ASTM C39 Concrete Cyl Cured or Tested	100	EA	\$50.00	\$5,000.00
ASTM A370 Rebar Tension up to #8	20	EA	\$70.00	\$1,400.00
ASTM A370 Bend Test Rebar up to #8	20	EA	\$60.00	\$1,200.00
Subtotal:				\$42,760.00



ESTIMATE WORKSHEET
Special Inspection and Testing of Reinforced Masonry Construction

Item	Quantity	Unit	Unit Price	Total
ID Reinforcing or Structural Steel	44	HR	\$120.00	\$5,280.00
Special Inspector Concrete Batch Plant	40	HR	\$120.00	\$4,800.00
Special Inspector Masonry	240	HR	\$120.00	\$28,800.00
ASTM C90 Masonry Block Conformance	3	SET	\$740.00	\$2,220.00
ASTM C780 Mortar Cylinder Compression	4	EA	\$50.00	\$200.00
ASTM C1019 Grout Prism Compression	40	EA	\$55.00	\$2,200.00
ASTM E519 Assemblage Comp Str 8" Block	3	EA	\$155.00	\$465.00
ASTM E519 Assemblage Comp Str 12" Block	3	EA	\$140.00	\$420.00
ASTM A370 Rebar Tension up to #8	6	EA	\$70.00	\$420.00
ASTM A370 Bend Test Rebar up to #8	6	EA	\$60.00	\$360.00
Pick-up and Delivery of Test Specimens	30	HR	\$100.00	\$3,000.00
Concrete Coring	16	HR	\$135.00	\$2,160.00
Diamond Bit Core Rig and Generator	2	DAY	\$750.00	\$1,500.00
ASTM C1314 Masonry Core Shear Str 8" Max	8	EA	\$130.00	\$1,040.00
Subtotal:				\$52,865.00



ESTIMATE WORKSHEET
Special Inspection and Testing of Post Installed Anchors

Item	Quantity	Unit	Unit Price	Total
Special Inspector Post Installed Anchors	160	HR	\$120.00	\$19,200.00
Pull Torque Testing Technician	80	HR	\$120.00	\$9,600.00
Subtotal:				\$28,800.00



ESTIMATE WORKSHEET
Special Inspection and Testing of Structural Steel Shop and Field Welding

Item	Quantity	Unit	Unit Price	Total
AWS Certified Welding Inspector- Field	188	HR	\$120.00	\$22,560.00
AWS Certified Welding Inspector- Shop	184	HR	\$120.00	\$22,080.00
Non Destructive Testing ASNT Level II	112	HR	\$125.00	\$14,000.00
Special Inspector High Strength Bolting	40	HR	\$120.00	\$4,800.00
Skidmore	5	DAY	\$80.00	\$400.00
ASTM F606 Bolt: Axial 7/8" - 1 1/2"	12	EA	\$105.00	\$1,260.00
ASTM F606 Bolt Axial Tensile to 7/8"	12	EA	\$70.00	\$840.00
ASTM F606 Bolt Wedge Tens 7/8" to 1 1/2"	12	EA	\$120.00	\$1,440.00
ASTM A370 Rockwell Hardness (Each)	12	EA	\$120.00	\$1,440.00
Subtotal:				\$68,820.00



ESTIMATE WORKSHEET
Project Administration, Engineering Oversight, and Reporting

Item	Quantity	Unit	Unit Price	Total
Project Manager - Office	60	HR	\$165.00	\$9,900.00
Project Engineer - Office	32	HR	\$190.00	\$6,080.00
Project Geologist - Office	32	HR	\$180.00	\$5,760.00
Administrative	80	HR	\$70.00	\$5,600.00
Staff Engineer - Office	40	HR	\$145.00	\$5,800.00
Drafting	16	HR	\$110.00	\$1,760.00
Subtotal:				\$34,900.00



FEE SCHEDULE

WT NDT Laboratory

Product Name	Units	Rate (\$)
Laboratory Services	EA	Quote

Personnel Charges - Professional Staff

Product Name	Units	Rate (\$)
Project Engineer - Laboratory	HR	\$190.00
Administrative	HR	\$70.00
Principal Engineer - Office	HR	\$220.00
Principal Engineer - Field	HR	\$220.00
Principal Engineer - Consultation	HR	\$220.00
Principal Engineer - Job Conference	HR	\$220.00
Principal Engineer - Expert Witness	HR	\$500.00
Principal Engineer - Court Appearance	HR	\$600.00
Project Engineer - Office	HR	\$190.00
Project Engineer - Field	HR	\$190.00
Project Engineer - Consultation	HR	\$190.00
Project Engineer - Job Conference	HR	\$145.00
Staff Engineer - Office	HR	\$145.00
Staff Engineer - Field	HR	\$110.00
Drafting	HR	\$165.00
Project Manager - Office	HR	\$165.00
Project Manager - Field	HR	\$165.00
Project Manager - Job Conference	HR	\$200.00
Principal Geologist - Office	HR	\$200.00
Principal Geologist - Field	HR	\$200.00
Principal Geologist - Consultation	HR	\$200.00
Principal Geologist - Job Conference	HR	\$450.00
Principal Geologist - Expert Witness	HR	\$550.00
Principal Geologist - Court Appearance	HR	\$180.00
Project Geologist - Office	HR	\$180.00
Project Geologist - Field	HR	\$180.00
Project Geologist - Consultation	HR	\$180.00
Project Geologist - Job Conference	HR	\$160.00
Qualified SWPPP Developer QSD	HR	\$145.00
Staff Geologist - Office	HR	\$145.00
Staff Geologist - Field	HR	\$150.00
Qualified SWPPP Practitioner QSP		

Personnel Charges - Field Staff

Product Name	Units	Rate (\$)
Soils Engineering Technician	HR	\$120.00
Soils Technician Compaction Testing	HR	\$120.00
Soils Technician Rough Grading	HR	\$120.00
Soils Technician Retesting	HR	\$125.00
Public Works Inspector	HR	\$120.00
Public Works Technician	HR	\$120.00
Public Works Inspector - Asphalt Paving		

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Public Works Inspector - Asphalt Plant	HR	\$120.00
Public Works Inspector - Concrete Paving	HR	\$120.00
Public Works Inspector - Concrete Plant	HR	\$120.00
Public Works Technician - Asphalt	HR	\$120.00
Public Works Technician - Concrete	HR	\$120.00
Laboratory Technician - Field Lab	HR	\$120.00
Lead Roadway and Structures Inspector	HR	\$130.00
Structures Inspector	HR	\$135.00
Roadway Inspector	HR	\$130.00
Civil Inspector	HR	\$135.00
Building Inspector	HR	\$140.00
Special Inspector (ICC)	HR	\$120.00
Mechanical Electrical Inspector	HR	\$135.00
Special Inspector Reinforced Concrete	HR	\$120.00
Special Inspector Prestressed Concrete	HR	\$120.00
Special Inspector Concrete Batch Plant	HR	\$120.00
ACI Concrete Technician	HR	\$120.00
Pick-up and Delivery of Test Specimens	HR	\$100.00
ID Reinforcing or Structural Steel	HR	\$120.00
Special Inspector Fire Proofing	HR	\$120.00
Special Inspector Post Installed Anchors	HR	\$120.00
Special Inspector Roofing/Waterproofing	HR	\$120.00
Special Inspector Masonry	HR	\$120.00
Special Inspector Masonry (DSA)	HR	\$120.00
Special Inspector Shotcrete	HR	\$120.00
Special Inspector Post Tensioned Concrete	HR	\$120.00
Special Inspector Fire Stopping	HR	\$125.00
AWS Certified Welding Inspector- Field	HR	\$120.00
AWS Certified Welding Inspector- Shop	HR	\$120.00
Special Inspector Structural Steel	HR	\$120.00
Special Inspector High Strength Bolting	HR	\$120.00
Special Inspector Wood Construction	HR	\$130.00
Non Destructive Testing ASNT Level II	HR	\$125.00
Non Destructive Testing ASNT Level III	HR	\$250.00
Coatings Technician	HR	\$130.00
Special Inspector Fiber Wrap	HR	\$120.00
Radiographic Testing Crew	HR	\$500.00
Pull Torque Testing Technician	HR	\$120.00
Project Inspector (IOR)	HR	\$145.00
Asphalt Coring	HR	\$135.00
Concrete Coring	HR	\$135.00
Horizontal Wall Coring	HR	\$130.00
Assistant Wall Coring	HR	\$150.00
Supervising Soil Technician	HR	\$150.00
Supervising Public Works Inspector	HR	\$150.00
Supervising Special Inspector	HR	\$150.00
Quality Control Manager	HR	\$155.00
Reinforced Polymer Special Inspector	HR	\$150.00
Laboratory Testing	HR	Quote

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Laboratory Tests - Steel

Product Name	Units	Rate (\$)
ASTM E605 Spray Applied Fireproofing Den	EA	\$135.00
ASTM A370 Rebar Tension up to #8	EA	\$70.00
ASTM A370 Rebar Tension #9 to #11	EA	\$85.00
ASTM A370 Rebar Tension #14	EA	\$125.00
ASTM A370 Rebar Tension #18	EA	\$180.00
ASTM A370 Bend Test Rebar up to #8	EA	\$60.00
ASTM A370 Bend Test Rebar #9 to #11	EA	\$70.00
ASTM A370 Bend Test Rebar #14	EA	\$125.00
ASTM A370 Bend Test Rebar # 18	EA	\$180.00
ASTM A370 Headed Bar Prod. Lot up to #8	LOT	\$275.00
ASTM A370 Headed Bar Prod. Lot #9 to #11	LOT	\$335.00
ASTM A370 Headed Bar Prod. Lot #14	LOT	\$515.00
ASTM A370 Headed Bar Prod. Lot #18	LOT	\$670.00
ASTM A416 Stress-Strain Analysis	EA	\$250.00
ASTM A416 Tensile Test Only	EA	\$175.00
ASTM A370 Tensile Up to 100K lbs (Each)	EA	\$85.00
ASTM A370 Tensile Up to 200K lbs (Each)	EA	\$100.00
ASTM A370 Tensile Up to 300K lbs (Each)	EA	\$120.00
ASTM A370 Tensile Up to 400K lbs (Each)	EA	\$180.00
ASTM A370 Tensile 400K - 500K lbs (Each)	EA	\$365.00
ASTM A370 Tensile Stress-Strain Percent	EA	\$205.00
AWS Weld: Macroetch	EA	\$120.00
AWS Weld: Fracture	EA	\$95.00
AWS Bend Test	EA	\$85.00
ASTM A370 Rockwell Hardness (Each)	EA	\$120.00
Steel Chemical Analysis	EA	\$255.00
ASTM F606 Bolt Axial Tensile to 7/8"	EA	\$70.00
ASTM F606 Bolt Wedge Tensile to 7/8"	EA	\$100.00
ASTM F606 Bolt: Axial 7/8" - 1 1/2"	EA	\$105.00
ASTM F606 Bolt Wedge Tens 7/8" to 1 1/2"	EA	\$120.00
ASTM F606 Bolt: Proof Load up to 7/8"	EA	\$110.00
ASTM F606 Bolt: Proof Load up to 1 1/2"	EA	\$135.00
ASTM F606 Nut: Proof Load up to 7/8"	EA	\$75.00
ASTM F606 Nut: Proof Load up to 1 1/2"	EA	\$120.00

Laboratory Tests - Soil

Product Name	Units	Rate (\$)
ASTM D4318 Plasticity Index of Soils	EA	\$335.00
ASTM D1883 California Bearing Ratio	EA	\$750.00
ASTM D2435 Consolidation	EA	\$295.00
ASTM D2435 Consolidation with Time Rate	EA	\$355.00
ASTM D3080 Direct Shear, Consol&Drained	EA	\$285.00
ASTM D4829 Expansion Index of Soils	EA	\$270.00
ASTM D2166 Unconfined Comp Strength	EA	\$335.00
ASTM D5333 Hydro Collapse Potential	EA	\$260.00
ASTM D2050 Tri-Axial Shear Strength	EA	\$550.00
ASTM D2937 In-Place Density, Drive Cyl	EA	\$75.00
ASTM D2216 Soil Moisture Content by Mass	EA	\$55.00

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ASTM D698 Maximum Density Std Effort	EA	\$350.00
ASTM D1557 Max Density Optimum Moisture	EA	\$350.00
ASTM D2974 Moisture, Ash, Organic Matter	EA	\$120.00
ASTM D4972 pH of Soils	EA	\$125.00
ASTM D2844 R-Value & Expansive Pressures	EA	\$480.00
ASTM D2434 Const Head Permeability Test	EA	\$470.00
ASTM D422 Sieve Analysis of Soil	EA	\$260.00
ASTM D1140 Materials Finer than #200	EA	\$160.00
ASTM D422 Hydrometer Analysis	EA	\$395.00
ASTM D854 Specific Gravity of Soils	EA	\$295.00
ASTM D4546 Swell Potential	EA	\$260.00
ASTM D4943 Shrinkage Factor by Resin	EA	\$290.00
ASTM D559 Soil Cement Sample Preparation	EA	\$160.00
ASTM D558 Soil-Cement Maximum Density	EA	\$395.00
ASTM D1633 Compression Test Soil Cement	EA	\$130.00
AASHTO T100 Specific Gravity of Soils	EA	\$295.00

Laboratory Tests - Masonry

Product Name	Units	Rate (\$)
ASTM C140 Block Compressive Strength	SET	\$100.00
ASTM C140 Block Moisture & Absorption	SET	\$110.00
ASTM C426 Block Linear Shrinkage	SET	\$375.00
ASTM C140 Block Unit Wt & Dimensions	SET	\$265.00
ASTM C90 Masonry Block Conformance	SET	\$740.00
ASTM C67 Brick Compressive Strength	SET	\$125.00
ASTM C67 Brick Moisture & Absorption	SET	\$110.00
ASTM C67 Brick 5 Hour Boil	EA	\$135.00
ASTM C67 Brick Modulus of Rupture	EA	\$135.00
ASTM C780 Mortar Cylinder Compression	EA	\$50.00
ASTM C1019 Grout Prism Compression	EA	\$55.00
ASTM C1314 Masonry Core Comp Str 8" Max	EA	\$120.00
ASTM C1314 Masonry Core Shear Str 8" Max	EA	\$130.00
ASTM E519 Assemblage Comp Str 8" Block	EA	\$155.00
ASTM E519 Assemblage Comp Str 12" Block	EA	\$140.00
ASTM E519 Assemblage Comp Str 16" Block	EA	\$175.00
ASTM C109 Compressive Strength 2" Cube	EA	\$75.00

Laboratory Tests - Concrete

Product Name	Units	Rate (\$)
ASTM C39 Concrete Cyl Cured or Tested	EA	\$50.00
ASTM C42 Compressive Strength, Core	EA	\$120.00
ASTM C39 Cyl Tested out of Sequence	EA	\$80.00
ASTM C495 Lightweight Concrete Strength	EA	\$75.00
ASTM C78 Flexural Strength, Beam	EA	\$135.00
ASTM C1140 Shotcrete Panel Test	SET	\$450.00
ASTM C138 Unit Weight of Concrete	EA	\$90.00
ASTM C649 Concrete Modulus of Elasticity	EA	\$275.00
ASTM C157 Concrete Shrinkage (Set of 3)	SET	\$650.00
ASTM C496 Splitting Tensile Test	EA	\$125.00
ASTM C495 Density - Lightweight Concrete	EA	\$240.00

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T 336 Coefficient of Thermal Expansion	EA	\$750.00
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Laboratory Tests - Caltrans

Product Name	Units	Rate (\$)
CT202 Sieve Analysis, Combined Agg	EA	\$275.00
CT202 Sieve Analysis, Fine Agg	EA	\$210.00
CT202 Sieve Analysis, Coarse Agg	EA	\$195.00
CT235 Flat and Elongated Particles	EA	\$400.00
CT205 Percentage Crushed Particles	EA	\$275.00
CT206 Specific Gravity, Coarse Aggregate	EA	\$195.00
CT207 Specific Gravity, Fine Aggregate	EA	\$295.00
CT208 Apparent Specific Gravity of Fines	EA	\$295.00
CT229 Durability Index	EA	\$455.00
CT234 Angularity & Voids, Fine Agg	EA	\$295.00
CT211 Abrasion, Los Angeles Rattler	EA	\$375.00
CT227 Cleanness Value	EA	\$420.00
CT213 Organic Impurities in Sand	EA	\$135.00
CT214 Soundness by Sodium Sulfate	EA	\$650.00
CT226 Moisture Content by Oven Drying	EA	\$65.00
CT217 Sand Equivalent	EA	\$190.00
CT308(A) Core Density Paraffin Coated	EA	\$85.00
CT308(C) Core Density SSD	EA	\$75.00
CT303 Approximate Bitumen Ratio	EA	\$335.00
CT304/308(A) LTMD Kneading Compactor	EA	\$480.00
CT305 Swell of Bituminous Mixtures	EA	\$550.00
CT366 Stabilometer Value	EA	\$395.00
CT308(A)/366 Stability and Density	EA	\$490.00
CT308(C)/366 Stability and Density	EA	\$470.00
CT309 Maximum Theoretical Density	EA	\$295.00
CT370 Moisture Content by Microwave	EA	\$110.00
CT379 Asphalt Content Nuclear Gauge	EA	\$275.00
CT382 Ignition Oven Correction Factor	EA	\$550.00
CT382 Asphalt Content by Ignition	EA	\$275.00
CT371 Tensile Strength Ratio	EA	\$1,470.00
CT302 Film Stripping	EA	\$335.00
CT521 Concrete Cyl Compressive Strength	EA	\$50.00
CT523 Concrete Flexural Strength, Beam	EA	\$135.00
CT531 Length of Drilled Concrete Cores	EA	\$75.00
CT550 Surface Abrasion of Concrete	EA	\$535.00
CT534 Water Retention, Liq Curing Compnd	EA	\$570.00
CT521 Compressive Strength LCB	EA	\$50.00
CT524 RSC Flexural Strength, Beam	EA	\$135.00
CT515 Relative Mortar Strength, PCC Sand	EA	\$900.00
CT670 Tensile Strength up to #8	EA	\$95.00
CT670 Tensile Strength #8 - #11	EA	\$120.00
CT670 Tensile Strength #14	EA	\$180.00
CT670 Tensile Strength #18	EA	\$255.00
CT 52-1-08C Slip Test	EA	\$275.00
CT670 Operator Qualification up to #8	LOT	\$550.00
CT670 Operator Qualification #9 - #11	LOT	\$655.00

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CT670 Operator Qualification #14	LOT	\$950.00
CT670 Operator Qualification #18	LOT	\$1,235.00
CT670 Operator Qualification up to #8	EA	\$550.00
CT670 Operator Qualification #9 - #11	EA	\$675.00
CT670 Operator Qualification #14	EA	\$950.00
CT670 Operator Qualification #18	EA	\$1,235.00
CT670 Production Lot up to #8 (Service)	LOT	\$355.00
CT670 Production Lot #9 to #11 (Service)	LOT	\$475.00
CT670 Production Lot #14 (Service)	LOT	\$635.00
CT670 Production Lot #18 (Service)	LOT	\$825.00
CT670 Production Lot up to #8 (Ultimate)	LOT	\$455.00
CT670 Production Lot #9 to #11 (Ultimate)	LOT	\$490.00
CT670 Production Lot #14 (Ultimate)	LOT	\$790.00
CT670 Production Lot #18 (Ultimate)	LOT	\$1,350.00
CT204 Plasticity Index, Atterberg	EA	\$355.00
CT209 Specific Gravity of Soil	EA	\$295.00
CT216 CA Impact Max Density	EA	\$325.00
CT216 CA Impact, Rock Correction	EA	\$95.00
CT301 Resistance R-Value Stabilometer	EA	\$450.00
CT417 Soluble Sulfates	EA	\$155.00
CT422 Chloride Content	EA	\$135.00
CT643 Resistivity and pH	EA	\$155.00

Laboratory Tests - Asphalt

Product Name	Units	Rate (\$)
ASTM D2726 Core Density (SSD)	EA	\$75.00
ASTM D1188 Core Density Parafilm Coated	EA	\$85.00
ASTM D6926 Lab Max Density Marshall	EA	\$395.00
ASTM D6927 Marshal Stability and Flow	EA	\$480.00
ASTM D1561 LTMD Kneading Compactor	EA	\$395.00
ASTM D1560 Hveem Stability and Density	EA	\$490.00
ASTM D1560 Hveem Stability	EA	\$375.00
ASTM D2041 Maximum Theoretical Density	EA	\$295.00
ASTM D6307 Ignition Oven Calibration	EA	\$550.00
ASTM D6307 Asphalt Content by Ignition	EA	\$285.00
ASTM D2172 Asphalt Content by Solvents	EA	\$475.00
ASTM D4125 Asphalt Content Nuclear Gauge	EA	\$335.00
ASTM D5444 Gradation of Extracted Agg	EA	\$335.00
ASTM D244 Emulsion Residue Evaporation	EA	\$280.00
ASTM D244 Emulsion Sieve Analysis	EA	\$185.00
ASTM D3910 Wet Track Abrasion	EA	\$285.00
AASHTO T324 Hamburg Wheel Tracking Test	EA	\$1,100.00
AASHTO T283 Tensile Strength Ratio	EA	\$1,200.00
AASHTO T275 Core Density Paraffin Coated	EA	\$85.00
AASHTO T312/T275 LTMD Gyrotory Compactor	EA	\$480.00
AASHTO T308 Asphalt Content by Ignition	EA	\$285.00
AASHTO T209 Theoretical Maximum Density	EA	\$295.00
AASHTO T308A AC Correction Factor	EA	\$550.00
AASHTO T324 Hamburg Wheel Tracking - RHMA	EA	\$1,100.00
AASHTO T283 Tensile Strength Ratio - RHMA	EA	\$1,200.00

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AASHTO T312/T275 LTMD Gyratory Comp. - RHMA

EA

\$480.00

Laboratory Tests - Aggregates

Product Name	Units	Rate (\$)
ASTM C131 Abrasion, Los Angeles Rattler	EA	\$375.00
ASTM C40 Organic Impurities in Fine Agg	EA	\$135.00
ASTM C127 Specific Gravity, Coarse Agg	EA	\$255.00
ASTM C128 Specific Gravity, Fine Agg	EA	\$290.00
ASTM C1252 Angularity & Voids, Fine Agg	EA	\$280.00
ASTM C566 Moisture Content by Drying	EA	\$35.00
ASTM C117 Materials Finer than No. 200	EA	\$160.00
ASTM D2419 Sand Equivalent	EA	\$180.00
ASTM C289 Alkali-Silica Reactivity	EA	\$950.00
ASTM D4791 Flat & Elongated Particles	EA	\$395.00
ASTM D5821 Percent Fractured Particles	EA	\$275.00
ASTM C123 Percent Lightweight Particles	EA	\$295.00
ASTM C88 Soundness by Sodium Sulfate	EA	\$635.00
ASTM C136 Sieve Analysis, Combined Agg	EA	\$290.00
ASTM C136 Sieve Analysis, Fine Agg	EA	\$265.00
ASTM C136 Sieve Analysis, Coarse Agg	EA	\$255.00
ASTM C142 Clay Lumps & Friable Particles	EA	\$260.00
ASTM C535, Abrasion Large Aggregate	EA	\$465.00
AASHTO T304 Angularity & Voids in Fines	EA	\$255.00
AASHTO T84 Specific Gravity, Fine Agg	EA	\$280.00
AASHTO T85 Specific Gravity, Coarse Agg	EA	\$255.00
AASHTO T96 Abrasion, Los Angeles Rattler	EA	\$375.00
AASHTO T27 Sieve Analysis, Combined Agg	EA	\$290.00
AASHTO T27 Sieve Analysis, Fine Agg	EA	\$285.00
AASHTO T27 Sieve Analysis, Coarse Agg	EA	\$255.00
AASHTO T176 Sand Equivalent	EA	\$180.00
AASHTO T335 Percent Fractured Particles	EA	\$255.00

Equipment Charges

Product Name	Units	Rate (\$)
Portable Drilling Equipment	HR	\$750.00
Mobile Laboratory Trailer Mobilization	EA	\$1,500.00
Mobile Laboratory Trailer & Testing Equipment	DAY	\$700.00
Stationary Laboratory Trailer & Testing Equipment	MO	\$1,500.00
Mileage	MILE	Quote
Diamond Bit Core Rig and Generator	DAY	\$750.00
Nuclear Density Test Gauge	Unit	\$35.00
Hand Held Turbidity Meter	DAY	\$50.00
Ultrasonic Test Unit and Consumables	DAY	\$50.00
Magnetic Particle Test Unit	DAY	\$100.00
Skidmore	DAY	\$80.00
Schmidt Hammer	DAY	\$100.00
Torque Wrench	DAY	\$80.00
Proof Load Testing Equipment	DAY	\$150.00
Drilling Equip Mobilization / De-Mob	EA	\$800.00
ASTM C1028 Coefficient of Friction	DAY	\$800.00

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Mini Environmental Quality Meter	DAY	\$400.00
Inertial Profiler	DAY	\$2,000.00
Materials / Supplies	LS	Quote
Holiday Tester	DAY	\$250.00
VOC Meter	DAY	\$200.00
Misc Permits	LS	Quote
Misc Fees	HR	Quote
Misc Subconsultant #1	LS	Quote
Set of Aerial Photographs	EA	Quote
Blueprinting	EA	Quote
Dutch Cone Penetrometer with Operator	HR	\$875.00
Hollow Stem Auger Drill Rig w/ Operator	HR	\$775.00
Portable Drilling Equipment w/ Operator	HR	\$750.00
Bucket Auger Drill Rig with Operator	HR	\$875.00
Air Rotary Drill Rig with Operator	HR	\$900.00
Rotary Wash Drill Rig with Operator	HR	\$950.00
Per Diem	DAY	\$150.00

GENERAL CHARGES

RMA Group requires twenty-four (24) hour prior notification for scheduling inspectors and/or technicians.

Inspection charges start at the scheduled show up time at the job site. All inspection hours will be billed in the following increments:

There will be a minimum two (2) hour charge for any RMA Group employee presence on site.

Any time less than four (4) hours of work will be billed as four (4) hours.

Four (4) to eight (8) hours will be billed as eight (8) hours.

When personnel are required to work more than 5 hours without an uninterrupted meal period of 30 minutes, due to project constraints, ½ hour will be charged at double time rates in addition to any applicable hours worked.

Rates are valid through June 30, 2025. Rates for personnel will increase by 5% per year on July 1st of each subsequent year.

Outside services will be billed at cost plus 15% unless billed directly to and paid for by Client.

Requests made by client for management attendance at meetings at the project site will be charged at standard rate.

Administrative/clerical support will be charged at 3% of the monthly direct charges.

OVERTIME CHARGES

Work performed more than 8 hours per day and / or up to eight (8) hours on Saturdays will be billed at 1.50 times the unit rate.

Work performed on Sunday, recognized holidays, or more than eight (8) hours on Saturdays will be billed at 2.00 times the unit rate.

A 20% surcharge will be applied for laboratory tests performed on a Saturday or Sunday.

PER DIEM AND TRAVEL CHARGES

The daily per diem charge listed in the fee schedule will be applied when our personnel are required to stay overnight at remote locations.

Time will be billed at the unit rate while traveling to a remote location or if a location requires an overnight stay

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Mileage for travel outside a 50 mile radius from either the project site or the nearest RMA facility, whichever is closest, will be charged at a rate of \$0.77 per mile.

NIGHT WORK

A \$5.00 per hour surcharge will be added to all personnel rates for work performed during night shifts.



GENERAL CONDITIONS

AGREEMENT. This agreement is made by and between RMA Group ("RMA") and the party that accepted RMA's proposal or requested that RMA perform Services ("Client"). RMA shall include said company, its engineers, employees, insurers, or authorized representative. This "Agreement" includes RMA's proposal and any exhibits or attachments noted in the proposal or incorporated by reference including but not limited to these General Conditions. Requesting Services from RMA shall constitute acceptance of the terms of these General Conditions.

1. SCOPE OF SERVICES. Services means the service(s) performed by RMA for Client or at Client's direction. RMA's findings, opinions, and recommendations are based upon data and information obtained by and furnished to RMA at the time of the Services. RMA may rely upon information provided by the Client or third parties. Client may request additional work or changes beyond the scope of Services described in RMA's Proposal. If any alteration or addition of Services are requested by the Client, RMA may provide a written notification detailing the additional scope of work, time extension and associated fees for Client's review. Client shall provide written acceptance of such. If Client does not follow these procedures, but instead directs, authorizes, or permits RMA to perform the changed or additional work, the Services are changed accordingly and RMA will be paid for this work according to its written notification or current fee schedule.

2. DELAYS. RMA shall be entitled to an equitable adjustment to the project schedule and compensation to compensate RMA for any increase in time or costs necessary to perform the Services under this Agreement due to any cause beyond its reasonable control. All promises of services time are approximations by RMA and are subject to the Client and contractor's schedules, weather conditions, travel conditions, disputes with workmen or parties, accidents, strikes, natural disasters, health emergencies, discovery of hazardous materials, differing or unforeseeable site conditions or project conditions, acts of governmental agencies or authorities, or other causes. In no event shall RMA be responsible for any damage or expense due to delays from any cause, other than to the extent the damage or expense is directly caused by RMA's own proven negligence after having been warned in writing by the Client of the damage or expense which may result from the delay.

3. RMA RESPONSIBILITIES. Services performed by RMA under this Agreement will be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the same profession currently providing the same or similar services under similar circumstances in the same locality and in accordance with applicable standards in effect at the time the Services are performed. RMA MAKES NO OTHER REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED. Testing or inspection services may require the destruction of a sample or sample location. Client understands that, in the normal course of performing the Services, some damage may occur, and understands that RMA is not responsible for the correction of any such damage or for replacing samples. Client acknowledges that opinions, data, interpretations and recommendations prepared by RMA are based on limited data and recognizes that subsurface conditions or other actual conditions may vary from those encountered at the location where inspections, tests, borings, surveys, or explorations are made by RMA and may vary from those depicted on logs of discrete borings, test pits, or other exploratory services. There is an inherent

risk that samples or observations may not be representative of materials or locations not sampled or seen and that conditions may change over time. Variations between inspected or tested discrete locations may occur and the risk of such occurrence is understood and accepted by Client. Client is responsible for notifying the appropriate party or professional regarding the correction of any deviations or deficiencies noted by RMA and RMA accepts no liability in connection therewith. RMA shall not be responsible for the interpretation by others of information developed by RMA and makes no guarantee that RMA's recommendations are properly implemented by any party. RMA shall not be held liable for problems that may occur if RMA's recommendations are not followed.

4. SUBSURFACE EXPLORATIONS. Client understands RMA's layout of boring and test locations is approximate and that RMA may deviate a reasonable distance from those locations. Client acknowledges that it is impossible for RMA to know the exact composition of a site's subsurface, even after conducting a comprehensive exploratory program. There is a risk that drilling and sampling may result in contamination of certain subsurface areas. Client waives any claim against, and agrees to defend, indemnify and save RMA harmless from any claim or liability for injury or loss which may arise as a result of subsurface contamination caused by drilling, sampling, or monitoring well installation. Client also agrees to adequately compensate RMA for any time spent and expenses incurred in defense of any such claim.

5. CLIENT PARTICIPATION. Client will make available to RMA all information in its possession regarding existing and proposed conditions at the site. Such information shall include, but not be limited to engineering reports, plot plans, topographic surveys, hydrographic data, soil data including borings, field and laboratory tests and written reports. Client shall immediately transmit to RMA any new information concerning site condition which becomes available, and any change in plans or specifications concerning the project. RMA shall not be liable for any inaccurate or incorrect advice, judgment or decision which is based on any inaccurate information furnished by Client and Client shall indemnify RMA against claims, demands, or liability arising out of, or contributed to, by such inaccurate information. In the event Client, the project owner, or other party makes any changes in the plans and specifications, Client agrees to hold RMA harmless from any liability arising out of such changes, and Client assumes full responsibility unless Client has given RMA prior notice and has received RMA's written consent for such changes. RMA does not assume responsibility for any conditions at the Client's site(s) that may present a danger, either potential or real, to health, safety, or the environment. Client hereby agrees that it is the Client's responsibility to notify any and all appropriate federal, state, or local authorities, as required by law, of the existence of any such potential or real danger and otherwise to disclose to all appropriate or affected individuals or entities, in a timely manner, any information that may be necessary to prevent any danger to health, safety, or the environment. Client assumes sole responsibility for determining whether the quantity and the nature of services ordered by Client is adequate and sufficient for Client's intended purpose.

6. THIRD PARTIES To the fullest extent permitted by law and to the extent not resulting from RMA's proven negligence, Client agrees to defend, indemnify and hold RMA harmless from any claims, demands,



suits, losses, charges, expense (including attorney fees and costs at trial and appeal), and/or allegations of responsibility by any and all third parties including but not limited to, contractors, subcontractors, agents, employees, assignees transferees, successors, invitees, neighbors, and the public relating in any way to this Agreement, the services, or the project. It is expressly understood and agreed that the enforcement of these terms and conditions shall be reserved to the Client and RMA. Nothing contained in this Agreement shall give or allow any claim or right of action whatsoever by any third person. It is the express intent of the Client and RMA that any such person or entity, other than Client or RMA, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary. Neither party may assign this Agreement or any right or obligation hereunder without the prior written consent of the other party, which shall not be unreasonably withheld or delayed; provided, however, that no consent shall be necessary in the event of an assignment to a successor entity resulting from a merger, acquisition or consolidation by or of RMA or an assignment to an affiliate or subsidiary of RMA.

7. SAMPLE DISPOSAL. Samples are consumed in testing or disposed of upon completion of tests or upon report completion (unless stated otherwise in the Services). Client acknowledges that contaminated drill cuttings, sample spoils, wash water, and other materials may be produced as a result of encountering hazardous materials at the site. In such event, Client shall be responsible for their proper transportation and disposal. RMA may be able to arrange for the transportation and disposal of hazardous materials at Client's request. In no event shall RMA be required to sign a hazardous waste manifest or take title to any hazardous materials. Contaminated samples delivered to or taken to RMA's laboratory for testing shall remain the property of Client and Client is responsible for ultimate disposal of any samples which are found to be contaminated. On request, Client shall retrieve contaminated samples from RMA's laboratory and dispose of them in an approved manner.

8. DISCOVERY OF UNANTICIPATED HAZARDOUS MATERIALS. Client shall furnish to RMA all documents and information known or available to Client that relate to the identity, location, quantity, nature, or characteristic of any hazardous waste, toxic, radioactive, or contaminated materials prior to commencement of the Services. Client warrants that it has made reasonable efforts to disclose known or suspected hazardous materials on or near the project site. Client agrees that the discovery of such unanticipated hazardous materials constitutes a changed condition which may require either a re-negotiation of the scope of RMA's Services or termination of such Services or this Agreement. Client recognizes that the discovery of hazardous materials may necessitate immediate protective measures to safeguard the public health and safety and agrees to compensate RMA for measures that in RMA's professional opinion are justified to preserve and protect the health and safety of site personnel and the public. Client agrees to compensate RMA for any equipment decontamination or other costs incident to the discovery of unanticipated hazardous materials. Client agrees that in the event of the discovery of hazardous materials at the site it will report such discovery to the proper authorities as required by federal, state, and local regulations. Client also agrees to inform the project site owner in the event that hazardous materials are encountered at the site. Notwithstanding any other provision of the agreement, Client waives any claim against RMA, and to the maximum extent permitted by law, agrees to defend, indemnify, and save RMA harmless from any claim,

liability and/or defense costs for injury or loss arising from the presence of hazardous materials on the project site.

9. SITE CONDITIONS. Client shall secure all necessary approvals, notices, permits, licenses, and consents from all owners, lessees, contractors, and other possessors of the Project, necessary to commence and complete the Services, and will provide RMA access to the project site for all equipment and personnel necessary for the performance of the Services. RMA shall be allowed free access to the site. Client understands and agrees that RMA shall only be responsible for losses which directly result from RMA's negligence. Client is responsible for the accuracy of locations for all subterranean structures and utilities. Client waives any claim against RMA, and agrees to defend, indemnify, and hold RMA harmless from any claim or liability for injury or loss of any party, including costs of defense, arising from damage done to subterranean structures and utilities not identified or accurately located. In addition, Client agrees to compensate RMA for any time spent or expenses incurred by RMA in defense of any such claim.

10. ENVIRONMENTAL LIABILITY. Neither this Agreement nor the providing of services will operate to make RMA an owner, operator, generator, transporter, treater, storer, or arranger for disposal or treatment within the meaning of the Resource Conservation Recovery Act, Comprehensive Environmental Response Compensation and Liability Act, or within the meaning of any other law governing the handling, treatment, storage, or disposal of hazardous materials. Client will indemnify, defend and hold RMA harmless from and against any and all losses, damages, costs and expenses, including attorney's fees, from third party claims, demands and causes of action arising or claimed to arise from violations by Client of any and all environmental laws, rules and regulations relating to the existence, generation of, current or future ownership, storage, transport or disposal of pre-existing hazardous substances and wastes, but this indemnity shall not cover such loss, damage, cost or expense to the extent caused by RMA's proven negligence in performing the Services under this Agreement. For purposes of this Agreement, a pre-existing hazardous substance is any hazardous substance or hazardous waste having been generated by Client or existing on Client's premises prior to the date of this Agreement.

11. OWNERSHIP AND LEGAL USE OF DOCUMENTS. All notes, data, reports, original final reproducible drawings, plans, specifications, calculations, and studies memoranda assembled or prepared by RMA are instruments of service with respect to the subject project, and RMA shall retain an ownership and property interest therein, whether or not the project is completed. The Client may make and retain copies for information and reference in connection with the subject project; however, such documents are not intended or represented to be suitable for re-use by the Client or others. Any modification, changes, or reuse without written verification or adaptation by RMA for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to RMA, and the Client agrees to indemnify and hold harmless RMA against any and all costs, expenses, fees, losses, claims, demands, liabilities, suits, actions, and damages whatsoever arising out of or resulting therefrom.

12. ALLOCATION OF RISK AND LIMITATION OF LIABILITY. The parties have evaluated the respective risks and remedies under this Agreement and agree to allocate the risks and restrict the remedies to reflect that evaluation. Notwithstanding any other provision to the



contrary in this Agreement and to the fullest extent permitted by law, Client agrees to restrict its remedies under this Agreement against RMA, its parents, affiliates and subsidiaries ("RMA Covered Parties"), so that the total aggregate liability of RMA Covered Parties shall not exceed \$50,000 or the actual paid compensation for the services performed by RMA under this Agreement, whichever is greater. This restriction of remedies shall apply to all suits, claims, actions, losses, costs (including attorney fees) and damages of any nature arising from or related to this Agreement without regard to the legal theory under which such liability is imposed. Claims must be brought within one calendar year from performance of the Services.

13. LIABILITY FOR OTHERS. RMA shall not be responsible for supervising or overseeing the Client's contractors or for their means and methods, procedures, performance, or site safety. RMA shall not be responsible for the acts or omissions of the Client, owner, architect, architect's other consultants, contractor, subcontractors, other third parties or their respective agents, employees, assigns, successors, or any other persons ("Others"). RMA shall have no authority to control Others regarding their work or their safety practices. RMA does not control or guarantee the work of Others. RMA has no duty to inspect or correct health and safety deficiencies of Others. RMA will not be responsible for the failure of Others to perform in accordance with their undertakings and the providing of RMA's services shall not relieve Others of their responsibilities to the Client or Others. RMA reserves the right to report to the Client any unsafe conditions observed at the Project without altering the foregoing.

14. CONSEQUENTIAL DAMAGES WAIVER. Notwithstanding anything to the contrary in this agreement and to the fullest extent permitted by law, Client and RMA waive against each other any and all claims for or entitlement to special, incidental, indirect, consequential, delay, punitive, or similar losses or damages arising out of, resulting from, or in any way related to the project or this Agreement.

15. INSURANCE. RMA will maintain the following Insurance coverages and amounts: (1) Workers Compensation insurance as required by law, (2) Employer's Liability Insurance with coverage of \$1,000,000 per each accident/employee, (3) Commercial General Liability Insurance with coverage of \$1,000,000 per occurrence/aggregate, (4) Automobile Liability Insurance with coverage of \$1,000,000 combined single limit, and (5) If RMA is providing professional services, Professional Liability insurance with coverage of \$1,000,000 per claim/aggregate. Client shall name RMA as additional insured on its Builder's Risk policy. Client shall require any general contractors working on the project site to include RMA in any Indemnity that the Client requires such contractors to provide to the Client and as an additional insured under any such contractor's general liability insurance policy. Client shall provide RMA with a certificate of insurance evidencing the required insurance.

16. RESOLUTION OF DISPUTES. Client shall not be entitled to assert a Claim against RMA based on any theory of professional negligence unless and until Client has obtained the written opinion from an independent and reputable Professional Engineer (P.E.), licensed architect (A.I.A.), or Registered Geologist (R.G.) that RMA has violated the standard of care applicable to RMA's performance of the Services. Such party shall be currently practicing in the same discipline as RMA and be licensed in the state where the project is located. This written opinion shall specify the acts or omissions that the independent engineer, architect, or geologist contends are not in conformance with

the standard of care for professional services performed by local consultants under similar circumstances; and state in detail the basis for their independent opinion that such acts or omissions do not conform to that standard of care. Client shall provide this opinion to RMA and the parties shall endeavor to resolve the dispute within 30 days. This Agreement shall be governed by and construed in accordance with the laws of the state where the RMA office originating the work or proposal is located. Exclusive of lien claims, any legal action or proceeding brought to enforce or otherwise arising out of or relating to this Agreement shall be brought in the county where the RMA office originating the work or proposal is located. Each party waives its right to a jury trial in any court action arising between the parties, whether under this Agreement or otherwise related to the work being performed under this Agreement.

17. COMPENSATION AND PAYMENT TERMS. Client agrees that an invoice amount is due when received unless otherwise agreed. A service charge of one and one-half percent (1-1/2%) per month (but not exceeding the maximum allowable by law) will be added to any account not paid within 30 days after the Invoice date. In the event that any portion of the account remains unpaid 30 days after the invoice date, RMA may immediately discontinue Services on any and all projects for Client, or withhold any final report or instrument of service, or demand prepayment of fees at RMA's option. Client shall pay all costs incurred by RMA in collecting any delinquent amount, including staff time, court costs and attorney fees. Failure to make payment within sixty (60) days of invoice shall constitute a release of RMA from any and all claims which Client may have, either in tort or contract, and whether known or unknown at the time. Should Services based on a fee schedule be performed beyond the end of the calendar year, RMA's current fee schedule shall apply unless otherwise negotiated in advance.

18. TERMINATION. This Agreement may be terminated without cause by either party upon thirty (30) days written notice, and at any time by either party if the other party defaults in the performance of any material provision of this Agreement and such default continues for a period of seven (7) days after written notice thereof. In the event of termination, RMA will be paid for Services performed through the date of termination, plus reasonable termination expenses, including the cost of completing analyses, demobilization, records and reports necessary to document job status at the time of termination.



19. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the parties and shall supersede other prior agreements and representations. No amendments to this Agreement shall be valid unless made in writing and signed by the parties. If Client uses its standard business forms all pre-printed terms and conditions contained in or on such forms shall be deemed stricken and null and void. If the terms and conditions of this Agreement conflict with the terms and conditions of any other agreement or document this Agreement shall govern and control over any such conflict. The invalidity or unenforceability of any portion(s) of this Agreement shall in no way affect the validity or enforceability of any other portion(s) hereof. Any invalid or unenforceable portion shall be severed from the Agreement and the balance of the Agreement shall be construed and enforced as if the Agreement did not contain a particular portion held to be invalid or unenforceable. This Agreement may be executed in several counterparts, each of which shall be deemed an original having identical legal effect. The titles, captions and headings of this Agreement are included for ease of reference only and will be disregarded in interpreting or construing this Agreement. RMA shall not be bound by any language incorporating by reference any contract or term of any contract unless the term or terms incorporated by reference are specifically furnished to RMA and are expressly agreed to in a writing signed by RMA.

LOWELL JOINT SCHOOL DISTRICT

NOTICE OF PUBLIC HEARING

NOTICE OF CONSIDERATION

NOTICE IS HEREBY GIVEN that the Board of Trustees ("Board") of the Lowell Joint School District ("School District") at its regular Board meeting to be held in the Board Room at the District Office, 11019 Valley Home Avenue, Whittier CA, on Monday, March 3, 2025 pursuant to California Environmental Quality Act (CEQA) Fish and Game Code Section 711.4 (a), (b), (c), and (e) Ord. 91-0225 ~1, 199, is hereby providing notice of Public hearing for interested parties. Under the voter's approval of Measure P, the District has been authorized to upgrade and modernize its elementary schools and one intermediate school. The District will file a Notice of Exemption with the Orange County Clerk.

The Lowell Joint School District will be undertaking a construction project of minor work to demolish and replace existing buildings to complete venting and condensate lines for an HVAC system, and other site work at:

**El Portal Elementary School
200 North Nada St.
La Habra, CA 90631**

which will commence on or about June 1, 2025.

The "project" consists of operation, repair, permitting, leasing, licensing, or minor alterations of existing public structures, mechanical equipment or topographical features, involving little or no expansion of use. This notification will be posted on the District's website upon Board approval and at the work site.

Questions and/or comments can be made during the regularly scheduled March 3, 2025 Board Meeting during the Comments from the Public. The Notice of Public Hearing was published in the Orange County Register February 15, 2025.

Should you wish, inquiries and comments can be directed to David Bennett, Assistant Superintendent Business Services, dbennett@ljsd.org or by calling (562) 902-4202.

David Bennett, Assistant Superintendent , Business Services
Lowell Joint School District

LOWELL JOINT SCHOOL DISTRICT

NOTICE OF PUBLIC HEARING

NOTICE OF CONSIDERATION

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The Lowell Joint School District will be undertaking a construction project of minor work to demolish and replace existing buildings to complete venting and condensate lines for an HVAC system, and other site work at:

**Rancho Starbuck Intermediate School
16430 Woodbriar Dr.
Whittier, CA 90604**

which will commence on or about June 1, 2025.

The "project" consists of operation, repair, permitting, leasing, licensing, or minor alterations of existing public structures, mechanical equipment or topographical features, involving little or no expansion of use. This notification will be posted on the District's website upon Board approval and at the work site.

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Should you wish, inquiries and comments can be directed to David Bennett, Assistant Superintendent Business Services, dbennett@ljsd.org or by calling (562) 902-4202.

David Bennett, Assistant Superintendent , Business Services
Lowell Joint School District

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2024-2025 NO. 963

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

A. General Recitals

1. **WHEREAS**, the Board of Trustees employs temporary certificated employees pursuant to Sections 44909, 44918, and 44920 of the Education Code; and
2. **WHEREAS**, Education Code section 44916 requires a temporary certificated employee to receive notice, prior to the first day of paid service, of the temporary nature of the employment and the anticipated length of service; and
3. **WHEREAS**, each employee classified as a temporary certificated employee pursuant to Sections of 44909, 44918, and 44920 of the Education Code received notice, prior to their first day of paid service, of the temporary nature of the employment and anticipated length of their service; and
4. **WHEREAS**, Education Code section 44954 provides that the Board of Trustees shall notify temporary employees in a position requiring certification qualification of the District's decision to release the employees from such a position prior to the next succeeding school year; and
5. **WHEREAS**, through this resolution, it is the intent of the Board of Trustees to release each temporary certificated employee employed for the 2024/2025 school year effective no later than the last school day of the school year.

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

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

2. **WHEREAS**, the Board of Trustees employed the following certificated employees under temporary contracts pursuant to Education Code section 44920 during the 2024/2025 school year:

9900000870	9900000865	9900000361	9900000677
9900000232	9900001010	9900000872	9900000638
9900001009	9900001011	9900000785	9900000535
9900000867	9900000425	9900000868	9900000907
9900000614	9900001008	9900000479	9900000883
9900000492	9900000683	9900000616	9900000903
			9900000434

3. **WHEREAS**, the above-listed employees may be released pursuant to Education Code section 44918 and 44954 regardless of any expiration of a contract or a specially funded project; and
4. **WHEREAS**, the Board of Trustees of the Lowell Joint School District has determined to release the above-listed employees at the conclusion of the current 2024/2025 school year and not to re-elect the following employee for the 2025/2026 school year:

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

1. **WHEREAS**, Education Code section 44909 permits the Board of Trustees to “employ persons possessing an appropriate credential as certificated employees in programs and projects to perform services conducted under contract with public or private agencies, or categorically funded projects which are not required by federal or state statutes;” and
5. **WHEREAS**, Education Code section 44909 provides, “Such persons may be employed for periods which are less than a full school year and may be terminated at the expiration of the contract or specially funded project without regard to other requirements of this code respecting the termination of probationary or permanent employees other than Section 44918”; and
6. **WHEREAS**, the Board of Trustees employed no certificated employee under a temporary contract in a categorically funded position pursuant to Education Code section 44909 during the 2024/2025 school year.
7. **WHEREAS**, Education Code section 44909 requires the “terms and conditions under which such persons are employed shall be mutually agreed upon by the employee and the Board of Trustees and such agreement shall be reduced in writing;” and
8. **WHEREAS**, the above-listed individual was employed pursuant to a mutually agreed-upon contract between the employee and the Board of Trustees and for the term of the contract or project; and
9. **WHEREAS**, the employee was hired to perform services conducted under contract with public or private agencies or categorically funded projects which are not required by federal or state statutes; and
10. **WHEREAS**, the employee’s contract specifically identified the particular contract or project under which their services were to be performed; and

11. **WHEREAS**, the term for each specifically fund project or contract has expired, or will expire by the termination date of the employee's contract; and
12. **WHEREAS**, all categorical funds used to justify the above-listed employee classification as temporary under Education Code section 44909 will be expended and therefore will expire at the end of the 2024/2025 school year; and
13. **WHEREAS**, no categorical funding used to justify certain the above-listed employee classification as temporary under Education Code section 44909 has a duration beyond the 2024/2025 school year; and
14. **WHEREAS**, accordingly, the above-listed employee designated as temporary by the District under Education Code section 44909 may be released at the end of the 2024/2025 school year without the procedural requirements applicable to probationary and permanent employees; and

WHEREAS, the Board of Trustees has determined to release the above-listed employee, whether their lawful status is considered to be temporary or probationary, at the end of the current 2024/2025 school year, and not to re-elect for the 2025/2026 school year, consistent with the terms of Education Code sections 44909, and 44954.

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

BE IT FURTHER RESOLVED that the Board of Trustees of the Lowell Joint School District hereby directs that notice be provided to each of the above employees of his or her release effective upon the close of the 2024/2025 school year or the expiration of any applicable temporary contract (whichever occurs first), that his or her employment with the Lowell Joint School District is thereby ended accordingly, that the employee is not re-elected to employment for the next succeeding school year, and that the notification be provided on or before March 15, 2025.

APPROVED AND ADOPTED this 3rd day of March, 2025, by the following vote:

AYES: Anthony Zegarra, Christine Berg, Regina Woods, Karen Shaw, Anastasia Shackelford

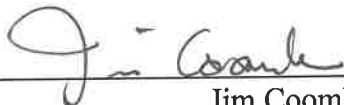
NOES: None

ABSTAIN: None

ABSENT: None

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 3rd day of March, 2025, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 3rd day of March, 2025.



Jim Coombs

Secretary to the Board of Trustees

**LOWELL JOINT SCHOOL DISTRICT
RESOLUTION 2024-25 NO. 964**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE
LOWELL JOINT SCHOOL DISTRICT OF
LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
DECLARING NATIONAL SCHOOL BREAKFAST WEEK MARCH 3-7, 2025**

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

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

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

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

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

NOW THEREFORE, BE IT RESOLVED, that the Lowell Joint School District's Board of Education declares the week of March 3-7, 2025, as "NATIONAL SCHOOL BREAKFAST WEEK" and devote this week to the recognition of the dedicated and hardworking people who make the School Breakfast Program a reality in their community schools, and encourage all residents of the community to become aware of the solid foundation for learning provided by a nutritious School Breakfast.

APPROVED AND ADOPTED this 3rd day of March, 2025, by the following vote:

AYES: Anthony Zegarra, Christine Berg, Regina Woods, Karen Shaw, Anastasia Shackelford

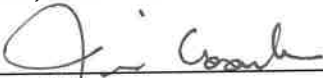
NOES: None

ABSTAIN: none

ABSENT: None

I, Jim Coombs, Secretary to the Board of Trustees of the Lowell Joint School District of Los Angeles and Orange Counties, California, hereby certify that the above and foregoing resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 3rd day of March, 2025, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 3rd day of March, 2025.



Jim Coombs, Secretary to the Board of Trustees

Comprehensive Safe Schools' Plan

School Year 2024-2025

School District: Lowell Joint School District
Address: 11019 Valley Home Avenue
Whittier, CA 90603
Date of Adoption: March 4, 2025

COMPREHENSIVE SAFE SCHOOLS' PLAN

Lowell Joint School District Comprehensive Safe Schools' Plan For the 2024/2025 School Year

In compliance with California law and in partnership with local police and site based stakeholders, this plan has been created to include factors known to impact safety at all district school sites.

The goals for this plan are intended to support safe and orderly campuses conducive to learning. The entire plan is submitted for Board review.

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Safe and Prepared Schools Act: Comprehensive Safe Schools' Plan Purpose

Background

The development of a comprehensive safe schools' plan is mandated by California Education Codes 32280-32289 and guided by district policies. According to the education code, there must be consultation with a representative from a law enforcement agency in the development or preparation of the plan.

Upon completion of the Comprehensive Schools' Safety plan, it shall be presented in a meeting for the public to express an opinion on the plan. The plan should be sent by the Superintendent or designee to the board for review, for the Board to approve by the first District Board meeting in March, each year. Notwithstanding the process described, any portion of a comprehensive safety plan that includes tactical responses to criminal incidents that may result in death or serious bodily injury at a school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281 & 32282. In developing such strategies, district administrators shall consult with law enforcement officials on their perspective on the plan.

When reviewing the tactical response plan, the Board may meet in closed session to review emergency responders input, provided that any vote to approve the tactical response plan is announced in open session following the closed session.

Mission

The Lowell Joint School District (LJSD) recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to maximizing school safety and to creating a positive learning environment that includes strategies for violence prevention and high expectations for student conduct, responsible behavior, and respect for others. Evidence-based strategies that establish schools as safe and caring places can include social emotional learning where impulse control, empathy, and interpersonal communication skills are taught with guided and independent practice scenarios. Schools that reframe how student with student, student with adult, and adult with adult interactions occur can ensure fairness, equity, and continuous improvement in both behavior and academic outcomes. LJSD continues to implement school-wide, group, and individual interventions to help reframe policies, protocols, and practices at our schools.

Statement of Philosophy

Lowell Joint School District desires to enhance student learning by providing an orderly, caring, and nurturing educational and social environment in which students and adults can feel safe and take pride in their school and their achievements. Modeling empathy, care, and respect, honor for country, teaching interpersonal communication skills, engaging and empowering youth, and sincerely recognizing appropriate and expected behaviors in others are protective factors. Schools characterized by caring and respectful interpersonal relationships contribute to schools being caring, empathetic, safe and welcoming places to work, learn, and visit.

Lowell Joint School District

Characteristics of Students

Lowell Joint School District has approximately 3,097 preschool through 8th grade students. LJSD has traditional, inclusive and special education programs; including adaptive physical education programs. The most common languages spoken by students and families are English and Spanish.

Geographic Environment

LJSD has 5 elementary schools and 1 middle school. The District serves families from both Los Angeles and Orange Counties. The District covers the municipalities of the City of La Habra, La Habra heights, and the City of Whittier as well as unincorporated Whittier. LJSD coordinates with four different law enforcement entities: La Habra Police Department, Whittier Police Department, Los Angeles County Sheriff Department and California Highway Patrol.

Social Environment

LJSD accepts and embraces all students and seeks to ensure that they reach their full potential in reading, writing, math, character and patriotic education. It is truly all students, students with learning challenges, multiple spoken languages, low socioeconomic status, McKenne Vento, Homeless and students with Gifted and Talented learning needs.

Culture

LJSD schools have a set of long standing and Strong Board adopted core values, which guide all aspects of the Lowell Joint School District. These core values demonstrate our dedication and motivation to impart both honor and respect for others and country. They inspire and strive for students to be their best. All staff are hardworking, dedicated and passionate about their profession. Staff are enthusiastic about coming to school each day and many of the staff have averaged working for the District for over 15 + years.

DEFINITIONS

Action Plan – The plan prepared, containing the emergency response objectives of that NIMS, reflecting overall priorities and supporting activities for a designated period. The plan is shared with law enforcement

Activate – Means, at a minimum, a designated official of the emergency response agency implements NIMS as appropriate to the scope of the emergency and the agency's role in response to the emergency.

Command Staff – Individuals with assignments and responsibilities under the Command function of the ICS organizational Structure. The Command Staff is composed of the Incident Commander (IC), Safety Officer, Public Information Officer, Agency Liaison Officer, and a Deputy Incident Commander. Assignments are activated as needed and in correlation with the severity of the incident, the IC can perform any or all of the Command Staff roles if the situation warrants.

Emergency Operations Center (EOC) – A location (established at the District Level) from which centralized emergency management can be performed.

Emergency Response Agency – Any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an operations center.

Emergency Response Personnel – Personnel involved with an agency's response to an emergency.

General Staff – Individuals with assignments and responsibilities under the Operations, Planning/Intelligence, Logistics, or Finance/Administration functions of the ICS organizational Structure. The Command Staff is composed of the Operations Chief, Planning/Intelligence Chief, Logistics Chief, Finance/Administration Chief, and their subordinates. Any staff roles are activated as needed and in correlation with the severity of the incident.

Incident – An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Command Post (ICP) – When an emergency or crisis impacts a school, an Incident Command Post is established by the Command Staff. An ICP is always located at the field or school site level. It is a designated location where the Incident Commander and his/her emergency crisis team can gather to manage the incident, report information, track status of incident, and organize the response. Generally, an ICP is located in a multi-purpose room, gymnasium, parking lot, or on an athletic field.

Incident Command System (ICS) – The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communication operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Local Agency – Any city, city and county, county, county office of education, or school district.

Local Emergency – The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

Multi-agency or Interagency Coordination – The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Mutual Aid – Voluntary aid and assistance by the provision of services and facilities, including but not limited to fire, police, medical and health, communication, transportation, and utilities. Mutual aid is intended to provide adequate resources, facilities, and other support to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

Mutual Aid System – The system which allows for the progressive mobilization of resources to/from emergency response agencies, local governments, operational areas, regions, and the state with the intent of providing adequate resources to requesting agencies. The California mutual aid system includes several discipline specific mutual aid systems (e.g., fire and rescue, law enforcement, medical and public works) that are consistent with the Master Mutual Aid Agreement. All mutual aid systems and agreements shall be consistent with SEMS and the Master Mutual Aid Agreement.

Operational Area – An intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area.

School District – Any and all public school districts, regardless of kind or class. School district includes those districts defined in sections 80 through 87 of the Education Code.

State of Emergency – The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

State of War Emergency – The condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.

Components of the Comprehensive Safe Schools' Plan (EC 32281)

Lowell Joint School District School Safety

The Superintendent or the or the designee of the Superintendent may delegate the task of writing the Comprehensive Safe Schools' Plan to District Administrators or a Safety Committee as long as the committee has a school principal or their designee, a teacher representative, and a classified employee. The Comprehensive Safe Schools' Plan is expected to be reviewed by law enforcement.

Assessment of School Safety

An assessment of the current status of school crime in the District may include but not be limited to, local crime reports, suspension/expulsion rates, and student/staff/parent/guardian surveys regarding their perception of safety. Additional data may include, office referrals, attendance rates, local law enforcement juvenile crime data, property damage data or other related data.

Child Abuse Reporting Procedures (EC 35294.2 [a] [2]; PC 11166)

On an annual basis LSD staff are required to complete a Mandated Reporting training.

Definition of Child Abuse: Any conduct, acts, or omissions that endanger a child's physical or emotional health and development. A child is under 18 years of age.

Types of child abuse:

- **Physical abuse – non-accidental act resulting in injury;** cutting twisting limbs, shaking, hitting, beating, burning, biting, or any other extreme physical mistreatment. (report to law enforcement)
- **Sexual abuse** - incest, any forced sexual activity, exposure to sexual stimulation not appropriate of the child's age, sexual exploitation of a minor. (report to law enforcement)
- **Neglect – negligent failure of a parent or caretaker to provide adequate food, clothing, shelter, medical care, or supervision where no physical injury has occurred;** pattern of failure to provide for the child's emotional needs. (report to Child Protective Services 1-800-540-4000)
- **Emotional abuse** - constantly blaming or demeaning; excessive yelling or shaming; frequently interacts with child in hostile manner. (report to CPS 1-800-540-4000)

NOTE: It is not up to the reporter to investigate or decide if the child's complaint is valid or not. All LSD employees are mandated reporters, and must:

- Report suspected child abuse immediately
- Prior to calling, make sure to have all information needed to complete the written Suspected Child Abuse Report, (SCAR) http://ag.ca.gov/childabuse/pdf/ss_8572.pdf □ **Contact site administrator for assistance** > If the mandated reporter has any question – call DCFS- they will advise the mandated reporter.
- If possible, make report in presence of site administrator or inform site administrator that you are making a report.
- Site administrator can cover class so reporter can leave their classroom. DCFS handles only in-home abuse.
- **Physical Abuse and Sexual Abuse – if child is in immediate physical danger** report to Law enforcement.
- Complete on-line SCAR found at http://ag.ca.gov/childabuse/pdf/ss_8572.pdf and hand deliver to officer (does not need to be in an envelope) or contact CPS and complete on-line form, see next line below.
- **Neglect and Emotional Abuse** – if child is not in immediate danger report to CPS 1(800) 540-4000. They will give you a 19-digit number to be used to complete the on- line SCAR at <https://mandreptla.org/index.asp?OpenStatus=Return> □ **Items below apply to all reports:**
- In the field, Mandated Reporter Category, insert "Educator"
- Once completed, print and sign the form

- Send a copy of all SCAR's in a sealed envelope to LUSD Educational Services.
- Reporter may keep a copy but the document **must be kept confidential**.
- **SHALL NOT** be placed in cum or with any other student records
- Administrator may keep a separate secure file for child abuse reports. California Penal Code 11174.3 "**School Interview Law**"

11174.3. (a) Whenever a representative of a government agency investigating suspected **child abuse** or neglect or the State Department of Social Services deems it necessary, a suspected victim of **child abuse** or neglect may be interviewed during **school** hours, on **school** premises, concerning a report of suspected **child abuse** or neglect that occurred within the **child's** home or out-of-home care facility. The **child** shall be afforded the option of being interviewed in private or selecting any adult who is a member of the staff of the **school**, including any certificated or classified employee or volunteer aide, to be present at the **interview**. A representative of the agency investigating suspected **child abuse** or neglect or the State Department of Social Services shall inform the **child** of that right prior to the **interview**. The purpose of the staff person's presence at the **interview** is to lend support to the **child** and enable him or her to be as comfortable as possible. However, the member of the staff so elected shall not participate in the **interview**. The member of the staff so present shall not discuss the facts or circumstances of the case with the **child**. The member of the staff so present, including, but not limited to, a volunteer aide, is subject to the confidentiality requirements of this article, a violation of which is punishable as specified in Section 11167.5. A representative of the **school** shall inform a member of the staff so selected by a **child** of the requirements of this section prior to the **interview**. A staff member selected by a **child** may decline the request to be present at the **interview**. If the staff person selected agrees to be present, the **interview** shall be held at a time during **school** hours when it does not involve an expense to the **school**. Failure to comply with the requirements of this section does not affect the admissibility of evidence in a criminal or civil proceeding.

SUSPECTED CHILD ABUSE REPORT

To Be Completed by Mandated Child Abuse Reporters
Pursuant to Penal Code Section 11166

CASE NAME: _____

PLEASE PRINT OR TYPE

CASE NUMBER: _____

A. REPORTING PARTY	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY		
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS			Street	City	Zip	
	REPORTER'S TELEPHONE (DAYTIME) ()		SIGNATURE		TODAY'S DATE		
B. REPORT NOTIFICATION	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION <input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)		AGENCY				
	ADDRESS		Street	City	Zip	DATE/TIME OF PHONE CALL	
	OFFICIAL CONTACTED - TITLE				TELEPHONE ()		
C. VICTIM <small>One report per victim</small>	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	
	ADDRESS		Street	City	Zip	TELEPHONE ()	
	PRESENT LOCATION OF VICTIM			SCHOOL		CLASS	
	PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO		OTHER DISABILITY (SPECIFY)		
	IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME			PRIMARY LANGUAGE SPOKEN IN HOME TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)	
	RELATIONSHIP TO SUSPECT			PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK	
	NAME BIRTHDATE SEX ETHNICITY 1. _____ 3. _____ 2. _____ 4. _____						
	D. INVOLVED PARTIES	VICTIM'S		NAME (LAST, FIRST, MIDDLE) BIRTHDATE OR APPROX. AGE SEX ETHNICITY _____ _____ _____ _____			
SIBLINGS							
PARENTS/GUARDIANS		ADDRESS Street City Zip HOME PHONE BUSINESS PHONE _____ _____ _____ _____ _____ _____					
SUSPECT		NAME (LAST, FIRST, MIDDLE) BIRTHDATE OR APPROX. AGE SEX ETHNICITY _____ _____ _____ _____					
SUSPECT		ADDRESS Street City Zip HOME PHONE BUSINESS PHONE _____ _____ _____ _____ _____ _____					
SUSPECT		SUSPECT'S NAME (LAST, FIRST, MIDDLE) BIRTHDATE OR APPROX. AGE SEX ETHNICITY _____ _____ _____ _____					
E. INCIDENT INFORMATION	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____						
	DATE / TIME OF INCIDENT		PLACE OF INCIDENT				
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)						

SS 8572 (Rev. 12/02)

DEFINITIONS AND INSTRUCTIONS ON REVERSE

DO NOT submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was not determined to be unfounded.

WHITE COPY-Police or Sheriff's Department; BLUE COPY-County Welfare or Probation; GREEN COPY- District Attorney's Office; YELLOW COPY-Reporting Party

Emergencies and Disaster Preparedness Plan

The Board of Education recognizes that all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters, and threats of disaster.

Public Agency Use of School Buildings for Emergency Shelters

Procedures exist to allow the American Red Cross, local law enforcement and EMS to use the school buildings, ground, and equipment for mass care and welfare shelters during disasters or other emergencies.

Potential Annual Staff Training

Communication:

Search and Rescue teams need to speak clearly on the radio, site intercom, or via cellular phone when present. Personnel can receive individual or group training on the proper use of radios or intercom. Search and rescue coordinators work as a liaison to communicate with teams on what they need to do and assist on assigned areas. Search and rescue team should only have one person reporting back once they finish their assignment.

Reunification:

Reunification teams need to wait until all students have been accounted for at the command post and then begin releasing students. Reunification teams should have a radio to communicate with runner coordinator so students can be picked up quicker. Student binders with student's emergency cards should be assessable so each person can look up students quicker.

Command:

All staff members must check in at the command post (classified, certificated, agency). A list of classrooms and what each classroom is being used for needs to be clipped to the pocket chart. Classrooms that are used for childcare, music, speech, etc. should also have pink and green cards and turn them into the search and rescue table. Command post will train new people so everyone can get a chance to do a different job.

Attendance Table/Student Accounting

Table should have a sign to be clear and the table should be placed at the entrance to make it easier for students to turn in attendance.

Emergency Procedures

A consolidated "single sheet" view of the LUSD emergency procedures, reviewing expected responses for all staff during a drill or an actual event of:

- 1.) Evacuation
- 2.) Drop, Cover and Hold (Earthquake)
- 3.) Lockdown
- 4.) An Active Threat present; this would include the last resort of taking physical action in an attempt to overpower or incapacitate a threat to staff, students or community members.

Procedures to Notify Teachers of Dangerous Pupils (EC 49079)

49079:

- (a) A school district shall inform the teacher of each pupil who has engaged in, or is reasonably suspected to have engaged in, any of the acts described in any of the subdivisions, except subdivision (h), of Section 48900 or in Section 48900.2, 48900.3, 48900.4, or 48900.7 that the pupil engaged in, or is reasonably suspected to have engaged in, those acts. The district shall provide the information to the teacher based upon any records that the district maintains in its ordinary course of business, or receives from a law enforcement agency, regarding a pupil described in this section.
- (b) A school district, or school district officer or employee, is not civilly or criminally liable for providing information under this section unless it is proven that the information was false and that the district or district officer or employee knew or should have known that the information was false, or the information was provided with a reckless disregard for its truth or falsity.
- (c) An officer or employee of a school district who knowingly or intentionally fails to provide information about a pupil who has engaged in, or who is reasonably suspected to have engaged in, the acts referred to in subdivision (a) is guilty of a misdemeanor, which is punishable by confinement in the county jail for a period not to exceed six months, or by a fine not to exceed one thousand dollars (\$1,000), or both.
- (d) For the 1994–95 school year, the information provided shall be from the previous two school years. For the 1996–97 school year and each school year thereafter, the information provided shall be from the previous three school years.
- (e) Any information received by a teacher pursuant to this section shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher.

Discrimination, Harassment & Bullying (EC 212.6 [b])

Discrimination

Sexual Harassment

Personnel Sexual Harassment

Bullying

Tactical Response to Criminal Incidents on Campus

Philosophy, Goals, Objectives and Comprehensive Plans

Any portion of a comprehensive safety plan that addresses tactical responses to criminal incidents including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement. This portion of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed. LUSD will work with law enforcement to develop recommended procedures in the event of an active criminal threat upon a school site or district administrative office or service center. LUSD will work with law enforcement on active threat training recommendations. Appropriate lockdown and evacuation drills will be conducted as required each year.

Hate-Motivated Behavior

In order to create a safe learning environment for all students, the Board of Education desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, or religious beliefs or practices.

Emergency Contact Numbers

Type	Vendor	Number	Comments
Law Enforcement	La Habra Police Department	562-383-4300	
	Whittier Police Department	562-567-9200	
	LA County Sheriff Department	562-863-8711	
	Fire/Paramedic	911	
Public Utilities	So Cal Edison	800-238-3700	
	So Cal Gas	800-427-2200	
Local Hospitals	Providence St. Joseph Medical Center	714-843-5111	
Lowell Joint	Main Number	562-943-0211	
American Red Cross	Shelter Coordinator	818-243-3121	
Fire Alarm	GMS Monitoring	888-467-1119	
Lowell Joint M & O	Maintenance Yard	562-902-4290	

Incident Command Team Responsibilities: School sites responding to an incident shall utilize the functions, principles, and components of the Incident Command System (ICS), per California Code of Regulations, Title 19, Division 2, Chapter 1, §2405.

Incident Command System Functions

The five functions of the ICS are Command, Operations, Planning/Intelligence, Logistics, and Finance/Administration. Individuals working under the Command function will be referred to as the Command Staff, while personnel assigned responsibilities under Operations, Planning/Intelligence, Logistics, or Finance/Administration will be referred to as the General Staff. Under SEMS, the ICS team can be expanded or reduced, depending on the situation and the immediate needs. An individual can execute more than one function.

1. The Command Function is responsible for the directing, ordering, and controlling of resources by virtue of explicit legal, agency, or delegated authority. The function is composed of the Incident Commander (IC), Safety Officer, Public Information Officer, Agency Liaison Officer, and a Deputy Incident Commander. The IC position must always be filled. The IC remains responsible for all five functions of the ICS structure, which have not been formally activated. In addition to the primary ICS functions, the IC is also responsible for the Safety Officer, Public Information Officer, and Agency Liaison Officer positions, unless otherwise delegated. Depending on the severity of the incident, the IC may also activate a Deputy IC for support.
2. The Operations Function is responsible for the coordinated tactical response of all field operations directly applicable to or in support of the mission(s) in accordance with the Incident Action Plan. This is the most complex and primary established function.
3. The Planning/Intelligence Function is responsible for the collection, evaluation, documentation, and use of information about the development of the incident, and the status of resources.
4. The Logistics Function is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.
5. The Finance/Administration Function is responsible for all financial and cost analysis aspects of the incident, and for any administrative aspects not handled by the other functions.

Incident Command System Principles

1. The system provides for the following kinds of operation: single jurisdictional responsibility/single agency involvement, single jurisdictional responsibility with multiple-agency involvement, and multiple jurisdictional responsibility with multiple-agency involvement.
2. The system's organizational structure adapts to any emergency or incident to which emergency response agencies would be expected to respond.
3. The system shall be applicable and acceptable to all user agencies.
4. The system is readily adaptable to new technology.
5. The system expands in a rapid and logical manner from an initial response into a major incident and contracts just as rapidly as organizational needs of the situation decreases.

6. The system has basic common elements in organization, terminology and procedures.

Incident Command System Components

1. Common terminology is established in regards to common titles for organizational functions, resources, and facilities within ICS.
2. Modular organization is established by which the ICS organizational structure assignments are activated based upon the kind and size of the incident (top down command).
3. Unified Command.
4. Action plans identify objectives, determine strategies, identify tactical and support activities required, and establish an operational period time frame for completion.
5. The manageable span-of-control for any assigned Chief, Director, or Supervisor is established to be between 3-7 personnel
6. Pre-designated incident facilities are identified (Incident Command Post, Student evacuation site, offsite evacuation site, First Aid Station, Emergency Supplies location, Communication Center, etc.). The determination of the kinds and locations of facilities to be used will be based upon the requirements of the incident.
7. Comprehensive Resource management is established to identify, group, assign, and track resources.
8. Integrated Communication is managed through the use of a common communication plan and an incident-based communication center established for the use of tactical and support resources assigned to the incident.

UNIFIED COMMAND

Unified Command is a structure used during incidents consisting of Incident Commanders from various jurisdictions or agencies operating together to form a single command structure. It allows all agencies with geographical, legal or functional responsibility to manage an incident by establishing a common set of objectives, strategies, and a consolidated Incident Action Plan. Under a Unified Command system, a single Operations Chief is assigned. The Operations Chief position is filled by the most qualified and experienced person available.

The use of a Unified Command is a valuable tool to help ensure a coordinated multi-agency response. A Unified Command assures agencies do not lose their individual responsibility, authority, or accountability. When appropriate, a Unified Incident Command System will be established in conjunction with the school's Incident Commander and responding agencies' Incident Commander(s) to form a unified team in which Incident Commanders within the Unified Command make joint decisions, speak as one voice, integrate general staff, and develop a single Incident Action Plan.

Unified Command is an important component of the required ICS, per California Code of Regulations, Title 19, Division 2, Chapter 1, §2405 (a)(3)(C-D) .

Advantages of using Unified Command

1. One set of objectives and strategies are developed for the entire incident.
2. All agencies with responsibility for the incident have an understanding and are fully aware of joint priorities and restrictions.
3. Duplicative efforts are reduced or eliminated, thereby reducing cost, frustration, and potential conflict.

Command Staff Responsibilities

Incident Commander:

- Direct the overall emergency response and make final decisions
- Activate School Emergency Plan and Incident Command System

-
- Establish and set up an Incident Command Post
- Establish, set up, and manage a Communication Center
- Initiate Common Communication Plan & maintain communication with District Level EOC to provide district with site specific status report
- Develop Incident Action Plan which identifies objectives, determines strategies, identifies tactical and support activities required, and established an operational period time for completion.
- Set plan priorities and control actions undertaken by staff
- Ensure all available master keys are brought to the Command Post
- Ensure student emergency cards are taken to Command Post during an evacuation
- Determine which special assignments require substitute or additional personnel and assign from those available at the field.
- Initiate student release procedures (when it is safe to do so)
- Release teachers as appropriate during demobilization using the Staff Release Order Plan (found in the Demobilization section of this plan).
- Declare end of emergency—initiate recovery if appropriate
- Remain in charge of your campus until redirected/released by superintendent of schools or relieved by fire or law enforcement incident commander
- Ensure staff and students are properly instructed and trained in assignments and emergency procedures

Deputy Incident Commander:

- Assist the Incident Commander by initiating response strategies, response team coordination, and communication

Safety Officer:

- Assess emergency or threat and impact to students, staff, school property and surrounding community
- Monitor safety conditions of incident
- Assures the health and safety of students and staff

Public Information Officer:

- Coordinate communication with the district for the public, stakeholders, and news media
- Supervise telephones and monitor radio emergency broadcasts

Agency Liaison Officer:

- Notify appropriate governmental agencies if necessary
- Serve as point of contact for representatives of other involved local agencies, organizations, or private sector parties to provide input on policies, resource availability, and other incident related matters

General Staff Responsibilities: Function Chiefs

Operations Chief:

- Manage on-scene tactical operations to accomplish corrective action and the objectives established by the IC's action plan
- Supervise and direct activities of all personnel assigned under the Operations Function
- Report to the Incident Commander
- Coordinate Search and Rescue
- Coordinate Medical First Aid
- Coordinate Evacuation Area
- Coordinate Campus Security
- In conjunction with the Evacuation Area Director and the Search & Rescue Director, account for staff and student attendance and identify all missing individuals using the compiled attendance reports & search and rescue team findings.
- Relay reported missing students to Search & Rescue Teams
- Make sure teams have the necessary supplies to perform tasks
- Reassign staff as needed

- Schedule breaks and back-ups for staff

Planning/Intelligence Chief:

- Collect all information pertinent to documenting the incident
- Analyze information for potential impacts or changes
- Document and update status reports
- Manage and update status boards
- Disseminate incident related information to the Incident Commander
- Prepare necessary written reports

Logistics Chief:

- Meet service and support needs of the incident by managing and distributing general emergency supplies, equipment, food, first aid supplies, volunteers, etc.
- Open Emergency Supplies container
- Delegate help for setting up the Incident Command Post (if needed)
- Delegate help for setting up any necessary emergency stations
- Sign in volunteers and assign to various sections needing assistance
- Determine whether additional equipment, supplies or personnel need to be requested from the District EOC - Make arrangements for transport of supplies and lodging of personnel
- Report to the Incident Commander

Finance/Administration Chief:

- Analyze all financial and cost analysis related to the incident
- Document all expenses related to emergency
Document all personnel time as pertinent to emergency (number of hours with description of activities performed)
- Report to the Incident Commander

General Staff Responsibilities: Search & Rescue

Search & Rescue Director:

- Report to Operations Chief
- Supervise, organize, and direct Search and Rescue Teams
- Maintain communication with Search and Rescue Teams
- Consult with Operations Chief regarding any known missing persons obtained from the attendance reports submitted by Teachers
- Act as a check-in point for reporting missing Staff or Students
- Keep records on Search & Rescue Team incident reports

Search & Rescue Team(s):

- Report to Search & Rescue Director
- Search assigned areas following search & rescue procedures
- Complete a directed sweep of designated campus areas for missing, trapped, or injured staff and students if the situation safely permits
- Complete maps and mark doors
- Identify the location of trapped/injured persons
- Assist injured persons to the Medical First Aid station

General Staff Responsibilities: Medical First Aid

Medical First Aid Director:

- Report to Operations Chief
- Supervise, organize, and direct Medical First Aid Teams
- Initiate Triage/Medical First Aid area set up
- Triage injured persons

- Maintain an updated list of students with allergies, in need of daily medication, or special medical needs

Medical First Aid Team(s):

- Reports to Medical First Aid Director
- Set up Triage/Medical First Aid area
- Retrieve Medical First Aid supplies from Logistics Emergency Supplies Team - Provide first aid to injured persons

General Staff Responsibilities: Evacuation Area Supervision & Release

Evacuation Area Director:

- Reports to Operations Chief
- Supervise, organize, and direct the Parent Check-in Gate Team, Student Check-out Team, Student Release Team & Staff Buddy Assignments
- Manage and coordinate Evacuation Area supervision
- Collect attendance reports from all Teachers at the Evacuation Area
- Immediately communicate with the Operations Chief and Search & Rescue Director any reported missing students or staff
- Evacuate with an extra set of student schedules (properly grouped alphabetically)
- Bring emergency release forms (may be stamps, stickers, or documents depending on the site)

Parent Check-in Team(s):

- Organize and control the parent check-in area
- Receive parents at the check-in station where they will indicate which student(s) they are to pick up.
- Ensure students are only being released to adults listed on emergency cards
 - Organize and control student release by calling student names over the portable speaker system or sending runners to retrieve the student.

Student Check-out Team(s):

- Go to your assigned alphabetical grouping area and help check-out students
- Check the emergency release authorization card to be sure that the student is authorized to leave with whoever is there to pick him/her up.
- Any adult named on their emergency cards must sign out students who do not fit into the above categories.

Authorized Student Release Gate Team(s):

- Verify students have properly checked out before allowing them to exit.
- Students without proper proof of Check-out must be redirected back to the Student check-out station.

Staff Buddy Assignments (Teachers):

- Reports to Evacuation Area Director
- Engage in Staff Buddy Assignments (check-in with Buddy)
- If buddy is incapacitated, inherit responsibility of their students
- Evacuate and escort students to assemble in the designated Evacuation Area (if required by incident)
- Complete an attendance report for both classrooms (take roll of students and note missing students, staff buddies, or other staff)
- Submit the attendance report to the Evacuation Area Director adjacent to the Incident Command Post.
- Submit any observed room damage to the Evacuation Area Director
- Supervise classroom students at Evacuation Area, help manage the evacuation area, or report to IC Post for additional tasks, if needed.
- Provide reassurance and support to students

General Staff Responsibilities: Site Security

Site Security Director:

- Reports collected data to Operations Chief
- Supervise, organize, and direct the Security Team and Utilities Team
- Conduct or Initiate a property damage assessment

Security Team(s):

- Reports to Site Security Director
- Maintain a safe and secure campus environment
- Secure and manage gates
- After search & rescue missions are complete, lock or control access into buildings
- Place yellow caution tape around areas deemed unsafe

Utilities Team:

- Reports to Site Security Director
- Carry out process of evaluating and shutting off utilities (water, gas, electric) if needed
- Determine presence of fire or other hazard – resolve with help of volunteers if able to do so
- Assess damage to buildings and communicate findings to the Site Security Director

General Staff Responsibilities: Emergency Supplies

Emergency Supplies Team (Logistics):

- Reports to Logistics Chief
- Open Emergency Supplies container and gather necessary supplies/equipment for distribution - Set up microphone on stand at Parent Check In.

General Staff Responsibilities: Unassigned Staff

Unassigned Staff:

Staff lacking an established Assignment must report to the Incident Command Post for further instruction

Emergency Preparedness

Methods for Reporting Emergencies

For the purpose of reporting emergencies, in case of a fire, emergency, or disaster, the following reporting methods may be used:

1. School Alarm System
2. Public Address System
3. Staff Two-way Radios
4. Telephones

Alarm System

The school alarm system provides warning for necessary emergency action.

Alarm System Maintenance & Testing Requirements

1. Alarm systems are maintained in operating condition.
2. Alarm systems are tested at for reliability by properly trained persons in the designed operation.
3. Alarm system power supplies are maintained or replaced as often as is necessary.
4. Fire alarm signal will be operated not less than once every calendar month (Education Code, Section 32001).

Staff Training Requirements

To ensure schools and its staff are prepared to implement the procedures expected in an emergency and take action during an incident the training requirements in this section are met. Staff receives the appropriate level of training dependent on the staff member's potential assignment during an emergency response.

Training Requirements:

1. The California State Emergency Management System (SEMS) unifies all elements of California's emergency management community into a single integrated system with standardized key elements. SEMs training is provided to maintain personnel's minimum training competencies with the SEMS "Approved Course of Instruction (ACI)" as the basis for their training programs.
2. Staff SEMS training and performance is maintained and demonstrated by the:
3. Completion of level-appropriate SEMS training, execution of drills that incorporate performance objectives into exercises
4. The National Incident Management System (NIMS) enables all government, private-sector, and nongovernmental organizations to work together during domestic incidents. As mandated by the PostKatrina Emergency Reform Act of 2006, NIMS training is offered through the Federal Emergency Management Agency (FEMA) and ready.gov

Emergency Training:

1. Schools shall designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees, students, and visitors.
2. The school shall advise employees of his/her responsibility and whenever responsibilities have changed.
3. Administration shall review with employees which will be of aid in the event of an emergency. This includes, but is not limited to:
4. Emergency Procedures: A consolidated "single sheet" view of the LUSD emergency procedures reviewing expected responses for all staff during a drill or an actual event of
 - 1.) Evacuation,
 - 2.) Drop, Cover and Hold (Earthquake),
 - 3.) Lockdown,
 - 4.) An Active Threat present; this would include the last resort of taking physical action in an attempt to overpower or incapacitate a threat to staff, students or community members.

Practice Drills

To ensure staff and students are knowledgeable and prepared to implement the emergency procedures, the following required practice drills are conducted throughout each school year.

Earthquake Practice Drills:

1. Practice of Drop, Cover and Hold On procedures are held in elementary and in the middle school.
2. During the drill each pupil and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by one arm, and the back to the windows. With the other hand, hold on to the furniture leg.
3. Drills are conducted following the established Earthquake Procedure plan.

Fire & Evacuation Practice Drills:

1. Fire alarm signal must be reviewed/activated sounded not less than once every calendar month (whether a drill takes place or not).
2. Fire drills are established and conducted at least once every month at the elementary level twice per year at the Middle School level.
3. During the drill each pupil and staff member implements and practices the established Evacuation Procedure plan.

Lockdown Drill:

1. At the elementary and Middle School levels, at least two drills must be conducted each year.
2. All students and staff shall quickly get into a lockable room. Lock the doors, turn out the lights and cover windows.
3. Silence cell phones and people. Remain quiet and wait for information.

Shelter in Place Drill:

1. Shelter in Place is in response to a chemical, biological or radiological contamination, also a severe weather or wildlife event, or excessive smoke from a fire.
2. Shelter in Place drill shall be conducted at all schools at least once each year.
3. Drill should take place when most students and staff are out of their regular classroom.
4. Drill will be announced over the public address system, through radio communication, text or email.
5. All students, staff, volunteers and visitors shall immediately proceed to move inside the buildings to safe areas.
6. All doors and windows must be closed.
7. In the event of an airborne contaminant, an effort should be made to adjust all thermostats to temporarily turn off the air conditioner.

EMERGENCY RESPONSE PROCEDURES

In order to best prepare for the unexpected, the procedures established in this section have been developed for the safety of our students and staff.

Reporting an Incident

Typically, incidents involving a school will come to the attention of a faculty or staff member by observation or telephone notification. Emergency phone numbers will be posted at relevant conspicuous locations. The individual discovering or receiving information regarding an incident will do the following:

1. Notify the local emergency responders. The number is 911.
2. In case of a fire, activate fire pull alarm.
3. To activate the Incident Command System, notify the Incident Commander (Principal) and provide them the following information:
 - Your name
 - Nature of incident
 - Location of incident
 - Severity of injuries or property damage - Call back telephone number
4. The Incident Commander/Command Staff will sound the necessary alarms or voice announcements and notify the district EOC.
5. Take action to protect students, faculty, staff, and property. Immediate actions may include:
 - Moving people away
 - Isolating and securing the area
 - Providing assistance as needed to students and personnel - Directing public safety responders to the scene

Common Communication Procedures

When emergencies occur, communication is critical to ensure appropriate parties are notified regarding the extent of the incident and what needs to be done. Below are systems and methods as to how emergency communication may be conducted:

Communication hardware and systems available:

1. Telephones/Cell phones
2. Public address system
3. Two-way radios
4. Catapult Program
5. E-mail
6. Runners

The following individuals will have two-way radios:

1. Incident Commander
2. Operations Chief
3. Search & Rescue Team leaders
4. Custodians

5. First Aid Station
6. Evacuation Area Director

Communication Center Set-up Procedures:

1. Pre-designated Communication Center location is subject to change, and may be dependent upon incident.
2. Communication Center location should be established within close proximity of the Incident Command Post.
3. The Command Staff will be responsible for setting up and operating the Communication Center during an incident.
4. The Command Staff will be responsible for contacting the District EOC and emergency responders (if necessary).

Internal Communication during an Incident:

1. Maintain an open telephone line for communication. Limit classroom telephone use to emergencies only.
2. The site's public address system may be used for communication and announcements.
3. Internal two-way radio communication will be available on the site's designated Channel. Radios are available in the main office.
4. During a lockdown, communication will take place via cell phone, telephone & radio.
5. During a lockdown with an immediate threat from an armed individual, cell phones will be silenced.
6. Runners may be used as an alternate communication option.

External Communication during an Incident:

1. Communication between the Command Staff, District EOC, and local emergency responders will take place via telephone or two-way radios.
2. Incident Command Staff will use channel 1 when communicating with the District EOC via two-way radio.
3. The Command Staff will process incident information through the superintendent or designated District EOC personnel in order to notify persons outside of the school of an existing emergency and the immediate action to be taken, if any.
4. All staff members are asked to refer inquiries and visitors to the Command Staff.

During an incident, families will be contacted through the Catapult system and/or mobile app for information on school closure, student release, assembly areas, etc.

Types of Emergencies & Specific Procedures

Aircraft Crash

In the event of an explosion or crash, the blast will be the initial signal of the emergency. If early warning is available, the Principal will notify the classrooms. Immediately after an explosion or crash the following procedures shall be followed:

1. If possible, **DUCK AND COVER** under a desk or table. Move away from windows, doors, and shelves.
2. Following an explosion or crash, notify administration or if administrator is not available, obtain outside line, then phone "911".
3. The alarm bell will sound, and students and staff will evacuate or stay in the buildings, depending on the circumstances. Teachers will escort their students to the designated assembly area and take attendance. Teachers may be asked to report any attendance discrepancies to the administration, depending on the nature of explosion.
4. Do not reenter any building or classroom, until authorized by the Principal, or designee and the fire department.

Bomb Threat/ Threat of violence

Immediately after receiving a bomb threat the following procedures shall be followed:

1. If a bomb threat is called to the school, make every attempt to keep the caller on the phone as long as possible to gain information. Try to determine the sex and age of the caller. Try to have the caller tell you the exact location of the bomb and the time of threatened detonation.
2. The Command Staff will immediately notify the District EOC, who has the immediate responsibility to notify the Police Department.
3. The Police Department may not send units to the school at this point, but will automatically notify the Fire Department to stand by.

4. If the location of the suspicious object is not known, STUDENTS WILL REMAIN IN THE CLASSROOMS. Teachers should move students to the center of the room. If possible, have the students stay low and take cover under a sturdy object (desk).
5. The Principal, in conjunction with law enforcement, will make the decision to evacuate the buildings.
6. SWEEP TEAM: Staff will be asked to volunteer for the Sweep Team. Sweep Team members will report to the Incident Command Post.
 - a. Sweep Team members will be paired up and assigned a region of the campus to search.
 - b. Principal will coordinate with police to supervise Sweep Teams.
 - c. Upon completion of sweep of assigned areas, sweep team should report back to Incident Command Post to report "all clear" of their area.
7. Students and staff will return to the buildings only when they have been cleared by law enforcement and the Principal or designee has authorized the reoccupation and return to class upon hearing the ALL CLEAR bell, which is one long, continuous ring.

Campus Security Procedures

Campus Security & Utilities Teams will assign a Team Leader and report all activity and incident information to the Team Leader or a Site Security Director. The Team Leader or Site Security Director will report to the Operations Chief. During an incident the following procedures will be followed:

Campus Security Procedures

1. Visually assess campus for fires & damage.
2. Open **designated gates** for parent ingress and egress as appropriate to the emergency.
3. Keep log of activity and assessments.
4. Maintain communication with the Site Security Director regarding additional need for personnel to fight a fire or resolve other hazards if possible.
5. Determine the need for personnel to guard buildings or use yellow caution tape to rope off access.
6. Unlock and secure the designated exit for use by Emergency Responders and their vehicles.
7. Survey building for structural damage and report damaged areas.

Utilities Team Shutoff Procedures

1. The District EOC will deploy Maintenance & Operations teams to the school site during an emergency. All technicians are familiar with each site and its utility shut offs. In addition, the Day and Night Custodians at each site have been instructed in who to report to, where the shut off locations are, and where to find the tools.
2. If needed, shut off the necessary Utilities. See map for specific locations.
 - Gas: Can be turned off at each meter
 - Electrical: Electric service can be shut off at the disconnect switch at each main panel.
 - Water: Water can be shut off at the main valves
 - Alarms: Can be temporarily disabled before each drill.
 - Fire Alarm Monitoring - GMS Fire Alarm Monitoring – 888.467.1119

Demobilization & Post-emergency Procedures

Demobilization Procedures:

1. Be sure staff members understand that as a government employee they are required to stay on campus and provide assistance for up to 72 hours if they are needed. Emphasize the need to make arrangements with their families in case this occurs.
2. After completing assignments, staff members are required to check-in with their superior or the Incident Command Staff to await a second assignment or approved dismissal.
3. Staff members will be released by Site Safety Director.
4. Develop an after action report for any emergency response due to a declared local emergency for which the governor proclaims a state of emergency, and submit it to the District EOC. The report shall include a review of the response actions taken, application of SEMS, suggested modifications to SEMS, necessary modifications to plans and procedures, identified training needs, and recovery activities to date.
5. The District EOC will then review and submit the after action report to the Office of Emergency Services (OES) within 90 days of the close of the incident period.

6. Conduct a post-incident performance debriefing meeting to discuss incident response actions and determine areas of improvement.

Earthquake

Prior to Earthquake

1. Please discuss all our emergency procedures with students as soon as possible.
2. Maintain evacuation backpack, bucket and clipboard in a visible & easily accessible location adjacent to the evacuation exit.
3. Know your evacuation route and ensure evacuation maps are posted at exit(s).
4. Participate in practice drills and maintain knowledge of emergency procedures.
5. Ensure tall furnishings are secured to the walls to prevent them from falling on individuals and potentially obstructing exits or walk paths.
6. Do not store unsecured heavy items above 72 inches.
7. Maintain exits free from obstructions.

During an Earthquake

1. The teacher or other staff member will shout the command, "Drop!"
2. The students are to "Drop, Cover and Hold."
3. If inside the school building students and school employees shall:
 - Get under equipment (desks, tables, etc.) where available.
 - Drop to your knees with your back to the windows and your knees together.
 - Clasp both hands firmly around the legs of a table or a desk; if this equipment is not available clasp your hands firmly behind your neck.
 - Remain in this position until a staff member says the emergency is over. - Once the shaking has stopped, initiate an evacuation.
4. If students and staff are outside of the school building during an Earthquake:
 - Move away from building, overhead electrical wires and stay away from objects that might fall during an Earthquake.
 - Drop to your knees and clasp your hands firmly behind your neck to protect your head.
 - Wait for shocks to subside.

After an Earthquake

1. Evaluate the classroom situation.
2. If safe, have students line up outside of the classroom.
3. **Leave the lights as they were prior to the earthquake.** Do not turn them on or off, especially in rooms where natural gas lines exist.
4. Leave doors opened and unlocked so that the search & rescue teams can check rooms for missing students.
5. Triage and stabilize students (30 seconds maximum per student) who are unable to follow your directions or have severe/life threatening injuries (Airway, Bleeding and Shock). **REMAIN WITH INJURED STUDENT IF IT IS SAFE TO DO SO.**
6. Escort the students including mobile injured students (by the safest route) to the Evacuation Area. Be careful not to aggravate any injuries. Take mobile injured students to the Medical First Aid Area.
7. Evacuate with your emergency evacuation backpack, bucket and clipboard.
8. Complete an attendance report (take roll when you arrive in the Evacuation Area). Report any missing persons, injured persons left behind, individuals taken to First Aid, and room damage to the Evacuation Area Director.
9. Supervise students at the Evacuation Area or report to the Incident Command Post as designated for your assigned job responsibility.

Explosion or Risk of Explosion

In the event of an explosion or crash, the blast will be the initial signal of the emergency. If early warning is available, the Principal will notify the classrooms. Immediately after an explosion or crash the following procedures shall be followed:

1. If possible, **DUCK AND COVER** under a desk or table. Move away from windows, doors, and shelves.
2. Following an explosion or crash, notify administration or if administrator is not available, obtain outside line, then phone "911".
3. The alarm bell will sound, and students and staff will evacuate or stay in the buildings, depending on the circumstances. Teachers will escort their students to their designated location and take attendance. Teachers may be asked to report any attendance discrepancies to the administration, depending on the nature of explosion.
4. Do not reenter any building or classroom, until authorized by the Principal, or designee and the fire department.

Fire on School Grounds

Each classroom and facility on the campus has a functioning fire extinguisher and a manual pull switch to activate the fire alarm. In addition, evacuation routes are clearly posted by the exits in each classroom. For the protection of all occupants of the building, in case of a fire or disaster, the following evacuation procedures have been established:

1. The set alarm is distinctive and recognizable as a **signal to evacuate**. The evacuation alarm signal established can include "A possible fire has been reported in the building, please exit the building."
2. Order a verbal evacuation if the fire alarm does not sound.
3. **Call 911.**
4. Notify the Superintendent.
5. Stay calm and remain SILENT. If teachers and students are talking, directions and other information cannot be heard.
6. Everyone should **clear the building immediately**. WALK - Do not run.
7. Teachers will supervise egress from the classrooms into the designated Evacuation Areas according to the Emergency Evacuation Routes marked on the maps posted in every classroom and office.
8. If heavy smoke is present, crawl or stay near the floor for breathable air.
9. In case of FIRE ONLY, close the doors upon evacuating.
10. **Teachers will take their roll books and emergency bags** to the evacuation site, **take roll**, and complete an attendance report. Teachers will submit report and identify any missing student(s), Staff Buddies, or other Staff to the Evacuation Area Director.
11. If an emergency evacuation occurs when you are in the corridors, join the nearest class in leaving the building and then report to your designated Evacuation Area.
12. If an exit is barricaded, then the next nearest exit should be used.
13. The Utilities Team shall assist by shutting off gas valves, electricity, etc., or other if necessary for evacuating, putting out the fire, etc.
14. The Command Staff will take the student emergency forms to the Evacuation Area.
15. Notify students and staff if and when it is safe to return to the school site and/or building under the direction of the Fire Department and in consultation with the Superintendent or designee.
16. If it is unsafe to return to the building, students will be supervised and release procedures will be initiated.

Flooding

Flooding could threaten the safety of students and staff whenever storm water or other sources of water threaten to inundate school grounds or buildings. Flooding may occur if a water pipe breaks or prolonged rainfall causes urban streams to rise. Flooding may also occur as a result of damage to water distribution systems such as failure of a dam or levee. If weather-related, an alert message will be broadcast over the weather radio station. In the event of a flood, the following guidelines should be followed as much as possible:

Incident Commander

1. Determine if evacuation is required.

2. Notify District Superintendent or District Office of intent to evacuate, the location of the safe evacuation site and the route to be taken to that site.
3. Instruct on the means of which students will be evacuated to a safer location. Other guidelines should be kept in mind if students are going to be transported by buses or cars.
4. Post a notice on the office door stating where the school has relocated and inform the District Office.
5. Monitor local radio and television stations for flood information.
6. Notify District Superintendent of school status and action taken.
7. Delegate a search team if students or staff have been determined to be missing.
8. Do not allow staff and students to return to the building until proper authorities have determined that it is safe to do so.

General Staff:

1. If warranted, evacuate students using evacuation plan.
2. Stay calm and remain SILENT. If teachers and students are talking, directions and other information cannot be heard.
3. Teachers will supervise egress from the classrooms into the designated Evacuation Area according to the established Emergency Evacuation Routes marked on the maps posted in every classroom and office.
4. Teachers will take their roll books to the evacuation site, take roll, and complete an attendance report.
5. Teachers will submit report and identify any missing student(s), Staff Buddies, or other Staff to the Evacuation Area Director.
6. If students or staff have been determined to be missing, a search & rescue team will conduct their duties.
7. Follow the Student Request and Release Procedures if school dismissal is warranted by the District Office.

Students and staff will be notified if and when it is safe to return to the school site and/or building under the direction of emergency responders and in consultation with the Superintendent or designee. Do not return to school building until it has been inspected and determined safe by property authorities.

High Heat & Heat Illness Procedures

The LISD Board of Education is aware of research the health hazards of smog/smoke/weather extremes. It is intent of the Board to protect the general welfare of parents/guardians, staff and students regarding the health hazards of smog, smoke, and weather extremes. The Superintendent or designee shall develop a response based upon information available from the Southern California Air Quality Management District:

Unhealthy Air Episodes

1. Notification

- a. Upon review of the air quality index from the Air Quality Management District (A.Q.M.D.). Designated district employees will communicate the information pertaining to Air Quality Index (AQI) readings and predictions for the day to sites as needed.
- b. If a smog episode is predicted, the District Office will notify each school site and Maintenance/Operations, Grounds, and Special Education to prepare for modified activities. Each school and department head will be notified again when an episode has ended.
- c. Upon receipt of notification that an unhealthy air episode has been declared, each principal/designee shall be responsible for notifying all students and staff members present that an episode has been declared; Maintenance/Operations, and Grounds shall be responsible for notifying department employees of the declared episode.
- d. School Principal or designee and Special Education Director/designee shall notify and transportation services be utilized for students.
- e. Once a smog/smoke episode has been declared, the procedures required by these regulations shall remain in effect until notification has been received that the episode has ended or until sunset, whichever occurs first.

2. Health Advisories

a. Sensitive (AQI 101-150)

- (1) Sensitive people: includes students with asthma, other respiratory problems or heart disease, students with notes from physicians, and students who are complaining about the effects of unhealthy air.
- (2) Students designated with sensitivity to unhealthy air may participate in an activity/event while self-limiting their participation.

b. Unhealthy (AQI 151-200)

- (1) Everyone, including healthy adults and children, should avoid prolonged periods of vigorous outdoor exercise (not to exceed 10 minutes). Short bursts of physical activity that do not increase the rate and depth of respiration for extended periods of time may be acceptable.
- (2) Less vigorous activities that may be continued for extended time periods.

c. Stage 1 Smog Alert - Very Unhealthy (AQI 201-274)

- (1) Any student with respiratory or heart problems, or whose physician has so requested, should be exempt from and physical activity during this stage and should remain indoors where possible. This includes students who are complaining about the effects of unhealthy air.
- (2) The intent of this directive is to allow the continuance of a modified physical education and recreation program during the first stage while avoiding strenuous exercise, which might injurious to a student's health.
- (3) In determining whether a proposed activity can be conducted during declared smog alert, supervising personnel shall examine each proposed activity to determine its potential for unmistakably increasing the respiration rate for an extended period. The intensity of an activity may be the deciding factor as to whether it shall be included in, or excluded from, the program of the day.
- (4) Should any middle school outdoor competitions or events be scheduled, it is the responsibility of the home school principal to cancel an outdoor competition or event if a prediction is made by the S.C.A.Q.M.D. at least one hour prior to the scheduled event. This is based on the assumption that any Stage 1 alert that might develop without a prediction would be at a minimal level.

d. Stage 2 Smog Alert (AQI 275-299)

- (1) All unnecessary physical activity will be avoided. Scheduled non-physical activities such as board games, video games, arts and crafts, and slow walking. Every effort should be made to keep students indoors.
- (2) In the event that an unpredicted Stage 2 alert is declared, an outdoor competition or physical exercise shall cease immediately.

e. Stage 3 Smog Alert (AQI 300 or above)

All schools will be closed if notification is received by 11 a.m. on the day prior to the anticipated Stage 3.

Heat/Humidity

1. Outdoor activities by students and staff shall be modified to prevent heat stroke/heat exhaustion during hot weather.
2. When temperatures are in excess of 96 degrees Fahrenheit, the following precautions shall be taken for students involved in outdoor exercise and/or events:
 - a. Provide adequate time (at least 10 minutes per hour) for water breaks, rest and cooling for every half hour of physical activity.

b. Staff should review the Confidential Health Concerns notification provided by Health Service for those students who may be at risk.

c. During period of moderate to high humidity, avoid prolonged vigorous activity.

3. When temperatures are above 96 degrees Fahrenheit, the following precautions should be

taken: a. Follow items 2a and 2b above.

b. All vigorous outdoor activity may be suspended.

c. Limit outdoor activities to short periods of time.

d. Watch carefully all athletes/students and especially those with health concerns.

e. Limit athletic practices to short, non-vigorous work-outs.

Cold Weather

1. During periods of cold weather, school staff shall determine the availability of outdoor activity for students

based on: a. Wind factor

b. Student history of cold-related illness such as circulatory impairment, diabetes, etc.

2. The following precaution shall be taken to avoid cold-related illness:

a. Vary activity level according to the temperatures.

b. Avoid prolonged periods of outdoor exposure, especially during less vigorous activity.

Site Modifications

1. In addition to district regulations, each school shall establish guidelines to be used in implementation of the policy at the site. The principal/designee shall appoint a school site team to:

a. Assess the physical site, including the availability of shady areas, amount of grass, blacktop and accessibility of drinking fountains.

b. Define and identify sensitive students at the site, using the Confidential Health Concerns notification provided by health services. Consider also:

Students with notes from physicians regarding activity restrictions relative to unhealthy air and/or temperature.

c. Develop a plan to quickly notify these identified students when necessary.

d. Identify indoor areas for student activity and establish a plan for supervision.

e. Develop a list of suggested outdoor and indoor activities related to specific unhealthy air episodes, temperature extremes, and weather conditions considering school population, equipment and space available.

f. Consider modification of class schedules to allow physical education classes to be conducted in the morning.

g. Identify resources for student curriculum regarding effects of unhealthy air, temperature extreme, and preventative measures.

h. Develop a site plan based on the above considerations, with review by student Services/Health Service staff.

Heat Illnesses: Symptoms, Causes, and Immediate Treatment

Heat Illness	Symptoms	Causes	Immediate Treatment
Sunburn	<ul style="list-style-type: none"> • Redness, pain, and/or swelling of skin • Blisters • Fever & headaches 	<ul style="list-style-type: none"> ☐ Exposure to high heat and ultraviolet radiation from the sun 	<ul style="list-style-type: none"> • Leave water blisters intact to speed healing and avoid infection • If blisters break, apply dry sterile dressing • Refer serious cases to a physician
Dehydration	<ul style="list-style-type: none"> • Dry mouth • Thirst • Headache • Dizziness • Muscle cramps • Excessive fatigue • Decreased performance 	<ul style="list-style-type: none"> ☐ Lack of hydration 	<ul style="list-style-type: none"> • Move student athlete to cool environment • Initiate oral rehydration • Maintain hydration throughout • If student fails oral rehydration (due to excessive nausea or vomiting) transport to medical facility for intravenous fluids
Heat Cramps	<ul style="list-style-type: none"> • Heat cramps are muscle pains or spasms, usually in the abdomen, arms, or legs that might occur in association with strenuous activity • Frequently occur sometime later after strenuous activity, or when relaxing 	<ul style="list-style-type: none"> • Caused by heavy sweating during strenuous activity • Sweating depletes the body's salt and fluids. • Low salt levels in the muscles can cause painful cramps 	<ul style="list-style-type: none"> • Stop all activity and sit in a cool place • Drink water, clear juice, or a sports beverage • Avoid drinking alcohol, soda, caffeine and sugar drinks • Avoid strenuous activity for a few hours after the cramps subside
Heat Exhaustion	<ul style="list-style-type: none"> • Heavy sweating • Paleness • Muscle cramps • Tiredness/ weakness • Dizziness • Headache • Nausea or vomiting • Fainting • Cool & moist skin • Fast & weak pulse rate • Fast & shallow breathing 	<ul style="list-style-type: none"> • Heat exhaustion can develop after several days of exposure to high temperatures • Inadequate or unbalanced replacement of fluids • Exercising in a hot environment 	<ul style="list-style-type: none"> • Move out of the sun and seek a cool air-conditioned environment • Rest • Take a cool shower, bath, or sponge bath • Remove restrictive clothing, equipment, and helmets • Drink water, clear juice, or a sports beverage • If nausea occurs, discontinue drinking water and seek immediate medical attention
Heat Stroke	<ul style="list-style-type: none"> ☐ Rectal body 	<ul style="list-style-type: none"> ☐ Body Temperature 	<ul style="list-style-type: none"> ☐ If heat stroke is suspected, CALL 911
Heat Illness	Symptoms	Causes	Immediate Treatment

The three major forms of heat illnesses are heat cramps, heat exhaustion, and heat stroke. If a student shows any of the heat illness symptoms listed, first aid procedures are to be initiated immediately.

Return-to-Play Considerations

When staff members are determining whether or not students should return to play after exhibiting signs of or diagnosed heat illness, the following considerations must be made during the assessment.

Dehydration:

- If degree of dehydration, as assessed by the supervising staff or coach, is minor and the student is symptom-free (see symptoms list), continued participation may be deemed as acceptable.
- If there is any concern for continuation of symptoms after oral rehydration on the field the student should be held out from continued participation.

Heat Cramps:

- Student should refrain from physical activity until resolution of symptoms.
- When symptoms have resolved, student should be assessed to determine if he/she can perform at the level needed for successful participation.
- If the episode was acute or severe, the student's diet, rehydration practices, electrolyte consumption, fitness status, level of acclimatization, and use of dietary supplements should be reviewed and modified to reduce the risk of recurrence.

Heat Exhaustion:

- Student should be symptom-free and fully hydrated.
- Avoid intense practice in heat for one day to ensure recovery from fatigue and dehydration.
- Physician clearance is recommended to rule-out possible underlying condition(s) that may predispose the student athlete for further problems.

Heat Stroke:

- Student should be symptom-free and fully hydrated.
- Medical clearance from student's physician is strongly recommended.
- To avoid recurrence, be sure to rule out any underlying condition or illness that predisposed the athlete to the heat illness.
- Avoid intense practice in heat for one day to ensure recovery from fatigue and dehydration.
- Correct any acclimatization and fitness level problems before player returns to full intensity training in heat.

Lockdown Procedures

A lockdown will be initiated for one or more of the following situations: a major incident in the community, out of an abundance of caution from a site or District administrator or information from law enforcement or other public safety entity requesting a lockdown. This may include situations such as rioting, a hostage situation, or a weapon or threat on campus. For the protection of all occupants of the building, in case of a lockdown, the following procedures have been established:

1. A lockdown may be initiated by an announcement over the PA, the announcement from the lockdown button, radio communication, text or email. Gunfire or other commotion may indicate the need to immediately lockdown.
2. Lock the doors, turn off lights, close the blinds, and stay out of sight. **Do not open a door after a lockdown initiation under any circumstances.**
3. Take cover within the room and consider preparing to go on the offensive.
4. Notify police, call 911. Advise police if you know the location, description or identity of the threat, or if you need medical direction for a victim.
5. Students, staff, or visitors found outside of classrooms during a lockdown initiation are to find the nearest shelter available. They are to remain under the supervision of the staff member in this location until it has been determined it is safe to leave.
6. Ignore all other bells. If a fire bell sounds during a lockdown, you are to remain in your room or secured location until advised what to do via E-mail, text, telephone, or public address system. Do not automatically evacuate until you receive specific instructions.
7. Notify Superintendent or designated District EOC, if possible.
8. Do not attempt to restrain a student who runs outside.
9. If possible, silently take roll and account for students and staff. Notify Command Staff (via E-mail, text, or phone) of any missing persons or persons who were swept in from the outside.
10. Communication during the lockdown will take place via text or E-mail. Continue to monitor your texts or e-mail. Once the school is secured, a text or e-mail will be sent giving information relative to the situation. For extended lockdowns, regular texts or E-mails will be sent to staff members by the principal or designee to provide updates or to let you know that there is no updated information at this time.

11. Until specific directions are given, students should not use cell phones to place calls, send texts, or access the internet or social media. All cell phones must be silenced. If the lockdown lasts for an extended period of time, directions will be given to teachers by e-mail, text, or phone as to how cell phones or other communication devices may be used by students.
12. The door to your room may be opened by administration or emergency responders to put in students/visitors who are caught out in the hallways during the lock down.
13. The lockdown will be lifted when judged to be safe by the police department, district personnel, or the Incident Commander. At that time, a school wide announcement will be made, or authorized personnel will go door-to-door, with a master key, and notify each classroom individually.

PLEASE NOTE: Lockdowns may last for several hours. Using the lockdown buckets, create relief stations for students and staff using the emergency buckets.

Medical First Aid Procedures

All Medical First Aid & Morgue Teams will assign a Team Leader and report all activity and incident information to the Medical First Aid Director. The Medical First Aid Director will report to the Operations Chief. During an incident the following First Aid & Morgue procedures will be followed:

Medical First Aid Procedures

1. Retrieve Medical First Aid supplies from the emergency supplies container.
2. Set up Medical First Aid areas. This area should be in as private an area as possible.
3. As victims arrive conduct proper triage procedures.
 - Sort victims according to injury severity (Immediate, delayed) and indicate all victims with a chief complaint using a triage tag or duct tape.
 - List on the tag or tape: Category, time & victim number. If possible, identify individual.
4. Place victims in separate and distinct treatment areas, laying victims head to toe (one row per First Aid Team member).
5. If an individual must be moved, prepare victim for transport (cover all open wounds, splint fractures, and make patient comfortable).
6. Monitor victims' condition(s) and recheck periodically to evaluate if condition has changed. "Treat as you go...from head to toe."
7. Keep log of information and destinations of patients.
8. Maintain cleanliness throughout area as possible.

Search & Rescue Procedures

All Search & Rescue Teams will assign a Team Leader and report all activity and incident information to the Search & Rescue Director. The Search and Rescue Director will report to the Operations Chief. During an incident the following Search & Rescue procedures will be followed:

1. After you have taken your class to the designated assembly area, take attendance.
2. Team up with other members of your S&R team. If any of your team members do not arrive, please notify someone at the S&R Team Command Post. You may be assigned another partner.
3. If you are a team leader, get a walkie-talkie and a master key from the Sweep Team Command Post.
4. Retrieve a backpack with your supplies.
5. You will be given your assigned rooms to search based on "intel" that a person was last seen in that room.
6. Enter room only if directed or if you see or hear something requiring investigation, and then, only if it seems safe. Make a slash (\) on the door to indicate that you entered.
7. If you find any casualty, administer lifesaving first aid only. Locate a person in the area with a walkie-talkie and call for a stretcher if necessary.
8. After searching a classroom and conducting any necessary rescues, make another slash (/) to create an X upon exiting the room. Write the date and time in the upper quadrant of the X, your SR Team # in the left quadrant, any hazards discovered in the right quadrant, and number of remaining live or dead victims in the lower quadrant of the X.
9. Upon conclusion of your search, return to the Incident Command Post.

Important: While conducting a rescue, use radios for emergency contact only, such as, reporting an injured team member, requesting additional assistance to rescue victims, or reporting severe room damage and aborting the rescue.

Search & Rescue Marking System for Rooms

Enter room only if directed or if the team sees or hears something requiring investigation, and then only if it seems safe to enter. Make one slash if entering room and the other when exiting (or moving on to next room). Have paper, tape and Sharpies in S&R kit unless you just want to write on the door. Fill in as much info as possible, but if time is limited, try to at least get the time & date on there.

Other hazards might be wires down, broken glass, flooding.

Shelter in Place

Shelter in place will be initiated when there is a need for personal protection within buildings on a school campus or within a district building. Shelter may be necessary during one or more of the following situations: an incident involving an airborne contaminant from a hazardous material exposure, outdoor environment contamination, a chemical or biological spill, severe weather, a wildlife event or smoke from a local fire. For the protection of all occupants of the building the following procedures have been established:

1. An announcement will initiate Shelter-in-Place. For example, *"Shelter in Place, a hazardous chemical leak has been reported in the neighborhood surrounding our school."*
2. During an incident involving a hazardous material exposure or outdoor environment contamination the Command Staff or Campus Security Director should **immediately shut off fans and/or HVAC systems** to prevent indoor contamination. Some systems automatically provide for exchange of inside air with outside air. These systems, in particular, need to be turned off, sealed, or disabled.
3. If necessary, notify emergency responders, call 911. Advise emergency responders if you know the location of the threat or if you need medical direction for a victim.
4. Notify Superintendent or designated District EOC.
5. Immediately close doors, close windows, seal air vents, and stay inside. Do not go outdoors unless otherwise instructed. Consider precutting plastic sheeting (heavier than food wrap) to seal windows, doors, and air vents. Each piece should be several inches larger than the space you want to cover so that it lies flat against the wall. Label each piece with the location of where it fits.
6. Students, staff, or visitors found outside of classrooms during a Shelter-in-Place initiation are to find the nearest shelter available. They are to remain under the supervision of the staff member in this location until it has been determined it is safe to leave.
7. Avoid Shelter-in-Place in a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors. Gyms and auditoriums may not be able to be sealed.
8. Take roll and account for students and staff. Notify Command Staff (via email or telephone) of any missing persons or persons who were swept in from the outside. Report anyone in need of medical attention.
9. Communication during Shelter-in-Place will take place via email, P/A and/or telephone. Continue to monitor your email, information relative to the situation will be distributed. For extended Shelter-in-Place situations, regular emails will be sent to staff members by the principal or designee to provide updates or to let you know that there is no updated information at this time. NOTE: Communication with substitutes will take place via telephone. Please limit classroom telephone use to emergencies only.
10. Listen for further instructions until you are told all is safe or to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

Structured Reunification of Students with Parents/Guardians

Depending upon the emergency response circumstances, family reunification with children may occur offsite.

1. Upon arrival parents check in at a Request Gate, show identification, verify emergency contact, and request their child for pick up.

2. Staff direct families to the Reunion Gate while additional staff call for or collect the children to reunite with families at the Reunion Gate.

Suicide Prevention

The LUSD Board of Education recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. To attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, local health agencies, mental health professionals, and community organizations.

Such measures and strategies shall include, but are not limited to:

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students in the secondary grades Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and wellbeing, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others
2. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among
3. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the youth suicide problem, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis
4. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
5. Crisis intervention procedures for addressing suicide threats or attempts
6. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth.

Staff Development

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students at the secondary level. Training materials shall include research-based approaches to addressing youth suicide, how to identify appropriate mental health resources at the school site and within the community, and when and how to refer youth and their families to resources and services. Training materials may be provided virtually for self-review.

(Education Code 215) Staff development shall include research and information related to the following topics:

1. The higher risk of suicide among certain groups, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance abuse disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; students experiencing harassment, trauma, or violence; and students who are lesbian, gay, bisexual, transgender, or questioning youth

2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, trauma, family instability, impulsivity, and other factors
3. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent
4. Protective factors that may help to decrease a person's suicide risk, such as personal/social skill development including interpersonal communication skills, problem-solving skills, and accessing resources; resiliency building skills such as goal-setting, problem-solving, and coping skills; access to mental health care, and positive connections to family, peers, school, and community
5. Instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health
6. School and community resources and services, including resources and services that meet the specific needs of high-risk groups
7. District procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide

Instruction

The district's comprehensive health education program shall promote the healthy physical, mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum at appropriate secondary grades and shall be designed to help students:

1. Recognize signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can spark feelings of hopelessness, helplessness, or worthlessness leading to self-harm including suicide
2. Personal/social skill development including decision making, coping, goal setting, interpersonal communication, analyzing influences, and managing personal health choices leading to resiliency and self-efficacy
3. Destigmatize substance abuse, trauma, mental illness, mental disorders, and self-harm including suicide
4. Identify trained and trusted adults at school or within the community as well as crisis intervention resources where youth can get help for themselves or suicidal peers intervention

Students shall be encouraged and empowered to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of self-harm, including suicide, or when they suspect or have knowledge of another student's self-harm or suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, he/she shall promptly notify the principal and school counselor, nurse, or other designated qualified personnel.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, referenced, or discussed with third parties, the counselor may report to the principal or student's parents/guardians when he/she has reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. (Education Code 49602)

A school employee shall act only within the authorization and scope of his/her credential or license. An employee is not authorized to diagnose or treat mental illness unless he/she is specifically licensed and employed to do so. (Education Code 215)

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened
3. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether he/she is required, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

Postvention

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

The Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. He/she shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors, school psychologists, or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

Preventing Youth Suicide

Warning Signs of Suicide

- Direct threats of suicide such as "I am going to kill myself".
- Indirect threats of suicide such as "I wish I could fall asleep and never wake up."
- Seeking out ways to die or kill oneself.
- Talking about feeling trapped or in unbearable pain.
- Displaying mood swings, showing rage or talking about seeking revenge.
- Prior indicated risk of suicidal or prior suicidal behavior.
- Suicidal posts, plans, notes, or messages.
- Deliberate self-injury such as running into traffic, jumping from heights, or cutting/scratching/markings the body.
- Unusual changes in behavior, appearance, feelings, or actions.

The more of these signs, the greater the risk.

NASP, 2015 and National Suicide Prevention Lifeline, 2018

What to Do if Warning Signs Exist

- Try to remain calm.
- Provide constant supervision, do not leave the person alone.
- Remove any firearms, alcohol, drugs, or sharp objects that could contribute to a suicide attempt.
- Ask: "Are you thinking about suicide?"
- Listen and focus on concern for the person in non-judgmental tones and words.
- Seek immediate support from your pediatrician, community mental health provider, local police mental health team, or hospital. You may also phone **1-800-273-8255 24/7** for immediate support.

NASP, 2015 and National Suicide Prevention Lifeline, 2018

Suicidal Risk Factors

Individual level: history of depression and other mental illnesses, hopelessness, substance abuse, certain health conditions, previous suicide attempt, violence, victimization and perpetration, and genetic and biological determinants.

Relationship level: high conflict or violent relationships, sense of isolation and lack of social support, family/loved one's history of suicide, stress at work, school, or with finances.

Community level: inadequate social or community connections, barriers to or lack of health care.

Social level: availability of lethal means of suicide, unsafe media portrayals of suicide, stigma associated with help-seeking and mental illness.

CDC, 2017

Suicidal Protective Factors

- Implement "Safe Storage Practices" including locking drugs/medicines, guns/weapons, sharp objects.
- Teach, model, and reinforce resiliency skills such as coping strategies, conflict resolution, critical thinking, and emotional expression skills.
- Participate in parent/child relationship-building programs that enhance positive parent/child interactions and improve child's behavioral, social, and emotional skills and abilities.
- Work with professionals to help the person at risk create a safety plan.
- When talking, blogging, commenting, social networking about suicide, include stories of hope, resiliency, and coping skills as well as the warning signs and links to treatment, services, and helplines.

CDC, 2017

DOCUMENTATION & RECORDKEEPING

In this section, compliance with SEMS shall be documented in areas of planning (development, revisions, reviews), training, exercises (drills), and performance (activities performed during emergency where SEMS was implemented) per California Code of Regulations, Title 19, Division 2, Chapter 1, §2443 (b).

Planning Recordkeeping

Planning records of the emergency plan and procedures pursuant to the SEMS regulation will be maintained as documentation of compliance. Planning may include the development, revisions, or changes made to the plan or its procedures.

Exercises Recordkeeping

Documentation of SEMS emergency plan and procedures exercises performed throughout the year will be maintained as records of compliance. Exercises may include mandated drills and participation in the great shakeout drill.

Training Recordkeeping

SEMS training provided for identified emergency response personnel is documented and records are maintained within the program or integrated with the District's training documentation. Training records for employees holding an emergency response role should be maintained for the duration of his/her employment.

The following training records will be maintained:

1. Name of the training course
2. Name of instructor
3. Location of training
4. Date of training
5. Documentation of the school's SEMS training program (including copies of the training materials used, such as, instructor syllabus, lesson plans, exercises, and tests).

AED DEPLOYMENT

The District shall have Automated External Defibrillators (AEDs) available and maintained for immediate use at each District site. The District will work with its Certified Nurse (District Nurse) to ensure all sites have AEDs that are designed for automated use and ease of deployment in the actual or suspected belief of a cardiac arrest situation from an individual present at a District site. The storage and access of each AED will be done for swift retrieval and in a common location known to staff at the site. Training for the deployment of AED's will be conducted by either certified trainers (contracted) or the District nurse. Should an AED be deployed; site administration, District nurse, and the superintendent or their designee shall be notified of the circumstances and outcome of the deployment.

Preface

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

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

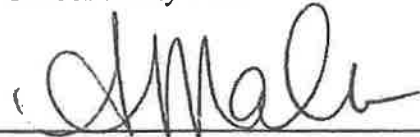
It is *NOT* intended to be a "grab and go" guide in an actual emergency.

This document is available for public inspection during regular business hours at 200 Nada St., La Habra, CA 90631.

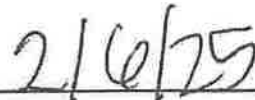
NOTE: Tactical information is excluded from the public inspection document. A "Public Inspection Log" will be used to record the name, address, phone number and method used for verifying the identity of all individuals requesting to inspect this plan. This document is not available for inspection on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

El Portal Elementary School Comprehensive School Safety Plan Signature Page 2024-2025

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



Amanda Malm, Principal



Date



School Site Council Vice Chair



Date



Classified Employee Association Representative



Date

Student (Optional)

Preface

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This document is available for public inspection during regular business hours at Jordan.


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

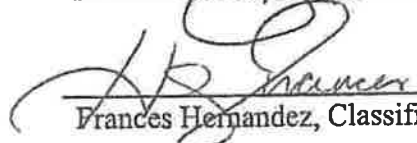
JordanElementary Comprehensive School Safety Plan Signature Page 2024-2025

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


Marikate Elmquist, Principal
01/22/2025
Date


Ellie Warner, Teacher's Association Representative
01/22/2025
Date


Melissa Garcia, School Site Council
1/22/2025
Date


Frances Hernandez, Classified Employee Association Representative
01/22/2025
Date

Preface

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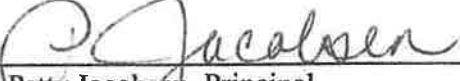
It is *NOT* intended to be a “grab and go” guide in an actual emergency.

This document is available for public inspection during regular business hours at Macy.

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

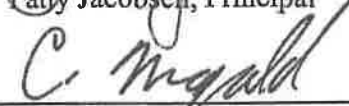
MacyElementary Comprehensive School Safety Plan Signature Page 2024-2025

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


Patty Jacobsen, Principal

1.27.25

Date


Christian Mangold, Teacher's Association Representative

1.27.25

Date


Chelsea Shriner, School Site Council Chairperson

1.27.25

Date

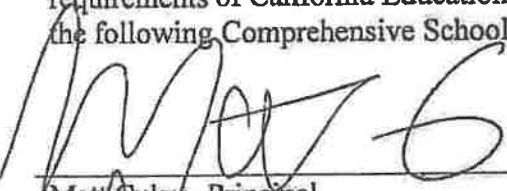

Chelsea Shriner, Classified Employee Association Representative

1.27.25

Date

**Meadow Green Elementary School
Comprehensive School Safety Plan Signature Page
2024-2025**

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


Matt Cukro, Principal

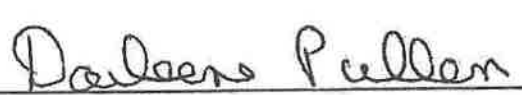
9-25-2024
Date


Stacey McCoy, Teacher's Association Representative

9/25/24
Date


Darlene Pullen, School Site Council Chairperson

9/25/24
Date


Darlene Pullen, Classified Employee Association Representative

9/25/24
Date

Fire Departments:

911

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

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

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

Police Departments:

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

(562) 383-4300

Whittier Police Department
13200 Penn St, Whittier, CA 90602

(562) 567-9200

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

(562) 863-8711

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

(562) 694-5923

Preface

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Olita School Comprehensive School Safety Plan Signature Page 2024-2025

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



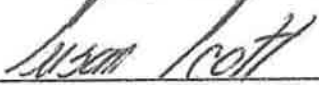
Krista Van Hoogmoed, Principal
2/14/25
Date



La Reina Ayers, Teacher's Association Representative
2-14-25
Date



Karen Chavez, School Site Council Chairperson
2/14/25
Date



Susan Scott, Classified Employee Association Representative
2/14/25
Date

Preface

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

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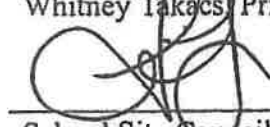
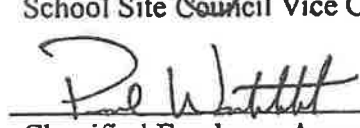
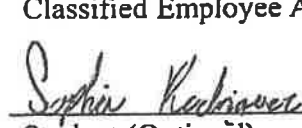
It is *NOT* intended to be a "grab and go" guide in an actual emergency.

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

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

Rancho-Starbuck Intermediate School Comprehensive School Safety Plan Signature Page 2024-2025

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

 Whitney Takacs, Principal	<u>11/14/24</u> Date
 School Site Council Vice Chair	<u>11/14/24</u> Date
 Classified Employee Association Representative	<u>11/14/2024</u> Date
 Student (Optional)	<u>11/14/2024</u> Date



**Placentia-Yorba Linda
Unified School District**

Putting Kids First

1301 E. Orangethorpe Avenue
Placentia, CA 92870
www.pylusd.org

Alex Cherniss, Ed.D.
Superintendent

Board of Education
Marilyn Anderson
Leandra Blades
Carrie Buck
Todd Frazier
Shawn Youngblood

August 14, 2024

Glasby Maintenance Supply Company
116 E. Orangethorpe Ave.
Anaheim, CA 92801
Attn: Paul Edwards

Subject: Renewal of District Bid Number 224-03 for custodial supplies.

Mr. Edwards:

At the Placentia-Yorba Linda Unified School District Board of Education meeting of August 13, 2024, the Board of Education approved the renewal and extension of Bid Number 224-03 through September 12, 2026. The approval also includes a 3% price increase for all products listed in the bid. Enclosed with this letter is the certification of minutes for the approval and the District's agreement.

Please submit two copies of the attached agreement and an Insurance Certificate meeting the District's insurance requirements. Please deliver the documents to the District Purchasing Department as quickly as possible.

Please contact me with any questions via email at drosales@pylud.org or telephone at 714-985-8474.

Sincerely,

Donald Rosales
Director, Purchasing

**Placentia-Yorba Linda Unified School District
Board of Education Regular Meeting
August 13, 2024**

BID NO. 224-03, CUSTODIAL SUPPLIES

Background

On September 12, 2023, the Board awarded Bid No. 224-03 for custodial supplies to Glasby Maintenance Supply Company. The initial contract term was from September 13, 2023 through September 12, 2024, and allowed for up to three years of contract extensions. Glasby Maintenance Supply Company renewed the contract for the remaining two years, and requested a three percent (3%) price increase of all items. The bid allows for a maximum price increase of 3% due to increases in manufacturers pricing and the Consumer Price Index. Renewal of the contract will be from August 14, 2024 through September 13, 2026. All other terms and conditions will remain the same.

Renewal of the contract per Bid No. 224-03 for an additional two years will enable District schools and departments to purchase custodial products on an as needed basis with competitive pricing.

Financial Impact

General Fund (0101) NTE \$450,000

Administrator

Gary Stine, Assistant Superintendent, Administrative Services

Recommendation

Approve contract renewal per Bid No. 224-03 for custodial supplies to Glasby Maintenance Supply Company, effective August 14, 2024, through September 12, 2026.
(Purch.)



**Placentia-Yorba Linda
Unified School District**

Putting Kids First

1301 E. Orangethorpe Avenue
Placentia, CA 92870
www.pyusd.org

Alex Cherniss, Ed.D.
Superintendent

Board of Education
Marilyn Anderson
Leandra Blades
Carrie Buck
Todd Frazier
Shawn Youngblood

August 14, 2024

To Whom It May Concern:

The following is an excerpt from the minutes of the Regular Meeting of the Board of Education of the Placentia-Yorba Linda Unified School District held Tuesday, August 13, 2024:

Approved contract renewal per Bid No. 224-03 for custodial supplies to Glasby Maintenance Supply Company, effective August 14, 2024, through September 12, 2026.

Action: Carried

Motion: Carrie Buck
Second: Marilyn Anderson

Ayes: Leandra Blades, Todd Frazier, Shawn Youngblood, Marilyn Anderson, Carrie Buck

Noes: None

Absent: None

Abstentions: None

Alex Cherniss, Ed.D.
Secretary to the Board of Education

AGREEMENT

THIS AGREEMENT, dated the 14th day of, August, 2024, in the County of Orange, State of California, is by and between Placentia-Yorba Linda Unified School District (hereinafter referred to as "District"), and Glasby Maintenance Supply Company, (hereinafter referred to as "BIDDER").

The DISTRICT and the BIDDER, for the consideration stated herein, agree as follows:

1. TERM. The agreement term will be for two years beginning August 14, 2024 and expire September 12, 2026.
2. BIDDER agrees to complete the Project known as BID 224-03, District Janitorial Supplies, according to all the terms and conditions set forth in the RFP Documents, including but not limited to the Notice Calling For Bids, Information for Bidders, Bid Form, Information Required of Bidder, Noncollusion Affidavit, Workers' Compensation Certificate, Drug-Free Workplace Certification, Criminal Records Check Certification, Insurance Certificates and Endorsements, Warranties, General Conditions, Supplemental Conditions, if any, and all modifications, addenda and amendments thereto by this reference incorporated herein. The Project Documents are complementary, and what is called for by any one shall be as binding as if called for by all.
3. BIDDER shall perform within the time set forth in Paragraph 4 of this Agreement everything required to be performed, and shall provide, furnish and pay for all the labor, materials, and all taxes, utility and transportation services required for the Project. All of said work shall be performed and completed in a good workmanlike manner in accordance with all provisions of this Agreement as hereinabove defined and in accordance with applicable laws, codes, regulations, ordinances and any other legal requirements governing the Project. The BIDDER shall be liable to the DISTRICT for any damages arising as a result of a failure to fully comply with this obligation, and the BIDDER shall not be excused with respect to any failure to so comply by any act or omission of the District, or it's representative, unless such act or omission actually prevents the BIDDER from fully complying with the requirements of the Project Documents, and unless the BIDDER protests at the time of such alleged prevention that the act or omission is preventing the BIDDER from fully complying with the Project Documents. Such protest shall not be effective unless reduced to writing and filed with the DISTRICT within three (3) working days of the date of occurrence of the act or omission preventing the BIDDER from fully complying with the Project Documents.
4. DISTRICT shall pay to the BIDDER, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents.
5. The work shall be commenced after receiving a DISTRICT Purchase Order.
6. **Time is of the essence.**
7. Termination for Cause or Non-appropriation. In the event BIDDER defaults in the performance of the Agreement or if there is a non-appropriation of funds or insufficient funds as ordered

or certified by action of the Board of Education of the District, then this Agreement shall terminate or be suspended and the BIDDER shall be paid sums due up to, but not beyond said action of the Board.

Termination for Convenience. DISTRICT has discretion to terminate this Agreement at any time and require BIDDER to cease all work on the Project by providing BIDDER written notice of termination specifying the desired date of termination. Upon receipt of written notice from DISTRICT of such termination for DISTRICT's convenience, BIDDER shall:

- (i) Cease operations as directed by DISTRICT in the notice;
- (ii) Take any actions necessary, or that DISTRICT may direct, for the protection and preservation of the work; and
- (iii) Not terminate any insurance provisions required by the Project Documents.

In case of such termination for DISTRICT's convenience, BIDDER shall be entitled to receive payment from DISTRICT for work satisfactorily executed and for proven loss. In the case of Termination for Convenience, DISTRICT shall have the right to accept assignment of subcontractors. The foregoing provisions are in addition to and not in limitation of any other rights or remedies available to the DISTRICT.

8. The BIDDER agrees to and does hereby indemnify and hold harmless the DISTRICT, its Governing Board, officers, agents, and employees from every claim or demand made, and every liability, loss, damage, or expense, of any nature whatsoever, which may be incurred by reason of:

(a) Any injury to or death of any person(s) or damage to, loss or theft of any property sustained by the BIDDER or any person, firm or corporation employed by the BIDDER, either directly or by independent contract, upon or in connection with the work called for in this AGREEMENT, except for liability resulting from the sole active negligence, or willful misconduct of the DISTRICT.

(b) Any injury to or death of any person(s) or damage, loss or theft of any property caused by any act, neglect, default or omission of the BIDDER, or any person, firm, or corporation employed by the BIDDER, either directly or by independent contract, arising out of, or in any way connected with the work covered by this Agreement, whether said injury or damage occurs either on or off DISTRICT property, if the liability arose due to the negligence or willful misconduct of anyone employed by the BIDDER, either directly or by independent contract,

The BIDDER, at BIDDER'S own expense, cost, and risk shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its Governing Board, officers, agents or employees, on any such claim, demand or liability, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its Governing Board, officers, agents or employees in any action, suit or other proceedings as a result thereof.

This indemnity shall survive termination of the contract or final payment thereunder. This indemnity is in addition to any other rights or remedies which the DISTRICT may have under the law or under the Project

9. BIDDER shall take out, prior to commencing the work, and maintain, during the life of this Agreement, and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain the insurance coverages set forth below and in Articles 16, 17, 18 and 19 of the General Conditions. BIDDER agrees to provide all evidences of coverage required by DISTRICT including certificates of insurance and endorsements.

and

Property Damage Insurance	
in an amount not less than	\$1,000,000.00 per occurrence, \$2,000,000 aggregate

Automotive and truck where operated in amounts as above.

The following verbiage is required in the endorsement:

Agreement – Bid 224-03
Glasby Janitorial Supply Company

be primary and any insurance or self-insurance maintained by the District shall be excess and non-contributing.

District shall be in receipt of all insurance certificates prior to working beginning.

10. If BIDDER is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and in good standing in the State of CALIFORNIA, and that ZACH GLASBY, whose title is PRESIDENT/CEO, is authorized to act for and bind the corporation.

11. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

12. Severability. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

13. Governing Law. The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in Orange County, California. This Agreement is made in and shall be performed in Orange County, California.

14. Assignment. The obligations of both parties pursuant to this Agreement shall not be assigned by either party. This agreement is intended for the benefit of the parties hereto and is not for the benefit of, nor may any provision hereof be enforced by, any other person.

15. Nondiscrimination. Contractor agrees that it will not engage in unlawful discrimination in employment of persons because of race, ethnicity, religion, nationality, disability, gender, sex, marital status, age, or other characteristics protected by federal or state laws of such persons.

16. Severability. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

17. Attorney Fees/Costs. Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs, and attorneys' fees.

18. Agreement. This Agreement and any exhibits attached hereto constitute the entire Agreement among the parties to it and supersedes any prior or contemporaneous understanding or Agreement with respect to the Services contemplated, and may be amended only by a written amendment executed by both parties to the Agreement. This Agreement incorporates by this reference, any exhibits, which are attached hereto and incorporated herein

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

DISTRICT

GLASBY MAINTENANCE SUPPLY

By: 

Signature

By: 

Signature

Gary Stine

Print Name

ZACH GLASBY

Print Name

Asst. Supert., CBO

Title

PRESIDENT / CEO

Title

95-3371789

Tax ID/Social Security No.

(CORPORATE SEAL OF BIDDER, if corporation)

LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 03/03/2025

FROM 01/01/2025 TO 01/31/2025

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT		PSEUDO / OBJECT DESCRIPTION
			AMOUNT	NUMBER	
U99B0029	CALIFORNIA DEPARTMENT OF EDUCA	6,300.00	6,300.00	4040-0021-0-6219-0000-8500-0111-000000000	FD40Bond-RS / CDE Plan Review Fee
U99F0091	ENCORP	1,520.00	1,520.00	1414-0000-0-6200-0000-8500-006-000000000	DM-Unrest-Not Applicable / Bldg &
U99F0093	DECKER EQUIPMENT	159.70	159.70	0101-0000-0-4300-0000-8110-025-000000000	GF-Unrest-Not Applicable / Materials and
U99M0297	AMERICAN EXPRESS	49.28	49.28	0101-6762-0-4300-1730-1030-0111-000000000	Music-RS_A&MGrant / Materials and
U99M0298	AMERICAN EXPRESS	101.50	101.50	0101-0054-0-4300-1110-1000-004-00000108	GF-SiteAllocJO / Materials and Supplies
U99M0299	AMERICAN EXPRESS	11.01	11.01	0101-9564-0-4300-5760-1190-001-000000000	MedCal/SLP-EP / Materials and Supplies
U99M0300	AMERICAN EXPRESS	42.69	42.69	0101-0511-0-4300-1110-1030-0111-00000108	GF-SiteAlloc RS / Materials and Supplies
U99M0301	AMERICAN EXPRESS	200.13	200.13	0101-0511-0-4300-1110-1030-0111-00000108	GF-SiteAlloc RS / Materials and Supplies
U99M0302	AMERICAN EXPRESS	450.00	450.00	0101-6300-0-5810-1110-1000-012-00000106	GF-Lottery-Not Applicable /
U99M0303	AMERICAN EXPRESS	43.76	43.76	0101-0058-0-4300-0000-2700-008-00000108	GF-SiteAllocMG / Materials and Supplies
U99M0304	AMERICAN EXPRESS	437.08	437.08	0101-3010-0-4300-1110-1000-001-00020006	T1-EP/SPSA G2/A6 / Materials and
U99M0305	AMERICAN EXPRESS	78.03	26.45 51.58	0101-9564-0-4300-5760-1110-412-000000000 0101-9564-0-4300-5760-1190-001-000000000	MedCal/SpEd / Materials and Supplies MedCal/SLP-EP / Materials and Supplies
U99M0306	AMERICAN EXPRESS	133.44	133.44	0101-0058-0-4300-0000-2700-008-00000108	GF-SiteAllocMG / Materials and Supplies
U99M0307	AMERICAN EXPRESS	264.54	264.54	0101-9564-0-4300-0000-3140-004-000000000	MediCal/Health-Jordan / Materials and
U99M0308	AMERICAN EXPRESS	121.39	121.39	0101-6762-0-4300-1730-1030-0111-000000000	Music-RS_A&MGrant / Materials and
U99M0309	AMERICAN EXPRESS	375.03	375.03	0101-0000-0-4300-0000-7100-112-000000000	GF_UNRESTRICTED_SUPT / Materials
U99M0310	AMERICAN EXPRESS	928.00	928.00	0101-6266-0-5200-0000-2110-612-000000000	EdServices / Travel and Conferences
U99M0311	AMERICAN EXPRESS	5,000.00	5,000.00	0101-6266-0-5200-0000-2110-612-000000000	EdServices / Travel and Conferences
U99M0312	AMERICAN EXPRESS	1,200.00	1,200.00	0101-6266-0-5200-0000-2110-612-000000000	EdServices / Travel and Conferences
U99M0313	AMERICAN EXPRESS	1,000.00	1,000.00	0101-6266-0-5200-0000-2110-612-000000000	EdServices / Travel and Conferences
U99M0314	AMERICAN EXPRESS	840.00	840.00	0101-6762-0-4300-1751-1000-612-000000000	LJYT-ArtMusicBlkGr / Materials and
U99M0315	AMERICAN EXPRESS	326.84	326.84	0101-0911-0-4300-1340-1030-0111-000000000	GF-DonRS-Not Applicable / Materials and
U99M0316	AMERICAN EXPRESS	393.30	393.30	1212-6105-0-4300-0001-1002-609-00000204	CSPP/OL-PS/LG4A2 / Materials and
U99M0317	AMERICAN EXPRESS	1,000.00	1,000.00	0101-6762-0-4300-1751-1000-612-000000000	LJYT-ArtMusicBlkGr / Materials and
U99M0318	AMERICAN EXPRESS	631.98	631.98	0101-0709-0-5200-1110-1030-0111-00000420	LCAP-G4A2/AttendanceMonitoring /
U99M0319	AMERICAN EXPRESS	80.89	80.89	0101-9020-0-4300-1110-1002-012-000000000	GF-K Readiness-Not Applicable / Material

LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 03/03/2025

FROM 01/01/2025 TO 01/31/2025

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
U99M0320	AMERICAN EXPRESS	300.00	300.00	0101-0511-0-5200-1720-1030-011-00000108	GF-SiteAllocRS / Travel and Conferences
U99M0321	AMERICAN EXPRESS	156.45	156.45	0101-0056-0-4300-1110-1000-006-00000108	GF-SiteAllocMA / Materials and Supplies
U99M0322	AMERICAN EXPRESS	700.00	700.00	0101-0511-0-4300-1110-1030-011-00000108	GF-SiteAlloc RS / Materials and Supplies
U99M0323	AMERICAN EXPRESS	360.00	360.00	0101-0000-0-5200-0000-7100-112-00000000	GF_UNRESTRICTED_SUPT / Travel and
U99M0324	AMERICAN EXPRESS	1,000.00	1,000.00	0101-0000-0-5200-0000-2100-612-00000000	GF-Unrest-Not Applicable / Travel and
U99M0325	AMERICAN EXPRESS	1,600.00	1,600.00	0101-0000-0-5200-0000-7200-012-00000000	GF-Unrest-Not Applicable / Travel and
U99M0326	AMERICAN EXPRESS	114.73	114.73	0101-0000-0-4300-0000-8110-011-00000000	GF-Unrest-Not Applicable / Materials and
U99M0327	AMERICAN EXPRESS	31.07	31.07	0101-9564-0-4300-5760-1190-009-00000000	MedCal/SLP-Olita / Materials and Supplies
U99M0328	AMERICAN EXPRESS	182.82	182.82	0101-0000-0-5800-0000-7100-112-00000000	GF_UNRESTRICTED_SUPT /
U99M0329	AMERICAN EXPRESS	132.81	132.81	0101-0000-0-4300-0000-7100-112-00000000	GF_UNRESTRICTED_SUPT / Materials
U99M0330	AMERICAN EXPRESS	385.74	385.74	1212-6105-0-4300-0001-1002-606-00000204	CSPP/Macy-PreSchool/LG2A4 / Materials
U99M0331	AMERICAN EXPRESS	429.23	429.23	0101-0000-0-4300-0000-3140-012-00000000	DO/Health Services / Materials and Suppli
U99M0332	AMERICAN EXPRESS	34.16	34.16	0101-9564-0-4300-5760-1190-011-00000000	MedCal/SLP-RS / Materials and Supplies
U99M0333	AMERICAN EXPRESS	114.20	114.20	0101-0601-0-4300-1300-1000-612-00000000	ES-VisionDriven-OCDEGrant / Materials
U99M0334	AMERICAN EXPRESS	145.00	145.00	0101-0000-0-5200-0000-7200-012-00000000	GF-Unrest-Not Applicable / Travel and
U99M0335	AMERICAN EXPRESS	136.12	136.12	1212-2600-0-4300-1126-1026-620-00000000	ELOP/ChildDevFund / Materials and
U99M0336	AMERICAN EXPRESS	1,200.00	1,200.00	0101-4035-0-5200-1110-1080-012-00000000	GF-ESSA-Title II-Not Applicabl / Travel
U99M0337	AMERICAN EXPRESS	2,646.00	2,646.00	0101-4035-0-5200-1110-1080-012-00000000	GF-ESSA-Title II-Not Applicabl / Travel
U99M0338	AMERICAN EXPRESS	1,405.69	1,405.69	0101-4035-0-5200-1110-1080-012-00000000	GF-ESSA-Title II-Not Applicabl / Travel
U99M0339	AMERICAN EXPRESS	41.88	41.88	0101-0094-0-4300-1110-1000-004-00000000	GF-DonJordan-Not Applicable / Materials
U99M0340	AMERICAN EXPRESS	628.28	628.28	0101-6762-0-4300-1751-1000-612-00000000	LJYT-ArtMusicBlkGrt / Materials and
U99M0341	AMERICAN EXPRESS	1,075.46	1,075.46	0101-6762-0-4300-1751-1000-612-00000000	LJYT-ArtMusicBlkGrt / Materials and
U99N0031	HEARTLAND PAYMENT SYSTEMS INC.	2,584.19	2,584.19	1313-5310-0-4400-0000-3700-038-00000000	NutritionServ/MG / Non Capitalized
U99N0032	ACTION SALES	14,332.46	14,332.46	1313-5310-0-6400-0000-3700-311-00000000	NutritionServ/RS / Equipment
U99R0312	SCHOOL SERVICES OF CALIFORNIA	1,125.00	1,125.00	0101-0000-0-5200-0000-7100-012-00000000	GF-Unrest-Not Applicable / Travel and
U99R0313	TECHNICOLOR PRINTING	517.58	517.58	1212-2600-0-4300-1126-1026-620-00000000	ELOP/ChildDevFund / Materials and

LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 03/03/2025

FROM 01/01/2025 TO 01/31/2025

PO NUMBER	VENDOR	PO TOTAL	ACCOUNT AMOUNT	ACCOUNT NUMBER	PSEUDO / OBJECT DESCRIPTION
U99R0314	TRINIDAD, GINA	775.07	775.07	0101-0000-0-4300-0000-2100-612-00000000	GF-Unrest-Not Applicable / Materials and
U99R0315	ENOKI EVENTS LLC	2,820.00	2,820.00	1212-2600-0-5200-1126-1026-620-00000000	ELOP/ChildDevFund / Travel and
U99R0316	BILINGUISTICS INC.	99.00	99.00	0101-9564-0-4300-5760-1190-011-00000000	MedCal/SLP-RS / Materials and Supplies
U99R0317	WPS	221.88	221.88	0101-6500-0-4300-5760-3120-012-00000000	GF-SpEd-Not Applicable / Materials and
U99R0318	CUE	360.00	360.00	0101-6266-0-5200-0000-2110-612-00000000	EdServices / Travel and Conferences
U99R0319	N2Y	275.61	275.61	0101-9564-0-5810-5760-1110-412-00000000	MedCal/SpEd / Licenses/Technology
U99R0320	ATKINSON ANDELSON LOYA RUUD &	149.00	149.00	0101-9564-0-5200-5001-1195-412-00000000	MedCal/SE-OthSpecServ / Travel and
U99R0321	OCDE	320.00	320.00	0101-6500-0-5800-5760-1110-412-00000000	GF-SPECIAL ED /
U99R0322	FIRST BOOK MARKETPLACE	246.96	246.96	0101-0094-0-4300-1110-1000-004-00000000	GF-DonJordan-Not Applicable / Materials
U99R0323	A-TECH CONSULTING INC	2,193.98	2,193.98	1212-6105-0-5800-0000-2700-606-00000000	CSPP-SchoolAdmin-Macy /
U99R0324	BEARCOM	7,860.55	7,860.55	1212-2600-0-4300-1126-1026-620-00000000	ELOP/ChildDevFund / Materials and
U99R0325	CUE	4,410.00	4,410.00	0101-6266-0-5200-0000-2110-612-00000000	EdServices / Travel and Conferences
U99R0326	NCS PEARSON INC.	1,518.12	1,518.12	0101-9564-0-4300-5760-3120-412-00000000	MedCal/Psych-SE / Materials and Supplies
U99R0327	WPS	3,335.94	97.02	0101-9564-0-4300-5760-1190-001-00000000	MedCal/SLP-EP / Materials and Supplies
			97.02	0101-9564-0-4300-5760-1190-004-00000000	MedCal/SLP-Jordan / Materials and
			97.02	0101-9564-0-4300-5760-1190-006-00000000	MedCal/SLP-Macy / Materials and Supplie
			97.02	0101-9564-0-4300-5760-1190-008-00000000	MedCal/SLP-MG / Materials and Supplies
			97.02	0101-9564-0-4300-5760-1190-009-00000000	MedCal/SLP-Olita / Materials and Supplies
			97.02	0101-9564-0-4300-5760-1190-011-00000000	MedCal/SLP-RS / Materials and Supplies
			97.02	0101-9564-0-4300-5760-1190-412-00000000	MedCal/SLP-SE / Materials and Supplies
			2,656.80	0101-9564-0-4300-5760-3120-412-00000000	MedCal/Psych-SE / Materials and Supplies
U99R0328	WALTERS WHOLESALE ELECTRIC	72,835.00	72,835.00	2525-0000-0-6200-0000-8500-001-00000000	CF-Unrest-Not Applicable / Bldg &
U99R0329	WHITTIER AUTOMOTIVE INC	1,352.69	1,352.69	0101-0000-0-5631-0000-8110-025-00000000	GF-Unrest-Not Applicable /
U99R0330	BARCO PRODUCTS COMPANY	572.82	572.82	0101-0058-0-4300-0000-2700-008-00000108	GF-SiteAllocMG / Materials and Supplies
U99R0331	HOME RUN CONSULTANTS INC.	418.00	418.00	0101-0094-0-4300-1110-1000-004-00000000	GF-DonJordan-Not Applicable / Materials
U99R0332	CULVER-NEUWLIN	280,461.67	280,461.67	4040-0000-0-4400-0000-8100-012-00000000	WP-Unrest-Not Applicable / Non
U99R0333	THE HOME DEPOT PRO INSTITUTION	154.54	154.54	0101-0511-0-4300-1750-1030-011-00000108	RS-Drama/LG1A8 / Materials and Supplie
U99R0334	CHRIS MARROY	850.00	850.00	0101-0511-0-5850-1110-1030-011-00000108	GF-SiteAlloc RS / Conslt/Ind

LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
 BOARD OF TRUSTEES MEETING 03/03/2025

FROM 01/01/2025 TO 01/31/2025

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
U99R0335	TRINIDAD, GINA	95.28	95.28	0101-9564-0-4300-5001-1195-412-00000000	MedCal/SE-OthSpecServ / Materials and
U99R0336	VEX ROBOTICS	3,847.14	3,847.14	0101-0088-0-4300-1110-1000-008-00000107	GF-TechAllocMG / Materials and Supplies
U99R0337	EDUCATION LEADERSHIP SERVICES	49.00	49.00	0101-9564-0-5200-5001-1195-412-00000000	MedCal/SE-OthSpecServ / Travel and
U99R0338	OCDE	316.92	316.92	0101-6500-0-5800-5760-1110-412-00000000	GF-SPECIAL ED /
U99R0339	ZUM SERVICES INC	1,241.65	1,241.65	0101-0511-0-4300-1110-1030-011-00000108	GF-SiteAlloc RS / Materials and Supplies
U99R0340	ZUM SERVICES INC	1,544.80	1,544.80	0101-0511-0-4300-1110-1030-011-00000108	GF-SiteAlloc RS / Materials and Supplies
U99R0341	LUX BUS AMERICA	3,332.00	3,332.00	0101-0911-0-5800-1110-1030-011-00000000	GF-DonRS / Prof/ConsultingServ&Oper
U99R0342	LUX BUS AMERICA	3,332.00	3,332.00	0101-0911-0-5800-1110-1030-011-00000000	GF-DonRS / Prof/ConsultingServ&Oper
U99R0343	POLAR3D INC.	2,500.00	2,500.00	1212-2600-0-5810-1126-1026-620-00000000	ELOP/ChildDevFund /
U99R0344	WILLIAM V.MACGILL & CO.	1,412.31	221.83	0101-0000-0-4300-0000-3140-004-00000000	Jordan/Health Services / Materials and
			221.83	0101-0000-0-4300-0000-3140-008-00000000	MG/Health Services / Materials and
			221.80	0101-0000-0-4300-0000-3140-009-00000000	Olita/Health Services / Materials and
			221.83	0101-0000-0-4300-0000-3140-001-00000000	01El Portal/Health Services / Materials and
			525.02	0101-0000-0-4300-0000-3140-006-00000000	Macy/Health Services / Materials and
U99R0345	RIVERSIDE INSIGHTS	636.59	636.59	0101-9564-0-4300-5760-3120-412-00000000	MedCal/Psych-SE / Materials and Supplies
U99R0346	LACOE	525.62	525.62	0101-0000-0-5803-0000-7200-930-00000000	Admin & Other Fees / STRS P&I
U99R0347	TECHNICOLOR PRINTING	978.43	978.43	1212-2600-0-4300-1126-1026-620-00000000	ELOP/ChildDevFund / Materials and
U99R0348	NCS PEARSON INC.	170.89	170.89	0101-9564-0-4300-5760-3145-412-00000000	MedCal/OT-SE / Materials and Supplies
U99R0349	LINKEDIN CORPORATION	2,388.00	2,388.00	0101-6266-0-5810-0000-2150-612-00000000	EdEffect/Inst.Support /
U99R0350	BYRDSEED LLC	6,000.00	6,000.00	0101-7435-0-5810-1714-1080-612-00000501	LREBG-PD/Gate-LG5A1 /
U99R0351	J.W.PEPPER & SON INC.	14.24	14.24	0101-0511-0-4300-1110-1030-011-00000108	GF-SiteAlloc RS / Materials and Supplies
U99R0352	APPLE INC.	503.84	503.84	0101-9564-0-4300-5760-1190-009-00000000	MedCal/SLP-Olita / Materials and Supplies
U99R0353	NCS PEARSON INC.	815.87	815.87	0101-9564-0-4300-5760-3120-412-00000000	MedCal/Psych-SE / Materials and Supplies
U99S0011	DASH MEDICAL GLOVES	7,942.42	1,333.91	0101-9564-0-4300-5760-1110-001-00000000	MedCal-EP/SpEd / Materials and Supplies
			689.28	0101-9564-0-4300-5760-1110-006-00000000	MedCal/SL-Macy / Materials and Supplies
			1,333.91	0101-9564-0-4300-5760-1110-008-00000000	MedCal/SE-MG / Materials and Supplies
			2,623.18	0101-9564-0-4300-5760-1110-009-00000000	MedCal/SE-Olita / Materials and Supplies
			198.46	0101-9564-0-4300-5760-1110-412-00000000	MedCal/SpEd / Materials and Supplies
			1,763.68	0101-9564-0-4300-5760-3140-412-00000000	MedCal/SE-Health / Materials and Supplie

LOWELL JOINT SD

PURCHASE ORDER DETAIL REPORT

BOARD OF TRUSTEES MEETING 03/03/2025

FROM 01/01/2025 TO 01/31/2025

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
U99T0025	DELL MARKETING L.P.	7,404.39	7,404.39	0101-0888-0-6400-0000-7200-012-00000000	GF-Technology-Not Applicable /
U99T0026	DATA IMPRESSIONS	351.50	210.90	0101-0056-0-4300-1110-1000-006-00000000	GF-SiteAllocMA-Not Applicable /
			70.30	0101-0099-0-4300-1110-1000-009-00000000	GF-DonOlita-Not Applicable / Materials
			70.30	0101-6500-0-4300-5760-1110-001-00000000	GF-SpEd-Not Applicable / Materials and
U99X0042	SOUTHWEST SCHOOL SUPPLY	2,000.00	2,000.00	0101-0059-0-4300-1110-1000-009-00000108	GF-SiteAllocOL / Materials and Supplies
	Fund 01 Total:	85,882.16			
	Fund 12 Total:	17,785.70			
	Fund 13 Total:	16,916.65			
	Fund 14 Total:	1,520.00			
	Fund 25 Total:	72,835.00			
	Fund 40 Total:	286,761.67			
	Total Amount of Purchase Orders:	481,701.18			

LOWELL JOINT SD

Consolidated Check Register

from 1/1/2025 to 1/31/2025

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99 00007666	V9900179	SOUTHWEST SCHOOL SUPPLY	6017276236	OH	01/07/2025		MW	IS	805.27
99 00007667	V9900131	NIGRO & NIGRO	21391	OH	01/07/2025		MW	IS	2,800.00
99 00007668	V9903300	TECHNICOLOR PRINTING	9289	OH	01/08/2025		MW	IS	517.58
99 00007669	V9900013	AMERICAN EXPRESS	P-334108893	OH	01/09/2025		MW	IS	6,673.36
99 00007670	V9903540	ONE STOP CELLULAR	2138	OH	01/09/2025		MW	IS	85.52
99 00007671	V9900172	SCHOOL SERVICES OF CALIFORNIA	0141454-IN	OH	01/09/2025		MW	IS	1,125.00
99 00007672	U9900004	SOUTHERN CALIFORNIA EDISON	12011123124MAL	OH	01/09/2025		MW	IS	11,685.07
99 00007673	U9900005	SOUTHERN CALIFORNIA GAS CO	1127123024MA	OH	01/09/2025		MW	IS	3,441.00
99 00007674	U9900006	SUBURBAN WATER SYSTEMS	181004226822	OH	01/09/2025		MW	IS	14,625.74
99 00007675	U9900008	T-MOBILE	11211122024	OH	01/09/2025		MW	IS	141.36
99 00007676	I9900011	TRINIDAD, GINA	ED SERVICES	OH	01/09/2025		MW	IS	769.79
99 00007677	U9900009	VERIZON WIRELESS-LA	6101304802	OH	01/09/2025		MW	IS	627.01
99 00007678	V9903824	VESTIS GROUP	26879255	OH	01/09/2025		MW	IS	69.15
99 00007679	V9900013	AMERICAN EXPRESS	114236011763434B	OH	01/09/2025		MW	IS	364.56
99 00007680	V9903572	ABLENET INC	C1348891	OH	01/10/2025		MW	IS	303.19
99 00007681	V9900015	APPLE INC.	MB30897201	OH	01/10/2025		MW	IS	93.66
99 00007682	E9900032	CAMERON MILLER	12172024	OH	01/10/2025		MW	IS	206.29
99 00007683	U9900001	CITY OF LA HABRA WATER DEPARTM	111924121724	OH	01/10/2025		MW	IS	6,230.32
99 00007684	V9903531	DAVIS, SUMMER	003	OH	01/10/2025		MW	IS	140.00
99 00007685	U9900002	FRONTIER	121024010925	OH	01/10/2025		MW	IS	13.70
99 00007686	S9990002	GALLAGHER PEDIATRIC THERAP	11574	OH	01/10/2025		MW	IS	2,455.89
99 00007687	V9900101	LA HABRA ROTARY CLUB	2708	OH	01/10/2025		MW	IS	360.00
99 00007688	V9903714	MHS Inc	SIP00480826	OH	01/10/2025		MW	IS	550.00
99 00007689	V9903745	ENOKI EVENTS LLC	2025 BOOST	OH	01/10/2025		MW	IS	2,820.00
99 00007690	F9900029	ENCORP	P24454.L15	OH	01/10/2025		MW	IS	1,520.00
99 00007691	F9900053	PEST OPTIONS INC.	457262	OH	01/13/2025		MW	IS	515.88
99 00007692	F9900054	PLUMBING WHOLESALE OUTLET	S100829455.001	OH	01/13/2025		MW	IS	659.13
99 00007693	V9903809	PORTVIEW PREPARATORY INC	25950	OH	01/13/2025		MW	IS	6,722.16
99 00007694	V9900152	RCF JIM COOMBS	RCF#2853	OH	01/13/2025		MW	IS	229.05
99 00007695	V9903657	REFRIGERATION SUPPLIES DISTRIB	49376011-00	OH	01/13/2025		MW	IS	677.13
99 00007696	F9900057	SOUTHEAST CONSTRUCTION PRODUCT	2412-156190	OH	01/13/2025		MW	IS	83.49
99 00007697	U9900006	SUBURBAN WATER SYSTEMS	18006203555974	OH	01/13/2025		MW	IS	2,467.74
99 00007698	F9900060	THE SHERWIN-WILLIAMS CO.	6767-8	OH	01/13/2025		MW	IS	790.35
99 00007699	F9900066	UNITED RENTALS (NORTH AMERICA)	235534602-007	OH	01/13/2025		MW	IS	1,091.48
99 00007700	U9900010	WARE DISPOSAL	1638545	OH	01/13/2025		MW	IS	7,480.66
99 00007701	E9900139	MARY BRIMMAGE	JAN 2025	OH	01/13/2025		MW	IS	597.19
99 00007702	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	JAN25VLIFBU	OH	01/15/2025		MW	IS	1,425.99
99 00007703	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	JAN25DDDR	OH	01/15/2025		MW	IS	33,755.73
99 00007704	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	JAN25VSR	OH	01/15/2025		MW	IS	7,012.73

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Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99 00007705	F9900011	BEST LAWNMOWER INC.	112385	OH	01/15/2025		MW	IS	307.39
99 00007706	V9903524	BILINGUISTICS INC.	73394	OH	01/15/2025		MW	IS	99.00
99 00007707	V9900028	BUENA PARK PLAQUE & TROPHY	102776	OH	01/15/2025		MW	IS	25.86
99 00007708	F9900014	BUG FLIP	75001	OH	01/15/2025		MW	IS	1,080.00
99 00007709	VOID.CONTIVoid - Continued Stub		CONTINUE	OH	01/15/2025		VM	VD	0.00
99 00007710	VOID.CONTIVoid - Continued Stub		CONTINUE	OH	01/15/2025		VM	VD	0.00
99 00007711	VOID.CONTIVoid - Continued Stub		CONTINUE	OH	01/15/2025		VM	VD	0.00
99 00007712	VOID.CONTIVoid - Continued Stub		CONTINUE	OH	01/15/2025		VM	VD	0.00
99 00007713	VOID.CONTIVoid - Continued Stub		CONTINUE	OH	01/15/2025		VM	VD	0.00
99 00007714	VOID.CONTIVoid - Continued Stub		CONTINUE	OH	01/15/2025		VM	VD	0.00
99 00007715	VOID.CONTIVoid - Continued Stub		CONTINUE	OH	01/15/2025		VM	VD	0.00
99 00007716	VOID.CONTIVoid - Continued Stub		CONTINUE	OH	01/15/2025		VM	VD	0.00
99 00007717	VOID.CONTIVoid - Continued Stub		CONTINUE	OH	01/15/2025		VM	VD	0.00
99 00007718	VOID.CONTIVoid - Continued Stub		CONTINUE	OH	01/15/2025		VM	VD	0.00
99 00007719	VOID.CONTIVoid - Continued Stub		CONTINUE	OH	01/15/2025		VM	VD	0.00
99 00007720	VOID.CONTIVoid - Continued Stub		CONTINUE	OH	01/15/2025		VM	VD	0.00
99 00007721	VOID.CONTIVoid - Continued Stub		CONTINUE	OH	01/15/2025		VM	VD	0.00
99 00007722	VOID.CONTIVoid - Continued Stub		CONTINUE	OH	01/15/2025		VM	VD	0.00
99 00007723	VOID.CONTIVoid - Continued Stub		CONTINUE	OH	01/15/2025		VM	VD	0.00
99 00007724	VOID.CONTIVoid - Continued Stub		CONTINUE	OH	01/15/2025		VM	VD	0.00
99 00007725	VOID.CONTIVoid - Continued Stub		CONTINUE	OH	01/15/2025		VM	VD	0.00
99 00007726	VOID.CONTIVoid - Continued Stub		CONTINUE	OH	01/15/2025		VM	VD	0.00
99 00007727	VOID.CONTIVoid - Continued Stub		CONTINUE	OH	01/15/2025		VM	VD	0.00
99 00007728	V9999999	CALIFORNIA DEPARTMENT OF TAX A	SUPTNT	OH	01/15/2025		MW	IS	2,636.46
99 00007729	F9900015	CANNINGS HARDWARE LA HABRA	401194	OH	01/15/2025		MW	IS	94.09
99 00007730	V9900056	DELTA DENTAL OF CALIFORNIA	BR006379981	OH	01/15/2025		MW	IS	2,308.69
99 00007731	F9900033	GLASBY MAINTENANCE SUPPLY	348156B	OH	01/15/2025		MW	IS	11,617.35
99 00007732	V9903673	GOODMAN TREE SERVICE	01062025	OH	01/15/2025		MW	IS	3,400.00
99 00007733	V9903420	Granite Telecommunications LLC	676593733	OH	01/15/2025		MW	IS	5,473.31
99 00007734	V9900088	IMPERIAL BAND INSTRUMENTS	93414	OH	01/15/2025		MW	IS	2,845.91
99 00007735	V9900092	INTERQUEST DETECTION	RSIS-1224	OH	01/15/2025		MW	IS	215.00
99 00007736	V9903303	iPRINT TECHNOLOGIES	1192714	OH	01/15/2025		MW	IS	464.19
99 00007737	V9903782	IXL LEARNING	S503717	OH	01/15/2025		MW	IS	1,875.00
99 00007738	V9900104	LEADER SERVICES	CDS7019	OH	01/15/2025		MW	IS	1,930.46
99 00007739	V9903568	LITTLE EARS THERAPY CENTER	12	OH	01/15/2025		MW	IS	120.00
99 00007740	F9900047	LOWES	993352-OEYBHK	OH	01/15/2025		MW	IS	1,393.19
99 00007741	V9903827	NEWSOLA	INV43256	OH	01/15/2025		MW	IS	3,660.00
99 00007742	F9900052	PDQ EQUIPMENT RENTAL	862984	OH	01/15/2025		MW	IS	4,182.47
99 00007743	U9900004	SOUTHERN CALIFORNIA EDISON	1205010525OL	OH	01/15/2025		MW	IS	2,486.09

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Check	Payee ID	Payee Name	Reference	Subs Check Date	Cancel Date	Type	Status	Check Amount
99 00007744	V9903668	Speedway Smog	37133	OH 01/15/2025		MW	IS	66.75
99 00007745	U9900006	SUBURBAN WATER SYSTEMS	180062036591	OH 01/15/2025		MW	IS	2,005.16
99 00007746	F9900059	THE HOME DEPOT PRO INSTITUTION	842316770	OH 01/15/2025		MW	IS	4,376.20
99 00007747	V9900212	WPS	WPS-504426	OH 01/15/2025		MW	IS	221.89
99 00007748	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	JAN25VLIFBU	OH 01/15/2025		MW	IS	80.91
99 00007749	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	JAN25DDA	OH 01/15/2025		MW	IS	1,796.10
99 00007750	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	JAN25VSA	OH 01/15/2025		MW	IS	377.10
99 00007751	V9999999	CALIFORNIA DEPARTMENT OF TAX A	114940836346562B	OH 01/15/2025		MW	IS	19.67
99 00007752	N9900001	ACTION SALES	7207963-00	OH 01/15/2025		MW	IS	687.59
99 00007753	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	JAN25VLIFBU	OH 01/15/2025		MW	IS	56.45
99 00007754	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	JAN25DDA	OH 01/15/2025		MW	IS	1,348.27
99 00007755	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	JAN25VSA	OH 01/15/2025		MW	IS	283.08
99 00007756	F9900014	BUG FLIP	DEC 2024	OH 01/15/2025		MW	IS	210.00
99 00007757	V9999999	CALIFORNIA DEPARTMENT OF TAX A	6014825891	OH 01/15/2025		MW	IS	10.01
99 00007758	N9900015	Continental Sales	DEC 2024	OH 01/15/2025		MW	IS	3,555.75
99 00007759	N9900004	DRIFTWOOD DAIRY	DEC 2024	OH 01/15/2025		MW	IS	8,486.05
99 00007760	N9900006	FORM PLASTICS COMPANY	IV-127092	OH 01/15/2025		MW	IS	2,898.47
99 00007761	N9900016	GAPE PIZZA	DEC 2024	OH 01/15/2025		MW	IS	2,926.00
99 00007762	N9900007	GOLD STAR FOODS	DEC 2024	OH 01/15/2025		MW	IS	33,852.50
99 00007763	V9903711	JP Pizza Inc	DEC 2024	OH 01/15/2025		MW	IS	1,254.00
99 00007764	F9900045	LADY BUGS ENVIRONMENTAL TERMIT	156501	OH 01/15/2025		MW	IS	55.00
99 00007765	V9903828	MARJORIE SNODGRASS	812100	OH 01/15/2025		MW	IS	30.75
99 00007766	N9900009	P & R PAPER SUPPLY COMPANY	DEC 2024	OH 01/15/2025		MW	IS	5,157.85
99 00007767	F9900075	A-1 TOTAL SERVICE CONSTRUCTION	93889927	OH 01/15/2025		MW	IS	68,699.40
99 00007768	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	JAN25VLIFBU	OH 01/15/2025		MW	IS	4.76
99 00007769	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	JAN25DDR	OH 01/15/2025		MW	IS	186.92
99 00007770	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	JAN25VSR	OH 01/15/2025		MW	IS	38.95
99 00007771	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	JAN25VLIFAD	OH 01/15/2025		MW	IS	8.65
99 00007772	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	JAN25DDA	OH 01/15/2025		MW	IS	119.74
99 00007773	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	JAN25VSA	OH 01/15/2025		MW	IS	25.14
99 00007774	V9900007	ACTION TROPHY	95922	OH 01/16/2025		MW	IS	52.50
99 00007775	V9903815	ALL CITY MANAGEMENT SERVICES I	97860	OH 01/16/2025		MW	IS	6,402.60
99 00007776	F9900023	DANIELS TIRE SERVICE INC.	140117024	OH 01/16/2025		MW	IS	4,551.79
99 00007777	V9900073	FITNESS FINDERS INC.	INV17047	OH 01/16/2025		MW	IS	278.98
99 00007778	F9900039	HERITAGE LANDSCAPE SUPPLY GROU	0018496677-001-2	OH 01/16/2025		MW	IS	4,239.91
99 00007779	E9900400	YULIA CAMARENA	11162024	OH 01/16/2025		MW	IS	196.82
99 00007780	V9903400	CHARTER COMMUNICATIONS	233779101010125	OH 01/21/2025		MW	IS	5,533.19
99 00007781	F9900053	PEST OPTIONS INC.	458602	OH 01/21/2025		MW	IS	95.31
99 00007782	V9900154	READYREFRESH BY NESTLE	15A0032621385	OH 01/21/2025		MW	IS	80.46

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Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99 00007783	U9900004	SOUTHERN CALIFORNIA EDISON	1211011025EP2	OH	01/21/2025		MW	IS	6,582.97
99 00007784	U9900008	T-MOBILE	1204010325	OH	01/21/2025		MW	IS	105.00
99 00007785	V9903352	ACTIVE EDUCATION	2520	OH	01/21/2025		MW	IS	13,464.80
99 00007786	N9900017	SOCAL4 LLC	DEC 2024	OH	01/21/2025		MW	IS	2,740.50
99 00007787	F99000075	A-1 TOTAL SERVICE CONSTRUCTION	93505127	OH	01/21/2025		MW	IS	41,173.29
99 00007788	V9903647	FORMA ENGINEERING & CONTRACTIN	APP #2	OH	01/21/2025		MW	IS	192,478.55
99 00007789	V9900094	J.W.PEPPER & SON INC.	367118890	OH	01/22/2025		MW	IS	594.56
99 00007790	E9900139	MARY BRIMMAGE	JAN 2025 REIMB#2	OH	01/22/2025		MW	IS	117.74
99 00007791	B9900011	GHATAODE BANNON ARCHITECTS	5973	OH	01/22/2025		MW	IS	22,184.00
99 00007792	B9900013	HAUFFE COMPANY	550	OH	01/22/2025		MW	IS	38,844.00
99 00007793	B9903229	HAULAWAY STORAGE CONTAINERS	002231979	OH	01/22/2025		MW	IS	582.40
99 00007794	V9900050	CUE	012025-0169	OH	01/24/2025		MW	IS	4,100.00
99 00007795	V9900094	J.W.PEPPER & SON INC.	367169655	OH	01/24/2025		MW	IS	84.27
99 00007796	E9900084	JIM COOMBS	01172025	OH	01/24/2025		MW	IS	294.18
99 00007797	U9900004	SOUTHERN CALIFORNIA EDISON	1211011025RS	OH	01/24/2025		MW	IS	6,233.27
99 00007798	U9900005	SOUTHERN CALIFORNIA GAS CO	1213011425RS	OH	01/24/2025		MW	IS	3,728.87
99 00007799	I9900011	TRINIDAD, GINA	BEST SCHOOL	OH	01/24/2025		MW	IS	175.17
99 00007800	V9903521	YMCA OF ORANGE COUNTY	ELOP PGRM	OH	01/24/2025		MW	IS	49,096.96
99 00007801	F9900003	ABES PLUMBING INC.	21231	OH	01/27/2025		MW	IS	750.00
99 00007802	R9900016	ANDREA DESMOND	MEDICAL FEB	OH	01/27/2025		MW	IS	710.15
99 00007803	V9900020	ATKINSON ANDELSON LOYA RUUD &	736740-DEC 2024	OH	01/27/2025		MW	IS	468.75
99 00007804	V9903553	CA DEPARTMENT OF JUSTICE	787517	OH	01/27/2025		MW	IS	288.00
99 00007805	R9903247	CAROLYN KANE	MEDICAL FEB	OH	01/27/2025		MW	IS	671.63
99 00007806	U9900001	CITY OF LA HABRA WATER DEPARTM	121824011425	OH	01/27/2025		MW	IS	984.62
99 00007807	F9900023	DANIELS TIRE SERVICE INC.	140117025	OH	01/27/2025		MW	IS	1,897.60
99 00007808	V9900053	DATA IMPRESSIONS	0025839-IN	OH	01/27/2025		MW	IS	351.50
99 00007809	R9900019	DEBORAH NEEDHAM	MEDICAL FEB	OH	01/27/2025		MW	IS	768.52
99 00007810	R9900022	Eric Chittum	MEDICAL FEB	OH	01/27/2025		MW	IS	580.11
99 00007811	R9900007	GAYLE ROGERS	MEDICAL FEB	OH	01/27/2025		MW	IS	426.70
99 00007812	R9900018	GRACIA HAWORTH	MEDICAL FEB	OH	01/27/2025		MW	IS	1,695.04
99 00007813	F9900038	ICS SERVICE COMPANY	39718	OH	01/27/2025		MW	IS	608.43
99 00007814	F9900040	JAMES HARDWARE COMPANY	2412-111139	OH	01/27/2025		MW	IS	16.57
99 00007815	E9900084	JIM COOMBS	01182025	OH	01/27/2025		MW	IS	304.80
99 00007816	R9900021	Krista Karr	MEDICAL FEB	OH	01/27/2025		MW	IS	768.52
99 00007817	R9900013	MARGARET DUMADAG	MEDICAL FEB	OH	01/27/2025		MW	IS	768.52
99 00007818	F9900052	PDQ EQUIPMENT RENTAL	864529	OH	01/27/2025		MW	IS	870.00
99 00007819	R9900010	PENNY MAYERCHECK	MEDICAL FEB	OH	01/27/2025		MW	IS	1,695.04
99 00007820	F9900053	PEST OPTIONS INC.	467975	OH	01/27/2025		MW	IS	290.00
99 00007821	R9900017	REBECCA SMITH	MEDICAL FEB	OH	01/27/2025		MW	IS	768.52

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Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99 00007822	E9900172	RHONDA OVERBY	ACSA	OH	01/27/2025		MW	IS	425.86
99 00007823	R9900011	RONALD RANDOLPH	MEDICAL FEB	OH	01/27/2025		MW	IS	1,011.40
99 00007824	V9900180	SPARKLETT'S	24518140 011225	OH	01/27/2025		MW	IS	109.90
99 00007825	R9900020	VALERIE TELARICO	MEDICAL FEB	OH	01/27/2025		MW	IS	706.75
99 00007826	V9903830	WHITTIER AUTOMOTIVE INC	TOCS181944	OH	01/27/2025		MW	IS	1,352.69
99 00007827	V9903787	Boys & Girls Clubs of La Habra	DEC 1-31 24	OH	01/27/2025		MW	IS	24,354.02
99 00007828	V9900009	AERIES SOFTWARE	SMART-10974	OH	01/28/2025		MW	IS	9,386.18
99 00007829	F9900007	AUTOZONE	6202520673	OH	01/28/2025		MW	IS	432.93
99 00007830	V9903265	CHRIS MARROY	2236	OH	01/28/2025		MW	IS	850.00
99 00007831	F9900019	CITY OF LA HABRA	1000046	OH	01/28/2025		MW	IS	1,447.07
99 00007832	F9900072	EWING IRRIGATION PRODUCTS INC	24208887	OH	01/28/2025		MW	IS	842.77
99 00007833	V9900070	EXPLORE LEARNING	8071393	OH	01/28/2025		MW	IS	4,795.00
99 00007834	S9990002	GALLAGHER PEDIATRIC THERAP	11612	OH	01/28/2025		MW	IS	1,919.13
99 00007835	E9900221	JENNIFER JACKSON	01232025	OH	01/28/2025		MW	IS	322.21
99 00007836	E9900140	MARY JO EVANOFF	01072025	OH	01/28/2025		MW	IS	142.41
99 00007837	U9900010	WARE DISPOSAL	1666133	OH	01/28/2025		MW	IS	7,828.02
99 00007838	E9900074	HOLLY BRANDER	REIMBUR JAN	OH	01/28/2025		MW	IS	119.19
99 00007839	E9900260	WENDY GAITAN	REIMBUR JAN	OH	01/28/2025		MW	IS	25.05
99 00007840	F9900019	CITY OF LA HABRA	1000046	OH	01/28/2025		MW	IS	147.05
99 00007841	V9903225	LACOE	CROWE AUDIT	OH	01/29/2025		MW	IS	525.62
99 00007842	V9900134	OCDE	10U10009	OH	01/29/2025		MW	IS	287.46
99 00007843	V9903812	SO CAL SANITATION LLC	728583	OH	01/29/2025		MW	IS	12,448.96
99 00007844	I9900011	TRINIDAD, GINA	SPED APPAREL	OH	01/29/2025		MW	IS	95.27
99 00007845	V9900203	VEX ROBOTICS	786523	OH	01/29/2025		MW	IS	143.92
99 00007846	V9903815	ALL CITY MANAGEMENT SERVICES I	98336	OH	01/30/2025		MW	IS	6,402.60
99 00007847	V9903421	ARAIZA, ISABEL	01312025	OH	01/30/2025		MW	IS	600.00
99 00007848	V9900048	CSM CONSULTING INC.	18679	OH	01/30/2025		MW	IS	2,125.00
99 00007849	V9900050	CUE	012425	OH	01/30/2025		MW	IS	360.00
99 00007850	V9900052	DASH MEDICAL GLOVES	INV1324677	OH	01/30/2025		MW	IS	1,479.73
99 00007851	V9903705	Dominguez, Martin	12172024	OH	01/30/2025		MW	IS	84.43
99 00007852	F9900039	HERITAGE LANDSCAPE SUPPLY GROU	0018743365-001	OH	01/30/2025		MW	IS	465.02
99 00007853	V9903303	iPRINT TECHNOLOGIES	1197183	OH	01/30/2025		MW	IS	263.51
99 00007854	V9900094	J.W.PEPPER & SON INC.	367181044	OH	01/30/2025		MW	IS	44.90
99 00007855	V9903808	JOSEPH HERNANDEZ	01312025	OH	01/30/2025		MW	IS	1,200.00
99 00007856	V9900100	LA HABRA MUSIC CENTER	691212	OH	01/30/2025		MW	IS	250.04
99 00007857	V9903279	LOPEZ, ALEJANDRO	01312025	OH	01/30/2025		MW	IS	600.00
99 00007858	U9900004	SOUTHERN CALIFORNIA EDISON	1220012125MNTC	OH	01/30/2025		MW	IS	6,120.66
99 00007859	U9900005	SOUTHERN CALIFORNIA GAS CO	1219012125DO	OH	01/30/2025		MW	IS	1,890.53
99 00007860	V9903531	DAVIS, SUMMER	01272025	OH	01/31/2025		MW	IS	1,512.00

LOWELL JOINT SD
Consolidated Check Register
from 1/1/2025 to 1/31/2025

Check	Payee ID	Payee Name	Reference	Subs Check Date	Cancel Date	Type	Status	Check Amount
99 00007861	V9903362	DELL MARKETING L.P.	10796336160	OH 01/31/2025		MW	IS	7,338.91
99 00007862	E9900084	JIM COOMBS	01242025	OH 01/31/2025		MW	IS	87.88
99 00007863	E9900095	KALEO IGARTA	01282025	OH 01/31/2025		MW	IS	472.19
99 00007864	U9900003	MCI A VERIZON COMPANY	409131239	OH 01/31/2025		MW	IS	4.39
99 00007865	V9903665	SUBWAY	DEC 2024	OH 01/31/2025		MW	IS	1,187.50
99 00007866	F9900021	CULVER-NEWLIN	44566	OH 01/31/2025		MW	IS	5,135.45

Issued: 834,024.45
99 Bank Total: 834,024.45

Grand Total: 834,024.45

LOWELL JOINT SCHOOL DISTRICT
EMPLOYER-EMPLOYEE RELATIONS/PERSONNEL REPORT 2024/25 #8

March 3, 2025

I. CERTIFICATED EMPLOYEES

A. CHANGE OF STATUS

NAME	<u>EFFECTIVE</u> DATE	<u>END</u> DATE	SITE	COMMENTS
Suzuki, Angela	02/03/2025	02/06/2025	EP	Personal Necessity Leave
Jauregui, Kristen Joy	02/06/2025	02/07/2025	JO	Personal Necessity Leave
Paine, Jennifer	04/14/2025	04/18/2025	OL	Personal Necessity Leave
Sachs, Teddy	02/18/2025	02/20/2025	RS	Personal Necessity Leave
Paine Jennifer	02/27/2025	03/04/2025	OL	CPN Leave
Austin, Stephanie	03/05/2025	03/7/2025	RS	CPN Leave
Austin, Stephanie	03/10/2025	03/11/2025	RS	Personal Necessity Leave
Bernhard, Carol	03/10/2025	03/12/2025	MA	Personal Necessity Leave

B. 2024/2025 Stipends

NAME	<u>EFFECTIVE</u> DATE	<u>END DATE</u>	<u>SITE</u>	COMMENTS
CdeBaca, Denise	08/12/2024	05/30/2025	OL	Speech Language Pathologist Supervision / NTE \$500.00. To be paid by check from California State University of Northridge.
Lopez, Christina	08/12/2024	05/30/2025	JO	To be paid a total of \$75.00 for being a Master Teacher for Biola University (September- December 2024). To be Paid by check from Biola University. Correction of EER #7 2024-2025
Cacioppo, Bianca	08/12/2024	05/30/2025	EP	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Gatto, Nancy	08/12/2024	05/30/2025	JO	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Haro Banuelos, Byanka	08/12/2024	05/30/2025	JO	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Hernandez, Javier	08/12/2024	05/30/2025	JO	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Ilinsky, Chrissy	08/12/2024	05/30/2025	EP	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Jan, Sarah	08/12/2024	05/30/2025	OL	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Mayhew, Julie	08/12/2024	05/30/2025	RS	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Miller, Cameron	08/12/2024	05/30/2025	RS	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.

Pimper, Shelly	08/12/2024	05/30/2025	MA	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Rodriguez, Brenda	08/12/2024	05/30/2025	JO	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Rodriguez, Mayra	08/12/2024	05/30/2025	MG	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Cukro, Matt	08/12/2024	05/30/2025	MG	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Elmqvist, Marikate	08/12/2024	05/30/2025	JO	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Overby, Rhonda	08/12/2024	05/30/2025	DO	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.
Overby, Rhonda	08/12/2024	05/30/2025	DO	To be paid mentor teacher induction stipend of \$2000.00. To be paid from Educator Effectiveness Funds.

It is further recommended that these individuals be approved for substitute teaching at the rate of \$200.00 per day and/or \$50.00 an hour rate (not to exceed six hours) as applicable and to include: Professional Development, Saturday School, Site Support Duties, Intervention, and PowerSource, Power Source Summer Camp, ESY, Lowell Joint Youth Theater, Rancho Starbuck Performing Arts.

**It is further recommended that the individuals listed in Certificated Salaries for 2024-2025 is approved to instruct in the Intervention Programs. The rate of pay is \$50.00/hour and will be paid from Title I or LCFF Supplemental Grant Funds.

**It is further recommended that individuals listed in Certificated Salaries for 2024-2025 serve as home school teachers, if needed, for the 2024-2025 school year at a rate of \$50.00/hour, not to exceed five hours per week, per student. Mileage will be paid at the IRS Standard Mileage Rate for the 2024-2025 school year.

- C. Employment of substitutes effective 07/01/2024 for the 2024-2025 school year @ \$200 per day and \$100.00 per half day rate, \$250.00 long term sub rate, and \$50.00 per hour* (not to exceed six hours) as applicable and to include: professional development, Saturday school, site support duties, Intervention, PowerSource, Power Source Summer Camp, ESY, Lowell Joint Youth Theater, Rancho Starbuck Performing Arts

Johansen, Amanda Brimmage, Selah

D. SUBSTITUTE CHANGE OF PAY

NAME	EFFECTIVE DATE	END DATE	SITE	COMMENT
Mohler, Megan	02/05/2025	02/06/2025	DO	To be paid daily rate of \$200 daily rate as Sixth grade teacher El Portal Elementary School
Flores, Alicia	02/06/2025	02/07/2025	DO	To be paid daily rate of \$200 daily rate as First grade teacher Jordan Elementary School
Liles, Amy	02/03/2025	02/04/2025	DO	To be paid daily rate of \$200 daily rate as Sixth grade teacher El Portal Elementary School
Anderson, Tammy	02/18/2025	02/20/2025	DO	To be paid daily rate of \$200 daily rate as Social Studies teacher Rancho Starbuck School
Sturgill, Berea	04/14/2025	04/18/2025	DO	To be paid daily rate of \$200 daily rate as Sixth grade teacher Olita Elementary School
Carr, Candice	02/27/2025	03/04/2025	DO	To be paid daily rate of \$200 daily rate as Sixth grade teacher Olita Elementary School
Mendoza, Jacob	03/05/2025	03/11/2025	DO	To be paid daily rate of \$200 daily rate as Social Studies teacher Rancho Starbuck School

Petrakis, Aly	03/10/2025	03/12/2025	0DO	To be paid daily rate of \$200 daily rate as first grade teacher at Macy Elementary School
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II. CLASSIFIED EMPLOYEES March 3, 2025

A. MONTHLY – GENERAL FUND

B. HOURLY – GENERAL FUND

<u>NAME/ EMPLOYEE ID#</u>	<u>EFFECTIVE DATE</u>	<u>END DATE</u>	<u>RANGE/ STEP</u>	<u>SITE</u>	<u>COMMENTS</u>
Allen, Julieanne	03/21/25		R17/S04	DO	Step Increase: Receptionist/Office Assistant
Castro, Claudia	03/03/25		R18/S04	DO	Promotion: Special Programs Clerk
Castro, Jenny	01/22/25		R14/S07	RS	Change of Assignment: Instructional Aide SESA
Lagunas, Jose Luis	03/18/25		R18/S08	OL	Step Increase: Night Custodian
Lopez, Christina	03/14/25		CLMG R7/S4	JO	Step Increase: Preschool Site Supervisor/Teacher
Lopez, Jennifer	01/27/25		R18/S02	OL	New Hire: ELOP Site Coordinator
Mojarro, Cynthia	02/24/25		R20/S03	JO	New Hire: Preschool Teacher
Maldonado, Florentina	03/13/25		R18/S08	RS	Step Increase: Night Custodian
Mortenson, Shelley	02/03/25			RS	Increase Permanent Hours: To 3.5 hours per day
Ojeda, John	03/18/25		R18/S04	DO	Step Increase: Night Custodian
Olvera, Maria	01/28/25			OL	Resignation: ELOP Site Coordinator
Rivera, Naomi	02/19/25		R14/S02	EP	New Hire: Early Learning TK Aide
Tourville, Savannah	01/27/25		R15/S02	OL	New Hire: Instructional Aide SE-Mod

LOWELL JOINT SCHOOL DISTRICT
April 7, 2025

To: President Zegarra and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Resolution 2024/25 No. 965, Recognizing April 21 – 25,
2025, as “Public School Volunteer Week”

ACTION/
(RESOLUTION)

Volunteers embody the American spirit and are one of our nation’s most valuable resources. April 21 – 25, 2025, is being recognized as “Public School Volunteer Week” and it is recommended that Resolution 2024/25 No. 965 recognizing April 21 – 25, 2025, as “Public School Volunteer Week” be adopted, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent’s Comment:

ADOPTION BY MAJORITY ROLL CALL VOTE.

LOWELL JOINT SCHOOL DISTRICT

RESOLUTION 2024/25 NO. 965

**A RESOLUTION OF THE BOARD OF TRUSTEES OF
LOWELL JOINT SCHOOL DISTRICT
OF LOS ANGELES AND ORANGE COUNTIES, CALIFORNIA,
RECOGNIZING APRIL 21 – 25, 2025, AS
“PUBLIC SCHOOL VOLUNTEER WEEK”**

WHEREAS, volunteers embody the American spirit and are one of our nation’s most valuable resources; and

WHEREAS, volunteerism is increasingly recognized as a powerful and creative force in building strong, healthy and productive communities; and

WHEREAS, volunteers possess abundant skills, talents and expertise that they generously and enthusiastically apply in meeting the needs of the community; and

WHEREAS, the students and staff members of Lowell Joint School District reap the benefits of this great American tradition through the work of local volunteers whose efforts and commitment enrich our lives and enhance our neighborhoods; and

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees, on behalf of the students, parents, and community at large, does hereby recognize April 21 – 25, 2025, as a formal recognition and appreciation of the volunteers in the Lowell Joint School District.

APPROVED AND ADOPTED this 7th day of April, 2025, by the following vote:

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 at a regular meeting thereof held on the 7th day of April, 2025, and passed by a unanimous vote of those present.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the 7th day of April, 2025.

Jim Coombs, Secretary to the Board of Trustees

LOWELL JOINT SCHOOL DISTRICT
April 7, 2025

To: President Zegarra and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Submission of Williams Litigation Settlement – Quarter Uniform Complaint for Quarter 3, January 1–March 31, 2025 ACTION

The *Williams Litigation Settlement* requires districts to implement the following Uniform Complaint Procedures:

1. Adopt a policy/administrative regulation for a modified Uniform Complaint Procedure;
2. Post a notice in each classroom; and
3. Prepare and submit a report to the County Superintendent of Schools.

Education Code Section 35186(d) requires, “A school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records.”

To meet the Uniform Complaint Reporting requirements per *Education Code* Section 35186(d), the April 7, 2025, Board agenda will include a Report on the Nature and Resolution of All *Williams Settlement* Complaints received from January 1 through March 31, 2025.

It is recommended that the submission of the Williams Litigation Settlement – Quarterly Uniform Complaint Report for Quarter January 1 – March 31, 2025, with zero complaints, be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent’s Comment:

APPROVAL RECOMMENDED.



Orange County Department of Education
Educational Services Division

**Williams Settlement Legislation
Quarterly Report of Uniform Complaints
2024-25**

District: _____

District Contact: _____

Title: _____

- | | | |
|-------------------------------------|-------------------------------|---------------------------------------|
| <input type="checkbox"/> Quarter #1 | July 1 – September 30, 2024 | Report due by October 31, 2024 |
| <input type="checkbox"/> Quarter #2 | October 1 – December 31, 2024 | Report due by January 31, 2025 |
| <input type="checkbox"/> Quarter #3 | January 1 – March 31, 2025 | Report due by April 30, 2025 |
| <input type="checkbox"/> Quarter #4 | April 1 – June 30, 2025 | Report due by July 31, 2025 |

Check the box that applies:

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

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

Name of Superintendent: _____

Signature of Superintendent: _____ Date: _____

Please submit to:

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

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



**Los Angeles County
Office of Education**

**Williams Lawsuit Settlement
Quarterly Report on Uniform Complaints 2024-2025**

DISTRICT NAME Lowell Joint School District	DATE 04/07/2025
PERSON COMPLETING THIS FORM Jim Coombs	TITLE Superintendent of Schools

Quarter Covered by This Report (Check One Below):

- | | | |
|---|--------------------------|-------------------------------|
| <input type="checkbox"/> 1st QTR | July 1 to September 30 | Due: Friday, October 18, 2024 |
| <input type="checkbox"/> 2nd QTR | October 1 to December 31 | Due: Friday, January 17, 2025 |
| <input checked="" type="checkbox"/> 3rd QTR | January 1 to March 31 | Due: Friday, April 18, 2025 |
| <input type="checkbox"/> 4th QTR | April 1 to June 30 | Due: Friday, July 18, 2025 |

DATE REPORT WAS PRESENTED TO THE GOVERNING BOARD AT A REGULARLY SCHEDULED MEETING 04/07/2025
--

Please Check the Box That Applies:

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

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

PRINT NAME OF DISTRICT SUPERINTENDENT Jim Coombs	
SIGNATURE OF DISTRICT SUPERINTENDENT	DATE 04/07/2025

Submit the Quarterly Summary Using Canvas Account

<https://lacoepd.instructure.com/courses/715>

or Mail to:

Los Angeles County Office of Education
Attn: Francisco Jimenez, Williams Instructional Materials
9300 Imperial Highway, ASM/Williams ECW 284
Downey, CA 90242

Telephone: (562) 803-8382
Fax: (562) 803-8325
Email: Jimenez_Francisco@laoe.edu

April 7, 2025

Subject: Approval of Agreement with King Office Services
for Moving Services during the El Portal Elementary
Relocation to Maybrook

ACTION

On June 17, 2024, the Lowell Joint School District Board of Trustees approved Resolution 2023-2024 No. 937 ordering a School Bond Election. On November 5, 2025, the voters in the Lowell Joint School District passed measure P. A part of Measure P includes the repairs and upgrades to District facilities. This expenditure is subject to the purview of the Citizens Bond Oversight Committee.

Teachers, students, and support staff are preparing for the move from El Portal Elementary to Maybrook Elementary in anticipation of the Modular Building, Fire Alarm, and Related Work project.

A key component of the move is physically relocating teacher and student supplies and coordinating the correct room numbers. District staff obtained quotes from known moving agencies that are capable and available to move on the Lowell timeline.

Since the quote is based on estimates, it is recommended that an agreement with King Office Services for moving services in an amount not to exceed \$15,000 be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Financial Impact:	\$15,000.00
Funding Source:	Measure P General Obligation Fund – Fund 21.0

Superintendent's Comment:

APPROVAL RECOMMENDED.

It is recommended that the Board of Trustees approve the agreement with King Office Services for Relocation Services, El Portal Elementary School, effective April 7, 2025 not to exceed \$15,000.00, Measure P General Obligation Bond Fund, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

*The Best Move
You'll Ever Make*

www.kingofficeusa.com



t 800.854.3679
f 562.407.5092
13535 Larwin Circle
Santa Fe Springs, CA 90670



Member
Commercial Relocation Network

March 13, 2025

David Bennett
Lowell Join School District
11019 Valley Home Ave
Whittier, CA 90603

Re: El Portal Elementary School

David:

Thank you very much for giving **King Office Service** the opportunity to serve you on your office relocation. Please be assured of our interest, capability and flexibility to handle this very important project.

We want you to be assured of our ability to provide all of the services you have requested. This includes our working with the property personnel at both origin and destination facilities.

The following are the specifications, and our proposal for the relocation:

King Office Service to perform:

1. Assist with color coding and numbering plans.
2. Create color coded number signs for rooms.
3. Coordinate furniture layout drawings for rooms.
4. Establish and maintain an automated schedule.
5. Conduct preplanning meetings as necessary.
6. Establish and maintain preparation goals and activities.
7. Conduct Packing and preparation seminars.
8. Furnish all personnel, supplies, and equipment for the move.
9. Provide acceptable building protection.
10. Wrapping and padding of all business machines.
11. Transportation to the new facility.
12. Placement of furniture according to your placement charts.
13. Disassembly and setup of bolted furniture items, as KOS deems necessary for safe transport.
14. Supply all necessary boxes, carts and equipment per your bid response.
15. Full supervision of the move process.

El Portal will:

1. Furnish blue print chart designating the location of all areas.
2. Provide individual office placement charts, to be hung by each office, for furniture placement.
3. Tagging with **King Office Services** color-coded labels of all items to be moved.
4. Pre-packing of all loose contents and supply cabinets.
5. Servicing of all specialized equipment.
6. Disconnecting and reconnecting of the equipment.
7. Provide free and clear accesses at origin and destination buildings.
8. Supply an installation drawing for modular furniture (if you are moving modular furniture).

INVESTMENT INFORMATION

Payment Terms

Per PO

1 El Portal	\$14,105.00
3 Bobtail(s) and Driver(s) @ \$65.00/Hour/Truck for 13 Hour(s)	\$2,535.00
20 Additional Men @ \$40.00/Hr./Man for 13 Hour(s)	\$10,400.00
2 Foremen @ \$45.00/Hr./Man for 13 Hour(s)	\$1,170.00
2 Miscellaneous	\$0.00
Bronze - Carrier's Released Valuation Liability-\$0.60 per pound per article	N/C
Default Coverage if additional cargo insurance is not purchased.	
3 Misc. Supplies / Fuel Charge	\$675.00
Total Cost	\$14,780.00

Labor charges are calculated from the time of arrival to the time of departure plus 1 total hour of travel time. Service requiring 3 hours or less is charged at a 4 hour minimum.

Rental Equipment Return Policy: (If Applicable)

When equipment is delivered you are required to sign for it's receipt and, when picked-up, again required to sign for the removal. You are responsible for any quantities of rental equipment **NOT** returned.

All rental equipment is provided at the quantities and period of time as noted in the terms and conditions of your proposal. Additional equipment and rental time can be purchased and will be charged at current market rates for the new time and quantities rented.

At your scheduled pick-up you are agreeing to have all equipment emptied and readied for removal. Equipment not returned at this time will be charged at the following rates: Crates-\$40.00, Crate Dolly-\$60.00, 4-wheeled Dolly- \$60.00, Wood Cart - \$250.00, Metal Cart, \$300.00. Any rental item not listed will be charged at an appropriate replacement cost obtained from our office. If additional pick-ups are necessary to retrieve remaining rental equipment, additional pick-up charges will be assessed.

Exceptions to the above price are as follows:

- All container charges are for the actual materials used.
- Original move quantity or specifications change.
- Problems or obstacles that will limit our ability to perform.
- Organizational or communication problems that may interrupt our move in progress.
- Inability to use origin and/or destination accesses. (alley way, elevator, etc.)

KING OFFICE SERVICES offers you *performance, integrity, reliability and professionalism*. Thank you for the opportunity to be of service. Should you have any questions, please do not hesitate to call. I look forward to a favorable response.

Sincerely,

King Office Service

Nick Stentz

Project Manager

LOWELL JOINT SCHOOL DISTRICT
April 7, 2025

To: President Zegarra and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Professional Services Agreement, American ACTION
Engineering Laboratories, Inc. (AEL), Division of State
Architect (DSA) Inspections, El Portal Elementary School

Background:

On June 17, 2024, the Lowell Joint School District Board of Trustees approved Resolution 2023-2024 No. 937 ordering a School Bond Election. On November 5, 2025, the voters in the Lowell Joint School District passed measure P. A part of Measure P includes the repairs and upgrades to District facilities. This expenditure is subject to the purview of the Citizens Bond Oversight Committee.

Current Considerations:

Unlike the Public Works competitive bidding process, Professional Service providers can be selected on the basis of their qualifications, services they provide and their value to the Client.

Pursuant to Education Code 17280-17317 and more specifically article 17311 (a), “The Department of General Services shall make such inspection of the school buildings and of the work of construction or alteration as in its judgment is necessary or proper for the enforcement of this article and the protection of the safety of the pupils, the teachers, and the public. The school district, city, city and county, or the political subdivision within the jurisdiction of which any school building is constructed or altered shall provide for and require competent, adequate, and continuous inspection during construction or alteration by an inspector satisfactory to the architect or structural engineer and the Department of General Services.” The Division of State Architect (DSA) is under the jurisdiction of the Department of General Services. As construction projects receive DSA approval of plans and new construction contracts are let, there is a need to provide inspection services as mandated by Education Code 17280-17317 and more specifically, article 17311(a).

Superintendent’s Comment:

APPROVAL RECOMMENDED.

In January, 2025, District staff members solicited Requests for Proposals (RFP) for Division of State Architect (DSA) Inspector of Record (IOR) for the El Portal Elementary School project. RFP's are evaluated based on the best value and six contractors submitted proposals.

Financial Implications:

Financial Impact:	\$228,800.00
Funding Source:	Fund 40.0 Special Reserve for Capital Outlay Fund Fund 21.0 Measure P General Obligation Bond Fund

Recommendation:

It is recommended that the Board of Trustees approve a Professional Services Agreement, with American Engineering Laboratories, Inc. (AEL) DSA Inspection Services, El Portal Elementary School, effective April 8, 2025, not to exceed \$228,800, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
April 7, 2025

To: President Zegarra and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Professional Services Agreement, Independent ACTION
Construction Inspections (ICI), Division of State Architect (DSA)
Inspections, Rancho Starbuck Intermediate School

Background:

On June 17, 2024, the Lowell Joint School District Board of Trustees approved Resolution 2023-2024 No. 937 ordering a School Bond Election. On November 5, 2025, the voters in the Lowell Joint School District passed measure P. A part of Measure P includes the repairs and upgrades to District facilities. This expenditure is subject to the purview of the Citizens Bond Oversight Committee.

Current Considerations:

Unlike the Public Works competitive bidding process, Professional Service providers can be selected on the basis of their qualifications, services they provide and their value to the Client.

Pursuant to Education Code 17280-17317 and more specifically article 17311 (a), “The Department of General Services shall make such inspection of the school buildings and of the work of construction or alteration as in its judgment is necessary or proper for the enforcement of this article and the protection of the safety of the pupils, the teachers, and the public. The school district, city, city and county, or the political subdivision within the jurisdiction of which any school building is constructed or altered shall provide for and require competent, adequate, and continuous inspection during construction or alteration by an inspector satisfactory to the architect or structural engineer and the Department of General Services.” The Division of State Architect (DSA) is under the jurisdiction of the Department of General Services. As construction projects receive DSA approval of plans and new construction contracts are let, there is a need to provide inspection services as mandated by Education Code 17280-17317 and more specifically, article 17311(a).

In January, 2025, District staff members solicited Requests for Proposals (RFP) for Division of State Architect (DSA) Inspector of Record (IOR) for the Rancho Starbuck

Superintendent’s Comment:

APPROVAL RECOMMENDED.

Intermediate School project. RFP's are evaluated based on the best value and six contractors submitted proposals.

Financial Implications:

Financial Impact: \$249,600.00

Funding Source: Fund 40.0 Special Reserve for Capital Outlay Fund
Fund 21.0 Measure P General Obligation Bond Fund

Recommendation:

It is recommended that the Board of Trustees approve a Professional Services Agreement, with Independent Construction Inspections (ICI), DSA Inspection Services, Rancho Starbuck Intermediate School, effective April 8, 2025, not to exceed \$249,600, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
April 7, 2025

To: President Zegarra and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Professional Services Agreement with Encorp for Hazardous Materials Inspection and Testing at Rancho Starbuck Intermediate School ACTION

Background:

On June 17, 2024, the Lowell Joint School District Board of Trustees approved Resolution 2023-2024 No. 937 ordering a School Bond Election. On November 5, 2024, the voters in the Lowell Joint School District passed measure P. A part of Measure P includes the repairs and upgrades to District facilities. This expenditure is subject to the purview of the Citizens Bond Oversight Committee.

Current Considerations:

Unlike the Public Works competitive bidding process, Professional Service providers can be selected on the basis of their qualifications, services they provide and their value to the District.

The District is in need of hazardous material inspections and testing services during the demolition phase of the Rancho Starbuck Intermediate School project. Encorp was selected to provide the District with environmental testing and inspection services during the Rancho Starbuck Intermediate Performing Arts Center/Gymnasium Bldg project.

Financial Implications

Financial Impact:	\$1,360.00
Funding Source:	Fund 21.0 - Measure P General Obligation Bond
	Fund 40.0 – Special Reserve Capital Outlay Fund

Recommendation:

It is recommended that the Board of Trustees approve the Professional Services Agreement with Encorp for Hazardous Materials Inspection and Testing Rancho Starbuck Intermediate

Superintendent's Comment:

APPROVAL RECOMMENDED.

School, effective April 8, 2025, not to exceed \$1,500.00, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

March 11, 2025

CQ25071.L15

David Bennett
Assistant Superintendent, Business Services
LOWELL JOINT SCHOOL DISTRICT
11019 Valley Home Ave
Whittier CA 90603

RE: PROPOSAL FOR ASBESTOS & LEAD-BASED PAINT INSPECTION OF:

RANCHO STARBUCK INTERMEDIATE
NEW PERFORMING ARTS CENTER/GYMNASIUM BLDG
16430 WOODBRIER DR
WHITTIER, CA 90604

ENCORP is pleased to present the following proposal to perform asbestos and lead-based paint inspections for planned demolition activities of the site:

ENCORP will provide a California Certified Asbestos Consultant/Site Surveillance Technician and CDPH Lead Inspector/Assessor/Sampling Technician to conduct the following:

- Visual inspection of planned asphalt/concrete demolition, parking lot, walkway/roadway. Visual inspection will include identification of all suspect Asbestos Containing Building Materials (ACBM's), that will be impacted by the planned renovation project as directed by client
- Follow EPA AHERA sample protocols of each suspected ACBM identified during the visual inspection, which will be impacted, and has not been previously sampled. All suspect ACBM will be analyzed by an accredited laboratory using Polarized Light Microscopy (PLM) analysis.
- Submit a hazardous materials report, listing each suspect ACBM materials sampled or identified during this inspection, estimated quantity, sample I.D. number and location, and laboratory result (positive or negative).

FEE SCHEDULE FOR ENVIRONMENTAL SERVICES:

Asbestos Paint Inspection:..... **\$760.00**

CSST/CDPH site Inspection and collection of samples
\$760/Shift (1 Shifts Anticipated) (\$95/hour x 8 hours)

PLM Sample Analysis per sample: **\$180.00**

Anticipated Asbestos Sample Cost – (12 Analysis x \$15.00) (Standard Turn Around Time)

Project Manager, Reports: 4 hours X \$105.00 **\$420.00**

(Includes suspect ACBM's and LBPM's material sampled, estimated quantity, sample I.D.#
& location, laboratory results and final report).

PROJECT COST ESTIMATED AMOUNT:..... \$1,360.00

Bid Qualifiers:

- Assume that **ENCORP** representatives are provided with access as required.
- Reports will be prepared in standard **ENCORP** format.
- Assumes no work is necessary outside the scope of services as outlined in this proposal.
- Excludes any site monitoring and/or clearances during abatement activities.

Please contact me at (714) 523-9811 if you have any questions. The fees quoted are good for a period of thirty (30) days from the date of this proposal. If the above terms are acceptable, please sign and date below. Thank you.

Sincerely,



Alexander Blankevoort
Vice President, ENCORP

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. Payment for Services is due within 30 days of receipt of invoice. Client agrees to pay all reasonable legal and court fees necessary to affect payment of this agreement.

ENCORP	LOWELL JOINT SCHOOL DISTRICT
NAME (TYPE/PRINT)	NAME (TYPE/PRINT)
SIGNATURE	SIGNATURE
DATE	DATE

LOWELL JOINT SCHOOL DISTRICT
April 7, 2025

To: President Zegarra and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Professional Services Agreement with Encorp for Hazardous Materials Inspection and Testing at El Portal Elementary School ACTION

Background:

On June 17, 2024, the Lowell Joint School District Board of Trustees approved Resolution 2023-2024 No. 937 ordering a School Bond Election. On November 5, 2024, the voters in the Lowell Joint School District passed measure P. A part of Measure P includes the repairs and upgrades to District facilities. This expenditure is subject to the purview of the Citizens Bond Oversight Committee.

Current Considerations:

Unlike the Public Works competitive bidding process, Professional Service providers can be selected on the basis of their qualifications, services they provide and their value to the District.

The District is in need of hazardous material inspections and testing services during the demolition phase of the El Portal Elementary School project. Encorp was selected to provide the District with environmental testing and inspection services during the El Portal Elementary Modular Buildings and Shade Structures project.

Financial Implications

Financial Impact:	\$11,960.00
Funding Source:	Fund 21.0 - Measure P General Obligation Bond
	Fund 40.0 – Special Reserve Capital Outlay Fund

Recommendation:

It is recommended that the Board of Trustees approve the Professional Services Agreement with Encorp for Hazardous Materials Inspection and Testing El Portal Elementary School,

Superintendent's Comment:

APPROVAL RECOMMENDED.

effective April 8, 2025, not to exceed \$13,000.00, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
April 7, 2025

To: President Zegarra and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval to Utilize San Gabriel Valley Food Services Cooperative Purchasing Group School Districts/Agency Bids for Food and Supplies for the 2024/25 School Year

ACTION/
(RATIFICATION)

As a member district of the San Gabriel Valley Food Services Cooperative Purchasing Group (SGV Co-Op), office of Food and Nutrition Services requests to use bids which other school districts or agencies have performed all legal advertising costs and timely bid processing procedures on behalf of the SGV Co-Op member districts. Pursuant to Title 7, *CFR*, Parts 3016.36, School Food Authorities (SFAs) may utilize provisions to conduct procurements in a competitive manner. Education Code Section 39644 authorizes school districts to renew competitive bids for supplies for two additional years beyond the base issue and to renew competitive bids for service and equipment for four additional years beyond the base year. The SGV Co-Op consists of 30 school districts, of which Lowell Joint School District is included. Bids for food and supplies are:

<u>Product</u>	<u>Bid Number</u>	<u>Issuing District/Agency</u>	<u>Awarded Vendor</u>	<u>Effective Dates</u>
Bread Items	RFP # 22-23-01-01	Azusa USD	Galasso's and GoldStar Bread	7/1/24 – 6/30/25
Milk and Dairy	Bid # 2022-23.RFP.02	Hacienda, La Puente USD	Driftwood Dairy	7/1/24 – 6/30/25
Frozen Foods	RFP # 0221-12/123	Rosemead USD	GoldStar	7/1/24 – 6/30/25
Produce	RFP # FSO301:23-24	Duarte USD	GoldStar	7/1/24 – 6/30/25
Pizza	RFP #01:22/23(P2)	West Covina USD	Pizza Hut, Domino's, Papa Johns	7/1/24 – 6/30/25
Grocery	RFP # 001-22/23	Walnut Valley USD	GoldStar	7/1/24 – 6/30/25
Paper, Plastic, and Film	Bid # 22-23107	Covina Valley USD	P&R, Platinum Packaging, Forms Plastic	7/1/24 – 6/30/25

Superintendent's Comment:

APPROVAL RECOMMENDED.

It is recommended that the Board of Trustees approve the utilization of other agency's bids for Districtwide Nutrition Services products for the 2024/25 school year be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
April 7, 2025

To: President Zegarra and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of AMS.NET to Provide Computer Networking equipment for the District ACTION

It has been determined that it is necessary to select a vendor for network hardware to improve internet access district-wide. AMS.NET has been selected to provide computer networking equipment using the California Multiple Award Schedule (CMAS) contract. This hardware will support the use of Student Chromebooks, Staff desktops and laptops, and all other wireless devices throughout each school and is 100 percent E-Rate eligible and will be paid for out of the General Fund.

It is recommended that AMS.NET be approved, to provide computer networking equipment for the District and that the Superintendent be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.



Lowell Joint School District

A Tradition of Excellence Since 1906

"Home of Scholars and Champions"



LETTER OF INTENT

March 20, 2025

AMS.net (MGT)
502 Commerce Way
Livermore, CA 94551
ATTN: Abraham Delgado
RE:

Dear Mr. Delgado,

This letter will confirm our intent to purchase various equipment and services up to the amount of **\$92,976.91** from your company during the next E-rate Funding Year (07/01/2025 to 09/30/2026).

The procurement of these products and services will be dependent upon Board Approval and the award of associated E-rate funding and a purchase order for the District's portion will be issued upon receipt of an approved Funding Commitment Decision Letter (FCDL). Additional terms and conditions are outlined in "E-rate Supplemental Terms and Conditions" contained in the associated 470/RFQ.

Even after award of contract(s) and/or E-rate funding approval is obtained, the District may or may not proceed with the project, in whole or in part. Execution of the project, in whole or in part, is solely at the discretion of the District.

Extensions Due to Late Funding, Delays in shipping and/or Supply Chain Shortages: Upon written notification, the District reserves the right to extend the purchase and/or installation of this purchase by an additional (2) 12-month term through 09/30/2028.

To accept these terms and conditions, please sign below and return by email to Alan Mao at amao@ljsd.org. Please also mail a copy with your original signature as soon as possible.

We will be unable to complete our E-Rate application process without full execution of this document by both parties.

Sincerely,

Alan Mao
Director of Technology
Lowell Joint School District

Service Provider/Vendor:

Print Name: *Diana Flanagan*
Title: *Secretary*
AMS.Net (MGT)

Attachments:

Vendor pricing sheet

E-rate Supplemental Terms & Conditions

Superintendent of Schools: Jim Coombs

Board of Trustees: Anastasia M. Shackelford, Anthony A. Zagarra, Christine J. Berg, Karen L. Shaw, Regina L. Woods

LOWELL JOINT SCHOOL DISTRICT
DISTRICT CONTACT: ALAN MAO

RFQ NO: USD RFQ Switch Equipment- CMAS (2025/2026)
EMAIL: amao@lisd.org

DUE DATE: February 28, 2025 by 2:00 PM PST
PRICING FOR SECTION: 1

Please provide pricing in the following format by individual section and site.

QTY	UNIT	DESCRIPTION	MODEL	MANUFACTURER	UNIT COST	EXTENDED COST	E-RATE ELIGIBILITY %	TOTAL E-RATE ELIGIBLE COST	TOTAL E-RATE INELIGIBLE COST
10	1	Cisco Catalyst 9200 48port Full PoE Switch	C9300-48P-EDU	Cisco	\$5,464.93	\$54,649.30	100%	\$54,649.30	
10	2	Catalyst 9300 3 X 10GE Network Modules	C9300-NM-8X	Cisco	\$1,384.27	\$13,842.70	100%	\$13,842.70	
10	3	C9300 DNA Essentials, 48-port, 3Yr Term License	C9300-DNA-E-48-3Y	Cisco	\$608.00	\$6,080.00	100%	\$6,080.00	
2	4	500CM Type 1 Stacking Cable	Stack-T1-50CM	Cisco	\$57.00	\$114.00	100%	\$114.00	
2	5	Catalyst Stack Power Cable 30CM	CAB-SPWR-30CM	Cisco	\$59.98	\$119.96	100%	\$119.96	
2	6	Cisco 9300L 24p 8mGig, 4x10G Uplink	C9300L-2UXG4x-EDU	Cisco	\$4,639.82	\$9,279.64	100%	\$9,279.64	
2	7	C9300L DNA Essentials 24-port, 3 Yr Term License	C9300L-DNA-E-24-3Y	Cisco	\$331.14	\$662.28	100%	\$662.28	
2	8	500CM Type 1 Stacking	Stack-T1-50CM	Cisco	\$54.29	\$108.58	100%	\$108.58	
2	9	Catalyst 3750X and 3850 Stack Power Cable 30CM	CAB-SPWR-30CM	Cisco	\$51.58	\$103.16	100%	\$103.16	
Describe Standard Manufacturer Warranty Description and any associated costs:									
					SUB-TOTAL			\$84,959.62	
					10.25% SALES TAX			\$8,017.28	
					SHIP/ HANDLING				
					TOTAL COST			\$92,976.91	

DELIVERY TIME: 30 days PAYMENT TERMS: Net 30 DATE: 2/27/25 E-RATE SPIN #: 14305880

COMPANY NAME: BNS.NET, LLC - BRIGHT IMPACT SOLUTIONS REPRESENTATIVE NAME: ANTHONY DELGADO

ADDRESS: 502 Commerce Way, Livermore, CA 94551 PHONE NO: (925) 245-6100

EMAIL: adelgado@bns.net

E-RATE SUPPLEMENTAL TERMS AND CONDITIONS

Signed copy to be returned with proposal and/or bid response ("Proposal") in response to this Solicitation ("RFP/RFB/RFQ").

The Telecommunications Act of 1996 established a fund by which Schools and Libraries ("Applicant" or "Applicants") across the Country could access discounts on eligible telecommunications products and services. The program is commonly known as the E-rate Program. The eligibility for discounts on internet access, telecommunications products and services, internal connection products, services and maintenance is determined by the Federal Communications Commission ("FCC"). Funding is made available upon application approval by the Universal Service Administrative Company ("USAC"), which was established by the Act. The amount of the discount is based on the numbers of students eligible to receive free and reduced-price meals.

1) E-RATE CONTINGENCY

The project herein may be contingent upon the approval of funding from the Universal Service Fund's Schools and Libraries Program, otherwise known as E-rate. Even after award of Agreement(s) and/or E-rate funding approval is approved, the Applicant may or may not proceed with the project, in whole or in part. Execution of the project, in whole or in part, is solely at the discretion of the Applicant.

2) SERVICE PROVIDER REQUIREMENTS

The Applicant expects Service Providers to make themselves thoroughly familiar with any rules or regulations regarding the E-rate program.

- a. Service Providers are required to be in full compliance with all current rules and requirements and future rules and requirements issued by the FCC and USAC throughout the agreement period of any Agreement entered into as a result of this RFP/RFB/RFQ.
- b. Service Providers are responsible for providing a valid Service Provider Identification Number ("SPIN"). More information about obtaining a SPIN may be found at this website:
<https://www.usac.org/e-rate/service-providers/step-1-obtain-a-spin/>
- c. Service Providers are responsible for providing a valid Federal Communications Commission Registration Number ("FRN") at the time the Proposal is submitted. More information about obtaining an FRN may be found at this website:
<https://fjallfoss.fcc.gov/coresWeb/publicHome.do>
- d. Service Providers are responsible for providing evidence of FCC Green Light Status at the time the proposal is submitted. Any potential Service Provider found to be in Red Light Status must provide an explanation of the steps it is undertaking to be removed to Red Light Status and the expected timeframe for resolution. A Service Provider's sustained Red Light Status may be grounds for termination of the Agreement as it could prohibit the Service Provider from providing E-rate discounts in a timely manner which would cause harm to the Applicant. More information about FCC Red and Green Light Status may be found at this website:
http://www.fcc.gov/debt_collection/welcome.html

- e. Products and services must be delivered before billing and E-rate discounting can commence. At no time may the Service Provider invoice before July 1, 2025.
- f. Prices must be held firm for the duration of the associated E-rate Funding Year(s) or until all work associated with the project is complete (including any Agreement and USAC-approved extensions).
- g. Goods and services provided shall be clearly designated as "E-rate Eligible." Non-eligible goods and services shall be clearly called out as 100% non-eligible or shall be "cost allocated" to show the percentage of eligible costs per USAC guidelines.
- h. For Category 2 equipment or services, within one (1) week of notification of award, the awarded Service Provider must provide the Applicant a bill of materials using a completed and most current and appropriate version of USACs "Bulk Upload Template" (formerly known as the Item 21 attachment) located at <https://www.usac.org/e-rate/applicant-process/applying-for-discounts/fcc-form-471-filing/>. Subsequent schedules of values and invoices must match the Bulk Upload Template and approved Funding Request Line Items or subsequent approved service substitutions. If the service provider's proposal consisted of pricing per eligible location, a summary sheet and summary Bulk Upload Template must be provided to describe the cumulative amount for all sites.
- i. In the event of questions during an E-rate pre-commitment review, post-commitment review, and/or audit inquiry, the awarded Service Provider is expected to reply within 3 days to questions associated with its proposal.
- j. The awarded Service Provider is required to send copies of all forms and invoices to the Applicant prior to invoicing USAC for pre-approval. Failure to comply with this requirement may result in the Applicant placing the vendor on an "Invoice Check" with the USAC: <https://www.usac.org/e-rate/applicant-process/invoicing/invoice-check/>.
- k. Service providers must comply with the FCC rules for Lowest Corresponding Price ("LCP"). Further details on LCP may be obtained at USAC's website: <https://www.usac.org/e-rate/service-providers/step-2-responding-to-bids/lowest-corresponding-price/>.
- l. Service providers must not propose any equipment or services produced or provided by companies, their parents, affiliates, and subsidiaries, found to pose a national security threat to the integrity of communications networks or the communications supply chain as required by FCC rules. See <https://www.usac.org/about/reports-orders/supply-chain/>. Any proposed solution including Covered Equipment or Services as defined by the FCC will be disqualified. If, after award of the project it is found Covered Equipment or Services are included, the award and/or Agreement will be considered to be null and void. See <https://www.fcc.gov/supplychain> for further information on FCC requirements.
- m. SPAM and/or robotic responses will not be considered valid Proposals and will be disqualified from consideration.
- n. Any Service Provider proposals identifying contingency fees such as allocations for change orders, tariffs, or other speculative fees not specifically called out for in the scope and/or terms

of the RFP/RFB/RFQ will automatically be included in the Proposal price and subject to evaluation unless otherwise specified in the RFP/RFB/RFQ. Contingency fees not pre-approved by the Applicant will not be allowed.

3) SERVICE PROVIDER ACKNOWLEDGEMENTS

a. The Service Provider acknowledges that no change in the products and/or services specified in its proposal will be allowed without prior written approval from the Applicant and a USAC service substitution approval with the exception of a Global Service Substitutions. See <https://www.usac.org/e-rate/applicant-process/before-youre-done/service-substitutions/>.

b. The Service Provider acknowledges that all pricing and technology infrastructure information in its Proposal shall be considered as public and non-confidential pursuant to §54.504 (2)(i)(ii).

c. The Service Provider acknowledges that its offer is considered to be the lowest corresponding price pursuant to § 54.511(b). Service Providers found not to be providing Lowest Corresponding Price (LCP) may be required to repay any identified overcharges to USAC. The Service Provider acknowledges that LCP is solely the service provider's responsibility and it will not hold the Applicant liable, or seek reimbursement from any applicant, for any appeals, commitment adjustments or funding recoveries.

d. The Service Provider attests that its offer does not violate the FCC's Supply Chain certifications included in the FCC Form 473. Supply Chain requirements and certifications can be viewed at USAC's Website: <https://www.usac.org/about/reports-orders/supply-chain/>.

e. This offer is in full compliance with USAC's Free Services Advisory <https://www.usac.org/e-rate/applicant-process/competitive-bidding/free-services-advisory/>. There are no free services offered that would predicate an artificial discount and preclude the applicant from paying its proportionate non-discounted share of costs. The Service Provider agrees to provide substantiating documentation to support this assertion should the applicant, USAC, or the FCC request it.

4) STARTING SERVICES/ADVANCE INSTALLATION

Category 1 Services

The annual E-rate Funding Year begins on July 1 and expires on June 30 of each calendar year. Regardless of the Agreement's "effective date," E-rate eligible goods and/or services requested in this RFP/RFB/RFQ shall be delivered no earlier than the start of the 2025 funding year (July 1, 2025). If Category 1 services (Telecommunication Services and Internet access) will begin on or shortly after July 1 of a funding year, the service provider, in some cases, may need to undertake some construction and installation work prior to the beginning of that funding year. Within the limitations indicated below, the infrastructure costs of a service provider can be deemed to be delivered at the same time that the associated Category 1 services begin. That is, if services begin on July 1, then the delivery of service provider infrastructure necessary for those services can be considered as also delivered on July 1. However, NO INVOICING can take place prior to July 1 of the associated Funding Year.

Early Funding Conditions

Category 1

There are four conditions that must be met in order for USAC to provide support in a funding year for Category 1 infrastructure costs incurred prior to that funding year.

- *Initiation of installation cannot take place before selection of the service provider pursuant to a posted Form 470 and in any event no earlier than six months prior to July 1 of the funding year.*
- *The Category 1 service must depend on the installation of the infrastructure.*
- *The underlying Category 1 service cannot have a service start date prior to July 1 of the funding year.*
- *No invoices can be submitted to USAC for reimbursement prior to July 1 of the funding year.*

For more information, please refer to the FCC Order involving the Nassau County Board of Cooperative Educational Services (DA 02-3365 , released December 6, 2002). This FCC decision only applies to Priority/ Category 1 services (telecommunications services and Internet access).

The complete text can be found at the following URL:

<https://www.usac.org/e-rate/applicant-process/starting-services/advance-installation/>

Category 2

There are two conditions that allow USAC to provide support in a funding year for Category 2 Internal Connections (equipment and services) incurred prior to that funding year.

- *Applicants may seek support for Category 2 eligible services purchased on or after April 1, three months prior to the start of the funding year on July 1. This will provide schools with the flexibility to purchase equipment in preparation for the summer recess and provide the maximum amount of time during the summer to install these critical networks.*
- *No invoices can be submitted to USAC for reimbursement prior to July 1 of the funding year.*

For more information, please refer to the FCC Report and Order and Further Notice of Proposed Rulemaking ([FCC 14-99](#), released July 23, 2014).

It is important to note NO FCC FORM 474 INVOICING can take place before the Funding Commitment Decision Letter is issued, the FCC Form 486 is approved, and/or prior to July 1 of the funding year.

5) INVOICING

- a. The Service Provider agrees to bill and receive a portion of the payment for the provisions of goods and services described herein directly from USAC via the FCC Form 474 Service Provider Invoice (SPI). The Applicant will only be responsible for paying its non-discounted share of costs and does not intend to use the BEAR process (FCC Form 472). The maximum percentage the Applicant will be liable for is the pre-discount amount minus the funded amount as shown on the FCC Form 471 Funding Request Number ("FRN") and associated FRN Line Items and any

identified ineligible costs. Upon the successful receipt or posting of a Funding Commitment Decision Letter from USAC and submission, certification and USAC approval of FCC Form 486, the Applicant shall pay only the discounted amount beginning with the billing cycle immediately following said approval. Alternatively, should the Applicant decide that it is in the best interest of the Applicant to file an FCC Form 472, the Applicant will inform the Service Provider of its intent.

b. The Service Provider agrees that it will not invoice USAC for equipment or services that have not been delivered to and accepted by the Applicant and installed. If equipment is being drop-shipped to the Applicant and the Applicant is responsible for installing the equipment, the Service Provider may not invoice USAC until equipment is received and accepted by the Applicant.

c. All Service Provider invoicing to USAC must be completed within 120 days from the last day of service. Should the Service Provider fail to invoice USAC in a timely manner, the Applicant will only be responsible for paying its non-discounted share.

6) FCC/USAC AUDITS

The E-rate program requires that all records be retained for at least ten (10) years from the last date of service provided on a particular funding request. The Service Provider hereby agrees to retain all books, records, and other documents relative to any Agreement resulting from this RFP/RFB/RFQ for ten (10) years after final payment. The Applicant, its authorized agents, and/or auditors reserves the right to perform or have performed an audit of the records of the Service Provider and therefore shall have full access to and the right to examine any of said materials within a reasonable period of time during said period.

7) PROCUREMENT OF ADDITIONAL GOODS AND/OR SERVICES AND AGREEMENT TERM

During the term of any Agreement resulting from this RFP/RFB/RFQ, the Applicant may elect to procure additional or like goods and/or services offered by the Service Provider. Such services shall be negotiated and obtained via an official amendment to this Agreement and approval by the Applicant's Governing Board. All terms, conditions, warranties, obligations, maintenance and support of said goods or services shall have a coterminous expiration date with the original date of this Agreement. The Applicant shall not enter into a separate Agreement for said goods or services. Service Providers must state in their proposal that they acknowledge, accept and are in agreement with coterminous expiration conditions.

I, the undersigned, as an authorized agent of AMS.NET (Service Provider Name), hereby certify that I have read the E-rate Supplemental Terms and Conditions, am fully compliant and intend to cooperate with the E-rate process as outlined above.

Signature: [Handwritten Signature] Title: Secretary

Phone Number: (929) 245-1100 Email: TSG- West-Order Tracking@mgt.us

Service Provider Name: AMS.NET

Service Provider FCC Registration Number: 0012360554

Service Provider Identification Number: 143005880

LOWELL JOINT SCHOOL DISTRICT
April 7, 2025

To: President Zegarra and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Increase of Purchase Order Amount for Agreement with Behavior and Education Inc., a Nonpublic Nonsectarian Agency, to Provide additional direct Behavioral Intervention Services for select district students for the 2024/2025 School Year

ACTION/
(RATIFICATION)

In accordance with Education Code Sections 56365 and 56366, school districts are required to enter into individual agreements with nonpublic nonsectarian schools/agencies to provide services specified in a pupil's Individualized Education Program (IEP) when such services cannot be provided by the district. Staff employed by these agencies are fully qualified, meet State and Federal guidelines, and are readily available to provide services to District students. Arrangements have been made with Behavior and Education Inc., a nonpublic nonsectarian agency, to provide direct Behavioral Intervention Services for select District students during the 2024/2025 school year.

Due to increased service needs, the total cost of this agreement has been adjusted to reflect an additional \$100,000, bringing the not-to-exceed amount to \$225,000. Services will be provided at the rates of \$60.00 and \$80.00 per hour.

It is recommended that the Board of Trustees approve the revised Agreement with Behavior and Education Inc., a nonpublic nonsectarian agency, to provide additional direct Behavioral Intervention Services for select District students during the 2024/2025 school year, and authorize the Superintendent or designee to execute the revised agreement.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
April 7, 2025

To: President Zegarra and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Acceptance of Donations

ACTION/
(RATIFICATION)

The following individual provided a donation to the District:

Schools First	\$1,500.00
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It is recommended that the donation mentioned above, which have been donated to the District Board Donation Account, be accepted and letter of appreciation be written to the donor.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
April 7, 2025

To: President Zegarra and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Memorandum of Understanding between Lowell Joint School District and Azusa Pacific University, effective July 1, 2025 through June 30, 2030 ACTION

The Lowell Joint Governing Board of Trustees may enter into agreements with a college or university approved by the Commission on Teacher Credentialing (CTC) as a teacher education institution (Ed. Code Section 44227), to provide educational field experiences as may be called for in the requirements of the various authorized credentials for public school service.

Scope of Work

The following scopes of work detail the training and education for University candidates in respective programs along with requirements for the University and Placement Site specific to each placement type. This MOU includes the following scopes of work for programs within the College of Education and Behavioral Sciences:

Appendix A. Teacher Education Field Experience - Multiple Subject, Single Subject, Mild to Moderate Support Needs, and Extensive Support Needs

Appendix B. Teacher Education Student Teaching - Multiple Subject, Single Subject, Mild to Moderate Support Needs, and Extensive Support Needs

Appendix C. Teacher Education Intern Teaching - Multiple Subject, S

Appendix D. Teacher Education Field Experience - PK-3 Early Childhood Education

Appendix E. Teacher Education Student Teaching - PK-3 Early Childhood Education

Appendix F. School Counseling & School Psychology Practicum

Appendix G. School Counseling & School Psychology Fieldwork

Appendix H. School Counseling & School Psychology Intern.

Appendix I. Marriage and Family Therapy

Appendix J. Counseling Psychology with a Specialization in Children and Adolescents

Appendix K. Traditional Undergraduate and Professional Psychology

Appendix L. Clinical Psychology

Appendix M. Social Work

Superintendent's Comment:

APPROVAL RECOMMENDED.

This agreement is at no cost to the District and either Party may terminate this agreement upon thirty (30) days written notice.

It is recommended that the Memorandum of Understanding between Azusa Pacific and Lowell Joint School District for the period of July 1, 2025 through June 30, 2030 be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

April 7, 2025

Subject: Approval of Memorandum of Understanding between
Lowell Joint School District and California State
University San Bernardino, effective July 1, 2025
through June 30, 2030

SCOPE: This agreement is intended to cover Service Learning, Internships, Fieldwork, Field Practicums, Supervised Field Placement, Practice Teaching, and any substantially similar program where University places students with an outside entity as part of his or her educational requirements. Each University program is required to maintain program specific standards, tools and goals, which must be communicated with Learning Site prior to

APPROVAL RECOMMENDED.

placement of students. These requirements may include, but not be limited to risk assessments and site vetting which may or may not include a site visit; and creation of a program specific Learning Plan. This agreement does not delineate any of these responsibilities. Individual programs are required to develop, maintain, and communicate, as necessary, any additional requirements to Learning Site. Specific program requirements may be incorporated into this agreement by reference as necessary, or from time to time by addendum, upon the request of University Program or Learning Site.

This agreement is at no cost to the District and either Party may terminate this agreement upon thirty (30) days written notice.

It is recommended that the Memorandum of Understanding between California State University San Bernardino and Lowell Joint School District for the period of July 1, 2025 through June 30, 2030 be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
April 7, 2025

To: President Zegarra and Members, Board of Trustees
From: Jim Coombs, Superintendent of Schools
Subject: Purchase Order Report 2024/2025 #9

ACTION/
(RATIFICATION)

In accordance with the law, Purchase Order Report 2024/2025 #9 is recommended for approval. The report lists all purchase orders issued February 1, 2025 through February 28, 2025.

DB: ds

Superintendent's Comment:

APPROVAL RECOMMENDED.

X-B1-1

LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 04/07/2025

FROM 02/01/2025 TO 02/28/2025

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
U99B0030	DIVISION OF THE STATE ARCHITEC	5,748.59	5,748.59	4000210004 6217	Fund40-Bond/MG / DSA Fees
U99F0094	GOODMAN TREE SERVICE	2,800.00	2,800.00	0100000452 5630	Grounds/Maybrook / Repairs or Maintenance
U99F0095	GOODMAN TREE SERVICE	3,800.00	3,800.00	0100000452 5630	Grounds/Maybrook / Repairs or Maintenance
U99F0096	GOODMAN TREE SERVICE	1,400.00	1,400.00	0100000452 5630	Grounds/Maybrook / Repairs or Maintenance
U99F0097	GOODMAN TREE SERVICE	3,800.00	3,800.00	0100000102 5630	GF-Unrest-Not Applicable / Repairs or Maintenance
U99F0098	GOODMAN TREE SERVICE	3,600.00	3,600.00	0100000102 5630	GF-Unrest-Not Applicable / Repairs or Maintenance
U99F0099	BRUCE CAMPBELL SAND & GRAVEL	1,008.79	1,008.79	0100000101 5630	GF-Unrest-Not Applicable / Repairs or Maintenance
U99F0100	HUNTINGTON HARDWARE CO. INC.	3,895.90	3,895.90	0100000098 4300	GF-Unrest-Not Applicable / Materials and Supplies
U99M0342	AMERICAN EXPRESS	195.59	195.59	0100000317 5200	GF_UNRESTRICTED_SUPT / Travel and Conferences
U99M0343	AMERICAN EXPRESS	456.99	456.99	0195640010 4300	MedCal/SE-Olita / Materials and Supplies
U99M0344	AMERICAN EXPRESS	96.20	19.25	0100000055 4300	Jordan/Health Services / Materials and Supplies
			19.24	0100000056 4300	MG/Health Services / Materials and Supplies
			19.23	0100000057 4300	Olita/Health Services / Materials and Supplies
			19.24	0100000277 4300	01El Portal/Health Services / Materials and Supplies
			19.24	0100000278 4300	Macy/Health Services / Materials and Supplies
U99M0345	AMERICAN EXPRESS	558.75	558.75	0195640010 4300	MedCal/SE-Olita / Materials and Supplies
U99M0346	AMERICAN EXPRESS	329.45	329.45	0105110044 4300	GF-SiteAlloc RS / Materials and Supplies
U99M0347	AMERICAN EXPRESS	35,647.00	35,647.00	0109110014 4300	GF-DonRS / Materials and Supplies
U99M0348	AMERICAN EXPRESS	221.57	221.57	0100000317 4300	GF_UNRESTRICTED_SUPT / Materials and Supplies
U99M0349	AMERICAN EXPRESS	57.65	57.65	1353100045 4300	NutritionServ/RS / Materials and Supplies
U99M0350	AMERICAN EXPRESS	242.59	242.59	0195640023 4300	MedCal/Psych-SE / Materials and Supplies
U99M0352	AMERICAN EXPRESS	2,255.13	2,255.13	1226000002 4300	ELOP/ChildDevFund / Materials and Supplies
U99M0353	AMERICAN EXPRESS	90.55	90.55	0195640009 4300	MedCal/SE-MG / Materials and Supplies
U99M0354	AMERICAN EXPRESS	526.27	526.27	0195640006 4300	MedCal-EP/SpEd / Materials and Supplies
U99M0355	AMERICAN EXPRESS	328.47	328.47	0195640010 4300	MedCal/SE-Olita / Materials and Supplies
U99M0356	AMERICAN EXPRESS	43.77	43.77	0105110044 4300	GF-SiteAlloc RS / Materials and Supplies
U99M0357	AMERICAN EXPRESS	561.71	561.71	1261050003 4300	CSPP/OL-PS/LG4A2 / Materials and Supplies

LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 04/07/2025

FROM 02/01/2025 TO 02/28/2025

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
U99M0358	AMERICAN EXPRESS	276.57	276.57	1226000002 4300	ELOP/ChildDevFund / Materials and Supplies
U99M0359	AMERICAN EXPRESS	462.32	462.32	0195640008 4300	MedCal/SI-Macy / Materials and Supplies
U99M0360	AMERICAN EXPRESS	265.54	265.54	0195640041 4300	MediCal-EP/Psychology / Materials and Supplies
U99M0361	AMERICAN EXPRESS	132.29	132.29	0195640035 4300	MediCal-JO/RSP / Materials and Supplies
U99M0362	AMERICAN EXPRESS	524.01	524.01	0195640006 4300	MedCal-EP/SpEd / Materials and Supplies
U99M0363	AMERICAN EXPRESS	218.16	218.16	1226000002 4300	ELOP/ChildDevFund / Materials and Supplies
U99M0364	AMERICAN EXPRESS	157.99	157.99	0195640040 4300	MediCal-RS/RSP / Materials and Supplies
U99M0365	AMERICAN EXPRESS	346.00	346.00	0167700008 5800	Prop28-RS Goal 6 / Prof/ConsultingServ&Oper Exp
U99M0366	AMERICAN EXPRESS	2,475.67	2,475.67	0195640042 5200	Medi-Cal/Asst. Supt.Ed Service / Travel and Conferences
U99M0367	AMERICAN EXPRESS	222.97	222.97	0100580006 4300	GF-SiteAllocMG / Materials and Supplies
U99M0368	AMERICAN EXPRESS	244.70	244.70	0195640040 4300	MediCal-RS/RSP / Materials and Supplies
U99M0372	AMERICAN EXPRESS	288.00	288.00	0109110014 4300	GF-DonRS / Materials and Supplies
U99M0373	AMERICAN EXPRESS	62.75	62.75	0100000317 4300	GF_UNRESTRICTED_SUPT / Materials and Supplies
U99M0374	AMERICAN EXPRESS	6,029.91	6,029.91	1226000002 4300	ELOP/ChildDevFund / Materials and Supplies
U99M0375	AMERICAN EXPRESS	850.00	850.00	0100000317 5800	GF_UNRESTRICTED_SUPT / Prof/ConsultingServ&Oper
U99M0377	AMERICAN EXPRESS	45.82	45.82	0100000098 4300	GF-Unrest-Not Applicable / Materials and Supplies
U99M0378	AMERICAN EXPRESS	669.00	669.00	1261050005 5200	PS/CSPP / Travel and Conferences
U99M0379	AMERICAN EXPRESS	97.02	97.02	0195640039 4300	MediCal-OL/RSP / Materials and Supplies
U99M0380	AMERICAN EXPRESS	880.00	880.00	0130100091 5200	T3-EP/SPSA G1/A7 / Travel and Conferences
U99M0381	AMERICAN EXPRESS	277.27	277.27	0130100062 4300	EP-TitleI/SPSA-G2A1 / Materials and Supplies
U99M0382	AMERICAN EXPRESS	219.76	219.76	0100000317 4300	GF_UNRESTRICTED_SUPT / Materials and Supplies
U99M0383	AMERICAN EXPRESS	150.00	150.00	0100000317 4300	GF_UNRESTRICTED_SUPT / Materials and Supplies
U99M0384	AMERICAN EXPRESS	1,433.25	1,433.25	1261050005 5200	PS/CSPP / Travel and Conferences
U99M0385	AMERICAN EXPRESS	353.26	353.26	0109110055 4300	Drama-RS Donations / Materials and Supplies
U99M0386	AMERICAN EXPRESS	231.94	231.94	0109110055 4300	Drama-RS Donations / Materials and Supplies
U99M0387	AMERICAN EXPRESS	462.87	462.87	0109110055 4300	Drama-RS Donations / Materials and Supplies

LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 04/07/2025

FROM 02/01/2025 TO 02/28/2025

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
U99M0388	AMERICAN EXPRESS	250.00	250.00	0108880020 4300	GF-Technology-Not Applicable / Materials and Supplies
U99M0389	AMERICAN EXPRESS	2,695.37	2,695.37	0109110055 4300	Drama-RS Donations / Materials and Supplies
U99M0390	AMERICAN EXPRESS	55.10	55.10	0195640004 4300	Medi-Cal/SE Counseling / Materials and Supplies
U99M0391	AMERICAN EXPRESS	35.25	35.25	0195640017 4300	MedCal/SLP-Olita / Materials and Supplies
U99M0392	AMERICAN EXPRESS	62.16	62.16	0100000317 4300	GF_UNRESTRICTED_SUPT / Materials and Supplies
U99M0393	AMERICAN EXPRESS	75.15	75.15	0108880020 4300	GF-Technology-Not Applicable / Materials and Supplies
U99M0394	AMERICAN EXPRESS	169.61	169.61	0195640013 4300	MedCal/SLP-EP / Materials and Supplies
U99M0395	AMERICAN EXPRESS	213.41	213.41	0195640020 4300	MedCal/Psych-Macy / Materials and Supplies
U99M0396	AMERICAN EXPRESS	162.40	162.40	0105110044 4300	GF-SiteAlloc RS / Materials and Supplies
U99M0397	AMERICAN EXPRESS	92.84	92.84	0109110055 4300	Drama-RS Donations / Materials and Supplies
U99M0398	AMERICAN EXPRESS	144.95	144.95	0109110055 4300	Drama-RS Donations / Materials and Supplies
U99M0399	AMERICAN EXPRESS	16.53	16.53	0195640013 4300	MedCal/SLP-EP / Materials and Supplies
U99M0400	AMERICAN EXPRESS	28.45	28.45	0105110044 4300	GF-SiteAlloc RS / Materials and Supplies
U99M0401	AMERICAN EXPRESS	2,700.00	2,700.00	0100000009 5200	GF-Unrest-Not Applicable / Travel and Conferences
U99M0402	AMERICAN EXPRESS	409.35	409.35	0109110055 4300	Drama-RS Donations / Materials and Supplies
U99M0403	AMERICAN EXPRESS	307.47	307.47	0109110055 4300	Drama-RS Donations / Materials and Supplies
U99M0404	AMERICAN EXPRESS	406.19	406.19	0109110055 4300	Drama-RS Donations / Materials and Supplies
U99M0405	AMERICAN EXPRESS	488.07	488.07	0109110055 4300	Drama-RS Donations / Materials and Supplies
U99M0406	AMERICAN EXPRESS	487.73	487.73	0109110055 4300	Drama-RS Donations / Materials and Supplies
U99M0407	AMERICAN EXPRESS	545.31	545.31	0105110044 4300	GF-SiteAlloc RS / Materials and Supplies
U99M0408	AMERICAN EXPRESS	2,400.00	2,400.00	0108880020 5200	GF-Technology-Not Applicable / Travel and Conferences
U99M0409	AMERICAN EXPRESS	873.39	873.39	0109110055 4300	Drama-RS Donations / Materials and Supplies
U99M0410	AMERICAN EXPRESS	53.92	53.92	0100000317 4300	GF_UNRESTRICTED_SUPT / Materials and Supplies
U99M0411	AMERICAN EXPRESS	2,700.00	2,700.00	0108880020 5200	GF-Technology-Not Applicable / Travel and Conferences
U99M0412	AMERICAN EXPRESS	2,700.00	2,700.00	0108880020 5200	GF-Technology-Not Applicable / Travel and Conferences
U99M0413	AMERICAN EXPRESS	2,700.00	2,700.00	0140350035 5200	T3-CurrAdmnPS / Travel and Conferences

LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 04/07/2025

FROM 02/01/2025 TO 02/28/2025

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
U99M0414	AMERICAN EXPRESS	55.13	55.13	0195640013 4300	MedCal/SLP-EP / Materials and Supplies
U99N0033	CHEFS' TOYS LLC	11,282.21	11,282.21	1353100044 6400	NutritionServ/Olita / Equipment
U99R0354	LACOE	10,232.69	10,232.69	0100000439 5803	Admin & Other Fees / STRS P&I
U99R0355	CULVER-NEWLIN	304,145.19	301,055.26 3,089.93	4000000008 4300 4000000008 4400	WP-Unrest-Not Applicable / Materials and Supplies WP-Unrest-Not Applicable / Non Capitalized Equipment
U99R0356	OCDE	6,000.00	6,000.00	0162660014 5800	EdEffect/MathPD / Prof/ConsultingServ&Oper Exp
U99R0357	BREA OLINDA UNIFIED SCHOOL DIS	100.67	100.67	0105110044 4300	GF-SiteAlloc RS / Materials and Supplies
U99R0358	NIGRO & NIGRO	2,500.00	2,500.00	0190200002 7310	GF-K Readiness-Not Applicable / Direct Spp/Indirect Costs
U99R0359	WPS	842.86	842.86	0195640023 4300	MedCal/Psych-SE / Materials and Supplies
U99R0360	ULINE	2,772.27	2,772.27	1226000002 4300	ELOP/ChildDevFund / Materials and Supplies
U99R0362	CURRICULUM ASSOCIATES	293.00	293.00	0142030009 4300	GF-ESSA-TitleIIIEEL-Not Applica / Materials and Supplies
U99R0363	ROCHESTER 100 INC.	879.24	879.24	0100980006 4300	GF-DonMdwGreen-Not Applicable / Materials and Supplies
U99R0364	CERTIFIED TRANSPORTATION SERVI	912.87	912.87	0100910005 5800	GF-DonEl Portal-Not Applicable / Prof/ConsultingServ&Op
U99R0365	IMPERIAL BAND INSTRUMENTS	202.55	202.55	0105110049 4300	RS-Drumline / Materials and Supplies
U99R0366	OCDE	40.00	40.00	1261050005 5200	PS/CSPP / Travel and Conferences
U99R0367	OCDE	40.00	40.00	1261050005 5200	PS/CSPP / Travel and Conferences
U99R0368	OCDE	40.00	40.00	1261050002 5200	CSPP/JO-PS/LG2A4 / Travel and Conferences
U99R0369	OCDE	40.00	40.00	1261050004 5200	CSPP/Macy-PreSchool/LG2A4 / Travel and Conferences
U99R0370	OCDE	40.00	40.00	1261050004 5200	CSPP/Macy-PreSchool/LG2A4 / Travel and Conferences
U99R0371	OCDE	40.00	40.00	1261050004 5200	CSPP/Macy-PreSchool/LG2A4 / Travel and Conferences
U99R0372	DATA IMPRESSIONS	1,002.01	1,002.01	0165030003 4400	GF-SpEd-LowIncid-Not Applicabl / Non Capitalized
U99R0373	UNIVERSITY TRAINING CENTER INC	1,180.00	1,180.00	1261050011 5800	CSPP-PS/General / Prof/ConsultingServ&Oper Exp
U99R0374	ENOKI EVENTS LLC	1,260.00	1,260.00	1226000002 5200	ELOP/ChildDevFund / Travel and Conferences
U99R0375	ORANGE COUNTY SCHOOL BOARD ASS	55.00	55.00	0100000317 5800	GF_UNRESTRICTED_SUPT / Prof/ConsultingServ&Oper
U99R0376	JONES SCHOOL SUPPLY COMPANY	580.52	580.52	0100580006 4300	GF-SiteAllocMG / Materials and Supplies
U99R0377	AMERICAN EXPRESS	329.65	329.65	0195640013 4300	MedCal/SLP-EP / Materials and Supplies
U99R0378	THOMSON REUTERS	401.31	401.31	0100000009 4200	GF-Unrest-Not Applicable / Books & Oth Reference Material

LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 04/07/2025

FROM 02/01/2025 TO 02/28/2025

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
U99R0379	NCS PEARSON INC.	504.87	504.87	0195640023 4300	MedCal/Psych-SE / Materials and Supplies
U99R0380	LAKESHORE LEARNING MATERIALS L	418.19	418.19	0195640005 4300	MediCal-SE/MG Preschool / Materials and Supplies
U99R0381	RIVERSIDE INSIGHTS	375.88	375.88	0195640023 4300	MedCal/Psych-SE / Materials and Supplies
U99R0382	CULVER-NEWLIN	6,971.94	6,971.94	4000000008 4300	WP-Unrest-Not Applicable / Materials and Supplies
U99R0383	NASSP	385.00	385.00	0105110044 5300	GF-SiteAlloc RS / Dues and Memberships
U99R0384	PAWS-TO-SHARE	352.80	352.80	0130100068 5800	T3-EP/Instr-SPSAG3A1 / Prof/ConsultingServ&Oper Exp
U99R0385	WORLD S FINEST CHOCOLATE	14,740.00	14,740.00	0100940005 4300	GF-DonJordan-Not Applicable / Materials and Supplies
U99R0386	SCHOOL SPECIALTY LLC	1,291.46	200.00	0100000075 4300	GF-Unrest-Not Applicable / Materials and Supplies
			1,091.46	0100000075 4400	GF-Unrest-Not Applicable / Non Capitalized Equipment
U99R0387	LAKESHORE LEARNING MATERIALS L	573.65	573.65	0195640005 4300	MediCal-SE/MG Preschool / Materials and Supplies
U99R0388	NANCY KEMP	600.00	600.00	0105110044 5850	GF-SiteAlloc RS / Conslt/Ind Contractors(NonEmp)
U99R0389	VEX ROBOTICS	1,936.05	976.89	0107090120 4300	STEAM/LG5A3 / Materials and Supplies
			959.16	0107090120 4400	STEAM/LG5A3 / Non Capitalized Equipment
U99R0390	PACIFIC COAST ENTERTAINMENT	3,720.80	3,720.80	1226000004 5800	ELOP/LJYT / Prof/ConsultingServ&Oper Exp
U99R0391	OCDE	480.00	480.00	0195640046 5800	MediCal-JO/ParentParticipation / Prof/ConsultingServ&Ope
U99R0392	SUMDOG INC	3,053.92	3,053.92	1226000002 4300	ELOP/ChildDevFund / Materials and Supplies
U99R0393	DATA IMPRESSIONS	3,375.88	3,375.88	0100890005 4300	GF-TechAllocOlit / Materials and Supplies
U99R0394	WORLD S FINEST CHOCOLATE	7,224.00	7,224.00	0100940005 4300	GF-DonJordan-Not Applicable / Materials and Supplies
U99R0395	COASTAL ENTERPRISES	10,247.80	10,247.80	0109110028 4300	RS Don/PE / Materials and Supplies
U99R0396	DIVISION OF THE STATE ARCHITEC	1,500.00	500.00	4000000004 5800	WP-Unrest-Not Applicable / Prof/ConsultingServ&Oper Exp
			500.00	4000000006 5800	WP-Unrest-Not Applicable / Prof/ConsultingServ&Oper Exp
			500.00	4000000007 5800	WP-Unrest-Not Applicable / Prof/ConsultingServ&Oper Exp
U99R0397	PEGLEG ENTERTAINMENT	7,356.25	7,356.25	0100000243 5800	GF-Unrest-Not Applicable / Prof/ConsultingServ&Oper Exp
U99R0398	WHITTIER CHRISTIAN HIGH SCHOOL	522.00	522.00	0105110044 5800	GF-SiteAlloc RS / Prof/ConsultingServ&Oper Exp
U99R0399	AMAZON CAPITAL SERVICES	57.52	57.52	0195640019 4300	MedCal/SLP-SE / Materials and Supplies
U99R0400	LAKESHORE LEARNING MATERIALS L	225.38	225.38	0195640005 4300	MediCal-SE/MG Preschool / Materials and Supplies
U99R0401	J.W.PEPPER & SON INC.	154.30	100.29	0100000250 4300	GF-Unrest-Not Applicable / Materials and Supplies

LOWELL JOINT SD
PURCHASE ORDER DETAIL REPORT
BOARD OF TRUSTEES MEETING 04/07/2025

FROM 02/01/2025 TO 02/28/2025

<u>PO NUMBER</u>	<u>VENDOR</u>	<u>PO TOTAL</u>	<u>ACCOUNT AMOUNT</u>	<u>ACCOUNT NUMBER</u>	<u>PSEUDO / OBJECT DESCRIPTION</u>
U99R0401	*** CONTINUED ***				
			54.01	0167700003 4300	Prop28-ElemMusic / Materials and Supplies
U99R0402	R.W.B. PARTY PROPS INC	203.97	203.97	0109110055 4300	Drama-RS Donations / Materials and Supplies
U99R0403	CERTIFIED TRANSPORTATION SERVI	1,464.25	1,464.25	0163870003 5800	CTEIG-RS Supplies / Prof/ConsultingServ&Oper Exp
U99R0404	MUSICAL THEATRE INTERNATIONAL	131.20	131.20	0167620008 4300	Music-RS_A&MGrant / Materials and Supplies
U99R0405	ART SPECIALTIES INC	4,510.60	4,510.60	0100580006 4300	GF-SiteAllocMG / Materials and Supplies
U99R0406	COASTAL ENTERPRISES	2,038.01	2,038.01	0109110028 4300	RS Don/PE / Materials and Supplies
U99R0407	AMAZON CAPITAL SERVICES	46.18	46.18	0100000317 4300	GF_UNRESTRICTED_SUPT / Materials and Supplies
U99R0408	806 TECHNOLOGIES INC.	4,200.00	4,200.00	0130100011 5810	GF-ESSA:T1 PartA-Not Applicabl / Licenses/Technology
U99R0409	DEAD AND BURIED INC.	2,532.66	187.85	0100000246 4300	GF-Unrest-Not Applicable / Materials and Supplies
			537.80	0109110035 4300	RS-Donations/Band / Materials and Supplies
			168.84	0109110050 4300	Choral-RS Donations / Materials and Supplies
			243.10	0109110051 4300	Drumline-RS Donations / Materials and Supplies
			793.39	0167620001 4300	LJYT-ArtMusicBlkGrt / Materials and Supplies
			180.45	0167700003 4300	Prop28-ElemMusic / Materials and Supplies
			78.68	0167700004 4300	Prop28-Choral/Elementary / Materials and Supplies
			165.75	0167700009 4300	Prop28/Media-Journalism / Materials and Supplies
			176.80	0167700010 4300	Prop28-Goal5/Dance / Materials and Supplies
	Fund 01 Total:	178,900.12			
	Fund 12 Total:	23,670.72			
	Fund 13 Total:	11,339.86			
	Fund 40 Total:	318,365.72			
	Total Amount of Purchase Orders:	532,276.42			

LOWELL JOINT SCHOOL DISTRICT
April 7, 2025

To: President Zegarra and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Consolidated Check Register Listing Report
2024/2025 #9

ACTION/
(RATIFICATION)

The Consolidated Check Register Listing Report 2024/25 #9 is recommended for approval.
The Consolidated Check Register lists all warrants issued February 1, 2025 through February 28, 2025.

DB/ds

Superintendent's Comment:

APPROVAL RECOMMENDED.

X-B2-1

LOWELL JOINT SD
Consolidated Check Register
from 2/1/2025 to 2/28/2025

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99 00007867	E9900220	ALISON GARDNER	01282025	OH	02/03/2025		MW	IS	152.55
99 00007868	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	INV00591	OH	02/03/2025		MW	IS	130,161.00
99 00007869	E9900020	APRIL BULLARD	01282025	OH	02/03/2025		MW	IS	49.44
99 00007870	V9903303	iPRINT TECHNOLOGIES	1198006	OH	02/03/2025		MW	IS	90.42
99 00007871	V9900129	NCS PEARSON INC.	27809784	OH	02/03/2025		MW	IS	1,518.11
99 00007872	E9900172	RHONDA OVERBY	012725	OH	02/03/2025		MW	IS	167.05
99 00007873	V9903485	TAKACS, LINDA	01292025	OH	02/03/2025		MW	IS	74.37
99 00007874	I9900011	TRINIDAD, GINA	SPED2	OH	02/03/2025		MW	IS	728.18
99 00007875	V9903826	BOTTOM LINE UTILITY SOLUTIONS	775574	OH	02/04/2025		MW	IS	142,467.50
99 00007876	V9900024	BEARCOM	5842743	OH	02/04/2025		MW	IS	7,860.55
99 00007877	F9900011	BEST LAWNMOWER INC.	12503	OH	02/05/2025		MW	IS	1,362.36
99 00007878	V9903531	DAVIS, SUMMER	004-B	OH	02/05/2025		MW	IS	105.00
99 00007879	V9900056	DELTA DENTAL OF CALIFORNIA	BE006428298-FEB	OH	02/05/2025		MW	IS	2,215.11
99 00007880	V9903822	FIRST BOOK MARKETPLACE	7001769627	OH	02/05/2025		MW	IS	220.25
99 00007881	V9903580	GRAINGER	9350593431	OH	02/05/2025		MW	IS	60.72
99 00007882	E9900410	ISABEL KILLEEN	01152025	OH	02/05/2025		MW	IS	245.98
99 00007883	E9900084	JIM COOMBS	02032025	OH	02/05/2025		MW	IS	481.04
99 00007884	V9903657	REFRIGERATION SUPPLIES DISTRIB	49378281-00	OH	02/05/2025		MW	IS	2,228.20
99 00007885	U9900004	SOUTHERN CALIFORNIA EDISON	1223012225MG	OH	02/05/2025		MW	IS	3,389.34
99 00007886	F9900069	WALTERS WHOLESALE ELECTRIC	S127147249.001	OH	02/05/2025		MW	IS	966.80
99 00007887	V9903833	POLAR3D INC.	34170	OH	02/05/2025		MW	IS	2,500.00
99 00007888	F9900069	WALTERS WHOLESALE ELECTRIC	S127244444	OH	02/05/2025		MW	IS	39,421.95
99 00007889	V9903310	BYRDSEED LLC	3684	OH	02/06/2025		MW	IS	6,000.00
99 00007890	I9900002	BYRON FERGUSON DBA ALL AMERICA	1013	OH	02/06/2025		MW	IS	780.00
99 00007891	U9900001	CITY OF LA HABRA WATER DEPARTM	121824012125	OH	02/06/2025		MW	IS	1,264.15
99 00007892	V9903225	LACOE	02032025	OH	02/06/2025		MW	IS	10,232.69
99 00007893	V9900111	LINKEDIN CORPORATION	10112620452	OH	02/06/2025		MW	IS	2,388.00
99 00007894	V9900129	NCS PEARSON INC.	27994347	OH	02/06/2025		MW	IS	818.82
99 00007895	V9900134	OCDE	94UI1074	OH	02/06/2025		MW	IS	6,000.00
99 00007896	F9900054	PLUMBING WHOLESALE OUTLET	S100841128.001	OH	02/06/2025		MW	IS	472.94
99 00007897	V9900159	RIVERSIDE INSIGHTS	INV233126	OH	02/06/2025		MW	IS	3,700.33
99 00007898	V9900179	SOUTHWEST SCHOOL SUPPLY	6021692978	OH	02/06/2025		MW	IS	33.93
99 00007899	F9900059	THE HOME DEPOT PRO INSTITUTION	847544079	OH	02/06/2025		MW	IS	3,170.37
99 00007900	F9900066	UNITED RENTALS (NORTH AMERICA)	235534602-008	OH	02/06/2025		MW	IS	1,091.48
99 00007901	V9900209	WILLIAM V.MACGILL & CO.	IN0891665	OH	02/06/2025		MW	IS	1,402.70
99 00007902	V9903352	ACTIVE EDUCATION	2533	OH	02/06/2025		MW	IS	11,044.80
99 00007903	V9900179	SOUTHWEST SCHOOL SUPPLY	6021839047	OH	02/06/2025		MW	IS	25.67
99 00007904	V9900179	SOUTHWEST SCHOOL SUPPLY	6021762213	OH	02/06/2025		MW	IS	109.49
99 00007905	I9900020	CAMILLE VARGAS	LJYT JAN01-JAN25	OH	02/07/2025		MW	IS	241.87

LOWELL JOINT SD
Consolidated Check Register
from 2/1/2025 to 2/28/2025

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99 00007906	I9900021	CHRISTINE LOGAN	LJYT JAN01-JAN15OH		02/07/2025		MW	IS	253.12
99 00007907	V9903673	GOODMAN TREE SERVICE	02032025B	OH	02/07/2025		MW	IS	8,000.00
99 00007908	V9903434	LITERACY RESOURCES LLC	376999	OH	02/07/2025		MW	IS	842.00
99 00007909	I9903532	LOGAN, BRENNEN	LJYT JAN01-FEB01OH		02/07/2025		MW	IS	905.62
99 00007910	V9900131	NIGRO & NIGRO	21498	OH	02/07/2025		MW	IS	2,500.00
99 00007911	U9900004	SOUTHERN CALIFORNIA EDISON	1230012825MYB	OH	02/07/2025		MW	IS	2,379.37
99 00007912	U9900005	SOUTHERN CALIFORNIA GAS CO	1230012825MA	OH	02/07/2025		MW	IS	840.65
99 00007913	U9900006	SUBURBAN WATER SYSTEMS	180071795090	OH	02/07/2025		MW	IS	2,726.63
99 00007914	U9900008	T-MOBILE	1221012025	OH	02/07/2025		MW	IS	142.68
99 00007915	U9900009	VERIZON WIRELESS-LA	6103747227	OH	02/07/2025		MW	IS	572.38
99 00007916	I9900020	CAMILLE VARGAS	LJYT JAN01-JAN25OH		02/07/2025		MW	IS	26.88
99 00007917	I9900021	CHRISTINE LOGAN	LJYT JAN01-JAN15OH		02/07/2025		MW	IS	28.13
99 00007918	E9900306	JESSICA ASTORGA	J.ASTORGA	OH	02/07/2025		MW	IS	114.00
99 00007919	I9903532	LOGAN, BRENNEN	LJYT JAN01-FEB01OH		02/07/2025		MW	IS	100.63
99 00007920	V9900179	SOUTHWEST SCHOOL SUPPLY	6022898078	OH	02/11/2025		MW	IS	1,463.07
99 00007921	VOID.CONTI	Void - Continued Stub	CONTINUE	OH	02/13/2025		VM	VD	0.00
99 00007922	V9900013	AMERICAN EXPRESS	WTNM7T2SQFN	OH	02/13/2025		MW	IS	16,418.26
99 00007923	V9903258	DECKER EQUIPMENT	607118A	OH	02/13/2025		MW	IS	159.70
99 00007924	V9903691	GUIDED DISCOVERIES INC	100-30036	OH	02/13/2025		MW	IS	65.00
99 00007925	F9900040	JAMES HARDWARE COMPANY	2501-115972	OH	02/13/2025		MW	IS	118.41
99 00007926	F9900047	LOWES	996002-OJVVIK	OH	02/13/2025		MW	IS	500.20
99 00007927	E9900156	NICOLE BALLARD	02032025	OH	02/13/2025		MW	IS	25.90
99 00007928	V9900134	OCDE	94UI0999	OH	02/13/2025		MW	IS	32,100.00
99 00007929	I990026	PALACIOS, JANELLE	020525RS	OH	02/13/2025		MW	IS	7,602.35
99 00007930	F9900052	PDQ EQUIPMENT RENTAL	C9549	OH	02/13/2025		MW	IS	1,069.50
99 00007931	V9900179	SOUTHWEST SCHOOL SUPPLY	6023750542	OH	02/13/2025		MW	IS	703.21
99 00007932	F9900060	THE SHERWIN-WILLIAMS CO.	7771-9	OH	02/13/2025		MW	IS	198.69
99 00007933	U9900010	WARE DISPOSAL	1690955	OH	02/13/2025		MW	IS	6,444.32
99 00007934	V9900013	AMERICAN EXPRESS	1148563418613940	OH	02/13/2025		MW	IS	849.74
99 00007935	V9903787	Boys & Girls Clubs of La Habra	JAN 1-31 25	OH	02/13/2025		MW	IS	23,271.37
99 00007936	V9903815	ALL CITY MANAGEMENT SERVICES I	98660	OH	02/14/2025		MW	IS	5,762.34
99 00007937	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	FEB25VLIFBU	OH	02/14/2025		MW	IS	1,454.22
99 00007938	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	FEB25DDR	OH	02/14/2025		MW	IS	34,100.33
99 00007939	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	FEB25VSR	OH	02/14/2025		MW	IS	7,074.34
99 00007940	V9900013	AMERICAN EXPRESS	01122025	OH	02/14/2025		MW	IS	2,475.67
99 00007941	V9903731	BREA OLINDA UNIFIED SCHOOL DIS	2425AJ084	OH	02/14/2025		MW	IS	100.67
99 00007942	V9900088	IMPERIAL BAND INSTRUMENTS	94333	OH	02/14/2025		MW	IS	108.62
99 00007943	V9900094	J.W.PEPPER & SON INC.	367213401	OH	02/14/2025		MW	IS	14.24
99 00007944	V9900104	LEADER SERVICES	CDS 7050	OH	02/14/2025		MW	IS	300.20

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99 00007945	F9900053	PEST OPTIONS INC.	459979	OH	02/14/2025		MW	IS	2,113.75
99 00007946	V9903809	PORTVIEW PREPARATORY INC	26149	OH	02/14/2025		MW	IS	10,424.89
99 00007947	F9900057	SOUTHEAST CONSTRUCTION PRODUCT	2501-160138	OH	02/14/2025		MW	IS	1,009.70
99 00007948	V9900179	SOUTHWEST SCHOOL SUPPLY	6022826378	OH	02/14/2025		MW	IS	1,716.38
99 00007949	V9900180	SPARKLETTS	24518140 020925	OH	02/14/2025		MW	IS	161.36
99 00007950	V9900203	VEX ROBOTICS	790764	OH	02/14/2025		MW	IS	3,847.13
99 00007951	V9903786	ZUM SERVICES INC	IN19393816	OH	02/14/2025		MW	IS	1,241.65
99 00007952	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	FEB25VLIFBU	OH	02/14/2025		MW	IS	89.13
99 00007953	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	FEB25DDA	OH	02/14/2025		MW	IS	1,915.84
99 00007954	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	FEB25VSA	OH	02/14/2025		MW	IS	402.24
99 00007955	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	FEB25VLIFBU	OH	02/14/2025		MW	IS	56.45
99 00007956	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	FEB25DDA	OH	02/14/2025		MW	IS	1,348.27
99 00007957	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	FEB25VSA	OH	02/14/2025		MW	IS	283.08
99 00007958	F9900014	BUG FLIP	JANUARY 2025	OH	02/14/2025		MW	IS	210.00
99 00007959	N9900015	Continental Sales	JANUARY 2025	OH	02/14/2025		MW	IS	6,006.75
99 00007960	V9903533	COUNTY OF LOS ANGELES -ENVIRON	JANUARY 2025	OH	02/14/2025		MW	IS	591.00
99 00007961	N9900004	DRIFTWOOD DAIRY	JANUARY 2025	OH	02/14/2025		MW	IS	13,133.07
99 00007962	N9900007	GOLD STAR FOODS	JANUARY 2025	OH	02/14/2025		MW	IS	37,940.78
99 00007963	F9900045	LADY BUGS ENVIRONMENTAL TERMIT	157019	OH	02/14/2025		MW	IS	55.00
99 00007964	V9903834	VANESSA VINCENT	JANUARY 2025	OH	02/14/2025		MW	IS	125.50
99 00007965	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	FEB25VLIFBU	OH	02/14/2025		MW	IS	4.76
99 00007966	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	FEB25DDR	OH	02/14/2025		MW	IS	186.92
99 00007967	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	FEB25VSR	OH	02/14/2025		MW	IS	38.95
99 00007968	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	FEB25VLIFAD	OH	02/14/2025		MW	IS	8.65
99 00007969	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	FEB25DDA	OH	02/14/2025		MW	IS	119.74
99 00007970	V9900010	ALLIANCE OF SCHOOLS FOR COOPER	FEB25VSA	OH	02/14/2025		MW	IS	25.14
99 00007971	U9900004	SOUTHERN CALIFORNIA EDISON	0109020625MA	OH	02/18/2025		MW	IS	5,651.58
99 00007972	U9900006	SUBURBAN WATER SYSTEMS	180090885003	OH	02/18/2025		MW	IS	19,678.95
99 00007973	V9903837	UNIVERSITY TRAINING CENTER INC	9273	OH	02/18/2025		MW	IS	1,180.00
99 00007974	E9900115	KRISTA VAN HOOGMOED	013125	OH	02/19/2025		MW	IS	150.83
99 00007975	V9900137	ORANGE COUNTY SCHOOL BOARD ASS	REGISTRATION	OH	02/19/2025		MW	IS	55.00
99 00007976	V9900148	QUADIENT FINANCE USA INC.	FEB STMT	OH	02/19/2025		MW	IS	1,000.00
99 00007977	V9903485	TAKACS, LINDA	0203020425	OH	02/19/2025		MW	IS	96.60
99 00007978	V9900212	WPS	WPS-506740	OH	02/19/2025		MW	IS	842.87
99 00007979	F9900003	ABES PLUMBING INC.	21241	OH	02/20/2025		MW	IS	1,400.00
99 00007980	F9900015	CANNINGS HARDWARE LA HABRA	401609	OH	02/20/2025		MW	IS	184.00
99 00007981	V9900088	IMPERIAL BAND INSTRUMENTS	94332	OH	02/20/2025		MW	IS	201.16
99 00007982	V9903303	iPRINT TECHNOLOGIES	1202078	OH	02/20/2025		MW	IS	349.49
99 00007983	V9900134	OCDE	94UI1152	OH	02/20/2025		MW	IS	403.19

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Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99 00007984	F9900053	PEST OPTIONS INC.	460049	OH	02/20/2025		MW	IS	62.41
99 00007985	V9900154	READYREFRESH BY NESTLE	15B0032621385	OH	02/20/2025		MW	IS	80.46
99 00007986	U9900004	SOUTHERN CALIFORNIA EDISON	0111021025EP2	OH	02/20/2025		MW	IS	4,487.07
99 00007987	U9900005	SOUTHERN CALIFORNIA GAS CO	0109020725OL	OH	02/20/2025		MW	IS	1,099.67
99 00007988	V9900179	SOUTHWEST SCHOOL SUPPLY	6022263858	OH	02/20/2025		MW	IS	2,474.41
99 00007989	V9900179	SOUTHWEST SCHOOL SUPPLY	6022766502	OH	02/20/2025		MW	IS	711.26
99 00007990	V9903838	THOMSON REUTERS	6165530600	OH	02/20/2025		MW	IS	401.31
99 00007991	V9903493	VERNES PLUMBING	12467161	OH	02/20/2025		MW	IS	1,090.00
99 00007992	F9900007	AUTOZONE	05499077129	OH	02/21/2025		MW	IS	93.89
99 00007993	E9900066	EMILY MONTES	020325	OH	02/21/2025		MW	IS	16.07
99 00007994	S9990002	GALLAGHER PEDIATRIC THERAP	11655	OH	02/21/2025		MW	IS	1,545.17
99 00007995	F9900053	PEST OPTIONS INC.	459375	OH	02/21/2025		MW	IS	290.00
99 00007996	E9900163	RANDI VASQUEZ	021425	OH	02/21/2025		MW	IS	31.40
99 00007997	U9900004	SOUTHERN CALIFORNIA EDISON	0111021025RS	OH	02/21/2025		MW	IS	5,984.91
99 00007998	U9900005	SOUTHERN CALIFORNIA GAS CO	0114021225RS	OH	02/21/2025		MW	IS	3,353.40
99 00007999	E9900214	WHITNEY TAKACS	020325	OH	02/21/2025		MW	IS	34.78
99 00008000	V9903745	ENOKI EVENTS LLC	2025BOOSTCONF#	OH	02/21/2025		MW	IS	1,260.00
99 00008001	V9903300	TECHNICOLOR PRINTING	9510	OH	02/21/2025		MW	IS	978.41
99 00008002	V9903521	YMCA OF ORANGE COUNTY	ELOP PGRM	OH	02/21/2025		MW	IS	60,016.98
99 00008003	B9990012	HANCOCK PARK & DELONG INC	7956	OH	02/21/2025		MW	IS	131.25
99 00008004	B9903229	HAULAWAY STORAGE CONTAINERS	002236205	OH	02/21/2025		MW	IS	291.20
99 00008005	R9900016	ANDREA DESMOND	MEDICAL MAR	OH	02/25/2025		MW	IS	710.15
99 00008006	F9900013	BRUCE CAMPBELL SAND & GRAVEL	202502-14	OH	02/25/2025		MW	IS	1,008.79
99 00008007	I9900002	BYRON FERGUSON DBA ALL AMERICA	02192025	OH	02/25/2025		MW	IS	390.00
99 00008008	V9903585	COSTELLO, LARRY	02182025	OH	02/25/2025		MW	IS	700.00
99 00008009	R9900019	DEBORAH NEEDHAM	MEDICAL MAR	OH	02/25/2025		MW	IS	768.52
99 00008010	E9900228	DON RAMIREZ	021125	OH	02/25/2025		MW	IS	319.66
99 00008011	R9900022	Eric Chittum	MEDICAL MAR	OH	02/25/2025		MW	IS	580.11
99 00008012	R9900007	GAYLE ROGERS	MEDICAL MAR	OH	02/25/2025		MW	IS	426.70
99 00008013	R9900018	GRACIA HAWORTH	MEDICAL MAR	OH	02/25/2025		MW	IS	1,695.04
99 00008014	R9900021	Krista Karr	MEDICAL MAR	OH	02/25/2025		MW	IS	768.52
99 00008015	R9900013	MARGARET DUMADAG	MEDICAL MAR	OH	02/25/2025		MW	IS	768.52
99 00008016	V9903583	MORALES, OMAR	02182025	OH	02/25/2025		MW	IS	700.00
99 00008017	V9900127	NASSP	9001962137	OH	02/25/2025		MW	IS	385.00
99 00008018	V9900134	OCDE	94UI1240	OH	02/25/2025		MW	IS	5,550.00
99 00008019	V9903721	PAWS-TO-SHARE	1783	OH	02/25/2025		MW	IS	320.00
99 00008020	R9900010	PENNY MAYERCHECK	MEDICAL MAR	OH	02/25/2025		MW	IS	1,695.04
99 00008021	R9900017	REBECCA SMITH	MEDICAL MAR	OH	02/25/2025		MW	IS	768.52
99 00008022	R9900011	RONALD RANDOLPH	MEDICAL MAR	OH	02/25/2025		MW	IS	1,011.40

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from 2/1/2025 to 2/28/2025

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99 00008023	V9900179	SOUTHWEST SCHOOL SUPPLY	6022898079	OH	02/25/2025		MW	IS	2,473.40
99 00008024	U9900008	T-MOBILE	0104020325	OH	02/25/2025		MW	IS	105.00
99 00008025	I9900011	TRINIDAD, GINA	008-RS	OH	02/25/2025		MW	IS	1,190.27
99 00008026	R9900020	VALERIE TELARICO	MEDICAL MAR	OH	02/25/2025		MW	IS	706.75
99 00008027	V9900211	WORLD S FINEST CHOCOLATE	91521305	OH	02/25/2025		MW	IS	14,740.00
99 00008028	V9903786	ZUM SERVICES INC	IN63341356	OH	02/25/2025		MW	IS	1,544.80
99 00008029	N9900016	GAFE PIZZA	JANUARY 2025	OH	02/25/2025		MW	IS	3,872.00
99 00008030	N9900008	HEARTLAND PAYMENT SYSTEMS INC.	3032141	OH	02/25/2025		MW	IS	2,650.19
99 00008031	V9903711	JP Pizza Inc	JANUARY 2025	OH	02/25/2025		MW	IS	1,672.00
99 00008032	N9900009	P & R PAPER SUPPLY COMPANY	JANUARY 2025	OH	02/25/2025		MW	IS	5,664.10
99 00008033	N9900017	SOCAL4 LLC	JANUARY 2025	OH	02/25/2025		MW	IS	3,696.00
99 00008034	V9903836	STEVE AGUILLON	JANUARY 2025	OH	02/25/2025		MW	IS	125.00
99 00008035	V9903665	SUBWAY	JANUARY 2025	OH	02/25/2025		MW	IS	1,185.00
99 00008036	V9903278	CALIFORNIA DEPARTMENT OF EDUCA	C-073554	OH	02/25/2025		MW	IS	6,300.00
99 00008037	V9900059	DIVISION OF THE STATE ARCHITEC	03 15398	OH	02/25/2025		MW	IS	5,748.59
99 00008038	V9900015	APPLE INC.	MB54768093	OH	02/26/2025		MW	IS	499.02
99 00008039	V9903421	ARAIZA, ISABEL	02282025	OH	02/26/2025		MW	IS	600.00
99 00008040	V9900020	ATKINSON ANDELSON LOYA RUUD &	739725-JAN	OH	02/26/2025		MW	IS	6,197.50
99 00008041	V9903553	CA DEPARTMENT OF JUSTICE	793845	OH	02/26/2025		MW	IS	64.00
99 00008042	V9903400	CHARTER COMMUNICATIONS	233779101020125	OH	02/26/2025		MW	IS	5,533.19
99 00008043	F9900019	CITY OF LA HABRA	1000057	OH	02/26/2025		MW	IS	1,768.35
99 00008044	V9900053	DATA IMPRESSIONS	0027667-IN	OH	02/26/2025		MW	IS	1,002.01
99 00008045	V9900077	FULLERTON SCHOOL DISTRICT	22UI0717	OH	02/26/2025		MW	IS	530.00
99 00008046	V9903376	GoTo Communications Inc.	IN7103305870	OH	02/26/2025		MW	IS	4,674.38
99 00008047	V9903420	Granite Telecommunications LLC	682551878	OH	02/26/2025		MW	IS	5,436.13
99 00008048	F9900038	ICS SERVICE COMPANY	39905	OH	02/26/2025		MW	IS	244.96
99 00008049	V9900088	IMPERIAL BAND INSTRUMENTS	94420	OH	02/26/2025		MW	IS	66.57
99 00008050	E9900221	JENNIFER JACKSON	02192025	OH	02/26/2025		MW	IS	21.16
99 00008051	E9900084	JIM COOMBS	02212025A	OH	02/26/2025		MW	IS	123.64
99 00008052	V9903808	JOSEPH HERNANDEZ	02282025	OH	02/26/2025		MW	IS	1,200.00
99 00008053	V9903279	LOPEZ, ALEJANDRO	02282025	OH	02/26/2025		MW	IS	600.00
99 00008054	V9900129	NCS PEARSON INC.	2854132	OH	02/26/2025		MW	IS	504.86
99 00008055	V9903593	NICKOLAS ARTUKOVICH	02182025	OH	02/26/2025		MW	IS	700.00
99 00008056	V9900159	RIVERSIDE INSIGHTS	INV235329	OH	02/26/2025		MW	IS	375.87
99 00008057	V9903552	SOUTHERN CALIFORNIA SENSORY SC	1243	OH	02/26/2025		MW	IS	445.00
99 00008058	V9900179	SOUTHWEST SCHOOL SUPPLY	6022826370	OH	02/26/2025		MW	IS	1,381.39
99 00008059	V9900190	THE LIBRARY STORE INC.	716277	OH	02/26/2025		MW	IS	141.11
99 00008060	V9903596	LOPEZ, CHRISTINA	C.LOPEZ	OH	02/26/2025		MW	IS	489.01
99 00008061	F9900019	CITY OF LA HABRA	1000057	OH	02/26/2025		MW	IS	135.10

LOWELL JOINT SD
Consolidated Check Register
from 2/1/2025 to 2/28/2025

Check	Payee ID	Payee Name	Reference	Subs	Check Date	Cancel Date	Type	Status	Check Amount
99 00008062	B9990010	ERICKSON-HALL CONSTRUCTION	APP #15	OH	02/26/2025		MW	IS	327,006.14
99 00008063	U9900001	CITY OF LA HABRA WATER DEPARTM	010525020325	OH	02/27/2025		MW	IS	1,184.59
99 00008064	V9900056	DELTA DENTAL OF CALIFORNIA	BE006462546 MAR	OH	02/27/2025		MW	IS	2,078.47
99 00008065	F9900037	HUNTINGTON HARDWARE CO. INC.	1394023-01	OH	02/27/2025		MW	IS	3,895.90
99 00008066	V9903303	iPRINT TECHNOLOGIES	1204898	OH	02/27/2025		MW	IS	122.39
99 00008067	E9900084	JIM COOMBS	02252025	OH	02/27/2025		MW	IS	9,000.00
99 00008068	V9900095	JONES SCHOOL SUPPLY COMPANY	2138378	OH	02/27/2025		MW	IS	580.52
99 00008069	V9900101	LA HABRA ROTARY CLUB	2737	OH	02/27/2025		MW	IS	360.00
99 00008070	V9900134	OCDE	94UI1313	OH	02/27/2025		MW	IS	480.00
99 00008071	E9900159	PAOLO ANDRES	02202025	OH	02/27/2025		MW	IS	20.48
99 00008072	V9900149	QUADIENT LEASING USA INC.	Q1741323	OH	02/27/2025		MW	IS	510.91
99 00008073	V9903257	TAO ROSSINI APC	7372	OH	02/27/2025		MW	IS	1,425.00
99 00008074	E9900214	WHITNEY TAKACS	02202025	OH	02/27/2025		MW	IS	19.25
99 00008075	V9903352	ACTIVE EDUCATION	2546	OH	02/28/2025		MW	IS	11,044.80
99 00008076	V9903541	ULINE	188952040	OH	02/28/2025		MW	IS	2,772.27

Issued: 1,209,212.49
99 Bank Total: 1,209,212.49

Grand Total: 1,209,212.49

LOWELL JOINT SCHOOL DISTRICT
April 7, 2025

To: President Zegarra and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Acceptance of Notice of Completion, JJJ Floor Covering, Inc. for ACTION
Flooring Abatement and Installation at District Office

Background:

Public Contract Code Section 7107 defines the District's obligation for final payment on a public improvement project. The District must pay to a contractor all undisputed amounts within 60 days of completion of a project. A Notice of Completion is not mandatory, nor does the date of its filing define the completion of a project. Once a District does file the Notice of Completion with the County Recorder's Office, however, subcontractors and suppliers are allowed 30 days to file a valid stop notice against any funds held by the District for final payment to the general contractor. Not filing the Notice of Completion allows the 30-day window to extend to 90 days or more. If a valid stop notice is filed, the District must withhold 125% to 150% of the value of the stop notice until a release is filed or other legal resolution is reached.

Current Considerations:

On October 23, 2024, the Board of Trustees took action to approve a contract with JJJ Floor Covering, Inc. for flooring abatement and installation at the Lowell Joint School District Office. This work is completed and has been accepted by the District.

Financial Implications:

Financial Impact: \$57,375.63
Funding Source: Fund 14.0 Deferred Maintenance

Recommendation:

Superintendent's Comment:

APPROVAL RECOMMENDED.

It is recommended that the Board of Trustees accept a Notice of Completion, JJJ Floor Covering, Inc. for the flooring abatement and installation at Lowell Joint School District Office for \$57,375.63, and that the Superintendent or designee be authorized to execute the necessary documents.

DB/ds

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
April 7, 2025

To: President Zegarra and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of the Change Order No.1 with Chapman Coast Roof Co. Inc., for Roofing Work at the District Office ACTION/
(RATIFICATION)

Background

On December 16, 2024, the Board approved a California Multiple Award Schedule (CMAS) agreement with Weatherproofing Technologies, Inc., for the roofing work necessary on the District Office. The contract awarded to Chapman Coast Roof Co. Inc., through the Contractor Network approved by the CMAS. The purpose of this agenda item is to seek Board approval of Change Order #1 for the project.

Current Considerations

This change order includes all additional work approved by District staff. Once the plywood was exposed under the roofing material, there was a drain and an area where plywood had to be repaired and replaced. Change Order No.1 increases the project amount by \$2,790.90.

Financial Implications

Financial Impact: Increase of \$2,790.90
Funding Source: Fund 40.0 – Special Reserve Capital Outlay Fund

Recommendation

It is recommended that change order #1 for the District Office Roofing Project in the amount of \$2,790.90 be approved, and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

Chapman Coast Roof Co. Inc.
2030 East Walnut Ave
Fullerton, CA 92831

CHANGE ORDER

Change Order Request	1
Proposed Change Oder	
Back Charge	YES

Coast Roof Job Number:	06-25
Change Order Number:	1
DATA Date:	02/17/25

Project: LOWELL JOINT SCHOOL DISTRICT OFFICE

REMOVE, REPLACE 1 NEW DRAIN BOWL ASSEMBLY - SMITH

REMOVE, REPLACE 6 SHEETS OF DECKING

1 - MATERIALS

Item #	Description	Unit	Quantity	Unit Price	Extension
1	SMITH DRAIN BOWL ASSEMBLY		1.0	\$500.00	500.00
2	PLYWOOD	\$10 SQ FT	6.0	\$320.00	1,920.00
3				\$10.00	-
4				\$375.00	-
5				\$125.00	-
6				\$155.00	-
7				\$40.00	-
8				\$45.00	-
9	MISC		1.0	100.00	100.00

Sub Total Material Cost:	\$	2,520.00
Sale Tax: 10.75%	\$	270.90
	\$	2,790.90

2 - LABOR

Item #	Description	Regular Hrs	Rate	OT Hrs	Rate	Extension
1 roofing	Foreman	8.0	\$116.44	-		\$ 931.52
1	Apprentice		\$92.29	-		\$ -
1	Journeyman	16.0	\$101.24	-		\$ 1,619.84
	DRIVE TIME	-	\$116.44	-		\$ -
				-		\$ -
				-		\$ -

TOTAL MAN HOURS = HRS	Sub Total Labor Cost:	\$	2,551.36
	Fuel Charge: 10%	\$	200.00
	Equipment / Tools: 5%		
	TOTAL LABOR COST:	\$	2,751.36

3 - EQUIPMENT / RENTAL & MISC. COSTS

Item #	Description	Quantity	Unit Price	Extension
1				
2				
3		-		-

TOTAL RENTAL COST:	\$	-
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TOTAL 1, 2, & 3:	\$	5,542.26
OVERHEAD & PROFIT: 15.0%	\$	831.34
BOND & INSURANCE :		
GRAND TOTAL:	\$	6,373.60

*** Extension Request to _____ Schedule: _____ days

Approved: _____

Disapproved: _____

Other: _____

Signature: _____

Date: _____

Note: Contract time and sum shall be adjusted accordingly. Costs shall be limited to the following: cost of material, including sales tax and cost of delivery; cost of labor, including Social Security, Medicare, unemployment insurance, and fringe benefits required by agreement or customer; worker's or workmen's compensation insurance; bond premiums; rental value of equipment and machinery; and the additional costs of supervision and field office personnel directly attributable to the change. Plus overhead and profit. Payment for this extra work is due within 30 days from invoice date

LOWELL JOINT SCHOOL DISTRICT

April 7, 2025

To: President Zegarra and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Employer-Employee Relations/Personnel Report 2024/2025 #9
Which Includes Hiring, Resignations, Contract Adjustments,
and Retirements for Certificated, Classified, and Confidential
Employees

ACTION/
(RATIFICATION)

The attached Employer-Employee Relations/Personnel Report 2024/2025 #9, 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 2024/2025 #9, which includes hiring, resignations, contract adjustments, and retirements for certificated, classified, and confidential employees, be ratified.

Attachment

JC/me

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
EMPLOYER-EMPLOYEE RELATIONS PERSONNEL REPORT 2024/2025 #9

April 7, 2025

I. CERTIFICATED EMPLOYEE

A. CHANGE OF STATUS

NAME	<u>EFFECTIVE</u> DATE	<u>END</u> DATE	SITE	COMMENTS
Cox, Casey	03/03/2025	03/28/2025	OL	Personal Necessity Leave. Correction of EER#8
Menendez, Maya	03/24/2025	04/25/2025	OL	(AB375) FMLA Medical Leave
Menendez, Maya	04/26/2025	05/30/2025	OL	(AB375) FMLA Maternity Leave
Razo, Becca	04/30/2025	05/02/2025	EP	Certified Personal Necessity
Arreguin, Barbara	04/01/2025	04/04/2025	RS	(AB375) FMLA Medical Leave
Ortiz, Andrea	04/08/2025	04/15/2025	MG	(AB375) FMLA Medical Leave

**It is further recommended that these individuals be approved for substitute teaching at the rate of \$200.00 per day and/or \$50.00 an hour rate (not to exceed six hours) as applicable and to include: Professional Development, Saturday School, Site Support Duties, Intervention, and PowerSource, Power Source Summer Camp, ESY, Lowell Joint Youth Theater, Rancho Starbuck Performing Arts.

**It is further recommended that the individuals listed in Certificated Salaries for 2024-2025 is approved to instruct in the Intervention Programs. The rate of pay is \$50.00/hour and will be paid from Title I or LCFF Supplemental Grant Funds.

**It is further recommended that individuals listed in Certificated Salaries for 2024-2025 serve as home school teachers, if needed, for the 2024-2025 school year at a rate of \$50.00/hour, not to exceed five hours per week, per student. Mileage will be paid at the IRS Standard Mileage Rate for the 2024-2025 school year.

- B. Employment of substitutes effective 07/01/2024 for the 2024-2025 school year @ \$200 per day and \$100.00 per half day rate, \$250.00 long term sub rate, and \$50.00 per hour* (not to exceed six hours) as applicable and to include: professional development, Saturday school, site support duties, Intervention, PowerSource, Power Source Summer Camp, ESY, Lowell Joint Youth Theater, Rancho Starbuck Performing Arts

Russell, Nina	Gross, Lillian	Enriquez, Christopher	Hudson, Brianna	Renteria, Selena
Amos, Lorine	Anderson, Karen	Buckner, Hope	Ku, Young	Gamora, Fredy
Ruiz, Jordan	Larson, Anne Marie			

C. SUBSTITUTE CHANGE OF PAY

NAME	<u>EFFECTIV</u> <u>E DATE</u>	<u>END DATE</u>	SITE	COMMENT
Ruiz, Paola	04/02/2025	05/29/2025	DO	To be paid special long term rate of \$250.00 daily rate for Intervention Teacher Meadow Green Elementary, Wednesdays and Thursdays, funds to be paid from Title 1.

Mohler, Megan	03/24/2025	05/30/2025	DO	To be paid special long term rate of \$250.00 daily rate for fourth Teacher Olita Elementary
Perez, Jennifer	04/30/2025	05/01/2025	DO	To be paid rate of \$200.00 for ABA teacher El Portal
Quinnlan, Dyana	04/14/2025	04/17/2025	DO	To be paid rate of \$200.00 for sixth grade Olita Teacher
Perez, Jennifer	04/02/2025	04/04/2025	DO	To be paid rate of \$200.00 for Special Education Teacher Rancho Starbuck
Perez, Jennifer	04/08/2025	04/15/2025	DO	To be paid rate of \$200.00 for Preschool Teacher Meadow Green Elementary

Job Description for Approval:

- Learning Coach – TOSA
- Early Learning Innovation Coach – TOSA (revision)

II. CLASSIFIED EMPLOYEES April 7, 2025

A. MONTHLY – GENERAL FUND

B. HOURLY – GENERAL FUND

<u>NAME/ EMPLOYEE ID#</u>	<u>EFFECTIV E DATE</u>	<u>END DATE</u>	<u>RANGE/ STEP</u>	<u>SITE</u>	<u>COMMENTS</u>
Arcega, Aida	4/9/25		R23/S07	MA	Step Increase: School Office Manager
Astorga, Jessica	3/3/25		R15/S03	OL	Promotion: Substitute to Permanent Instructional Aide SE-Mod
Ayers, Jessica	3/27/25			DO	New Hire: Substitute Child Development Assistant
Ayers, Jessica	3/27/25			DO	New Hire: Substitute Clerk Special Programs
Ayers, Jessica	3/27/25			DO	New Hire: Substitute Clerk Typist
Ayers, Jessica	4/1/25			DO	New Hire: Substitute Instructional Aide
Cardenas, Eva	3/24/25		R16/S05	JO	Promotion: Early Learning Instructional Aide DLI to Clerk Typist
Dean, Mitchiko	3/12/24			DO	New Hire: Substitute Instructional Aide
Dean, Mitchiko	3/24/25		R15/S01	OL	Promotion: Substitute to Permanent Instructional Aide SE-Mod
Dominguez, Xiomara	3/24/25			DO	New Hire: Substitute Noon Duty Aide
Garcia, Julie	3/3/25		R01/S01	RS	Promotion: Substitute to permanent Noon Duty Aide
Hutcherson, Braxton	3/10/25			DO	New Hire: Substitute Instructional Aide

Hutcherson, Braxton	3/24/25	R15/S01	MA	Promotion: Substitute to Permanent Instructional Aide SESA
Ibarra, Fernanda	3/1/25			Stipend: \$30.00/month ELOP mileage
Lopez, Brandy	3/20/25		DO	New Hire: Substitute Noon Duty Aide
Lopez, Christina	3/3/25	CL MG R07	DO	Increase of Hours: Preschool Site Supervisor/Teacher increase to 12 months
Martinez, Veronica	4/3/25	CL MG R12/S05	DO	Step Increase: NS Supervisor
Nelson, JoEllen	3/7/25		DO	New Hire: Substitute Noon Duty Aide
Perez, Stephanie	3/1/25			Stipend: \$50.00/month Preschool Social Media
Ploegstra, Esther	3/3/25	R17/S04	OL	New Hire: Child Development Assistant Preschool
Price, Chelle	4/10/25	CL MG R05/S03	DO	Step Increase: Director of Fiscal Services
Rickenbacker, Kim	4/16/25	R23/S07	EP	Step Increase: School Office Manager
Rincon, Ethna	3/19/25		DO	New Hire: Substitute D.O. Receptionist
Rincon, Ethna	3/19/25		DO	New Hire: Substitute Clerk Typist
Salo, Hailey	3/24/25	R07/S05	OL	New Hire: Cafeteria Worker
Valenzuela, Elaina	3/18/25		DO	New Hire: Substitute Instructional Aide
Vasquez, Nancy	3/25/25	R01/S01	EP	New Hire: Noon Duty Aide

**LOWELL JOINT SCHOOL DISTRICT
LEARNING COACH
TEACHER ON SPECIAL ASSIGNMENT (TOSA)**



DEFINITION:

Under the direction of the Assistant Superintendent of Educational Services or Designee, the Learning Coach supports students by providing intervention support for foundational reading, math, and writing skills. The Learning Coach will develop lesson plans and provide direct instruction for intervention. In addition, the Learning Coach will provide data for MTSS meetings and communicate with teachers and staff regarding progress or further interventions needed. The Learning Coach is responsible for using evidence-based strategies and curricula.

- This is a 2 year temporary assignment funded by categorical funding.
- In accordance with the contract, every attempt will be made to reassign the Learning Coach to their school of origin.

REPRESENTATIVE DUTIES:

Learning Coaches across LJSD are responsible for the following:

- The majority of the instructional day should be spent in direct service to students
 - Support for foundational language arts and math skills
 - Adjust group size according to student need
 - Design a schedule that allows for multiple sessions per week
 - Provide intervention using appropriate models of push-in and pull-out
- Analyze school wide data with the district team and communicate instruction and intervention needs with the school site
- Collaborate with PLC regarding Universal Screening, Tier 2 interventions, identification of students needing Tier 3, progress monitoring, and adjustment of support.
- Participate in site-level meetings regarding the progress of students
- Develop trusting relationships with staff, students, and families
- Maintain confidentiality and professionalism in communication with grade-level teams and the principal
- Create a learning space that motivates and supports student learning
- Meet with the principal to collaborate on scheduling, data analysis, and intervention cycles
- Communicate student participation and progress with the educational team
- Participate in ongoing professional development to support data analysis and tiered interventions
- Commit to ongoing self-learning
- Attend monthly collaboration meetings with Educational Services and other Learning Coaches
- Attend professional development workshops to align practice with the District vision
- Establish professional goals and pursue opportunities to grow professionally
- Work with colleagues to improve professional practice.

Specific duties are based on the nature and location of the assignment: the omission of specific statements of duties does not exclude the duties if the work is similar, related, or a logical assignment to the position. Individuals who hold this position may perform additional duties and additional duties may be assigned.

KNOWLEDGE OF:

- Intervention Strategies
- 21st Century learning skills and objectives
- TK – 8 educational curriculum, instructional goals and objectives, and educational trends and research findings pertaining to foundational skills and intervention

- Educational strategies used in accelerating the achievement of English Learners and at-risk students
- Effective communication skills, good judgment, and sound decision making utilizing interpersonal skills incorporating tact, patience and courtesy

ABILITY TO:

- Organize, prioritize, work under time constraints, and be flexible in an environment of multiple tasks and changing priorities
- Have credibility with schools and other stakeholders; demonstrated ability to lead and manage change
- Work effectively with diverse stakeholders
- Successfully work independently as well as in a team environment
- Have a high degree of professionalism, integrity, and dependability
- Communicate with individuals from varied educational and cultural backgrounds
- Maintain accurate records
- Develop as a professional educator
- Demonstrate respect and concern for students, parents, other staff members, and administrative colleagues
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Make decisions and perform on the job according to district standards
- Communicate effectively and tactfully in both oral and written forms
- Prepare a variety of reports and presentations
- Use technology for instructional purposes as well as to communicate, create presentations and reports, collect, analyze, and use student data to identify student learning need
- Meet schedules and timelines
- Maintain professional relationships with pupils, parents, colleagues, and supervising staff members.
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment.
- Analyze data and work with staff on site improvement activities designed to enhance the learning of all students
- Interpret and apply District policies, procedures, laws, rules, and regulations using good judgment in a variety of situations

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited institution of higher learning
- Valid California Teaching Credential with English Learner authorization or equivalent
- Training/experience in the use of intervention strategies in the classroom
- Compliance with No Child Left Behind (NCLB)
- Valid California Driver's License

PREFERRED QUALIFICATIONS

- Five (5) years of successful classroom teaching experience in an elementary and/or intermediate/junior high school setting

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance
- Fingerprint clearance for school personnel
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents

PHYSICAL STANDARDS AND WORKING CONDITIONS

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

PHYSICAL DEMANDS

The physical demands of this position include remaining in a stationary position for extended periods of time as well as move or traverse throughout a classroom, school grounds and play yard.

Dependent on class/student assignment, the employee will position self appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 25 pounds across and/or around a classroom or play yard. Positioning self physically to assist students is also required.

Employee will operate office and classroom equipment such as computers, projectors, calculator, and other classroom and office productivity machinery. The ability to communicate and exchange accurate information and ideas so others will understand in a noisy environment and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

MENTAL DEMANDS

Frequent communication of, interpretation of, and analysis of data necessary; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work.

WORK ENVIRONMENT

While performing the duties of this job, the employee works in several environments including a private classroom and as support in another teacher's classroom. The employee's primary responsibility is working with students in a classroom or instructional environment. Employees in this position may have a high level of exposure to infection from students. There is also frequent contact with staff and the need to meet the demands of several people. The noise level may be from moderate to noisy.

SALARY RANGE

Appropriate placement on the Certificated Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees

ELEMENTARY SCHOOL POSITION

Full day position

INTERMEDIATE SCHOOL POSITION

Assignments would be on a period-by-period basis – for a total of up to seven periods in a day. The remainder of a teacher's assignment would be within the scope of their teaching credentials.

**LOWELL JOINT SCHOOL DISTRICT
EARLY LEARNING INNOVATION COACH
TEACHER ON SPECIAL ASSIGNMENT (TOSA)**



DEFINITION

Under the direction of the Assistant Superintendent of Educational Services and/or designee, the Teacher on Special Assignment – Early Learning Innovation Coach will support the implementation of early learning instructional strategies, intervention supports, curriculum development, and the integration of 21st-century skills and digital tools. The position will provide instructional coaching focused on building capacity in early literacy, foundational skills, innovation, and the use of technology to promote student success.

REPRESENTATIVE DUTIES

- Design, implement, and support professional learning opportunities for TK–8 teachers in literacy, foundational skills, intervention, and innovation-based teaching practices.
- Model and co-teach lessons that integrate technology, problem-solving, and 21st-century learning strategies.
- Use data to support differentiated instruction and intervention strategies, including English Learners and at-risk students.
- Coach teachers through peer feedback, data analysis, and co-planning with a focus on early learning and instructional innovation.
- Support the development and implementation of digital literacy and coding experiences appropriate for primary grade students.
- Assist in the design and enhancement of innovative learning spaces that promote inquiry, creativity, and collaboration.
- Develop and facilitate professional development sessions aligned with district initiatives and instructional goals.
- Collaborate with district and site leadership to support MTSS frameworks, instructional improvement efforts, and intervention models.
- Engage families by providing resources and learning opportunities that support early learning and technology use at home.
- Participate in ongoing professional development and contribute to districtwide instructional innovation efforts.

Specific duties are based on the nature and location of the assignment: the omission of specific statements of duties does not exclude the duties if the work is similar, related, or a logical assignment to the position. Individuals who hold this position may perform additional duties and additional duties may be assigned.

KNOWLEDGE OF

- Foundational literacy and early learning instructional strategies for TK–8.
- Instructional technology tools and strategies to enhance learning and engagement.
- 21st-century skills including collaboration, creativity, critical thinking, and communication.
- Coaching and adult learning strategies for professional development.
- Assessment tools, data interpretation, and intervention planning.
- Digital citizenship and age-appropriate technology integration.

- Best practices for supporting English Learners and at-risk students.

ABILITY TO

- Collaborate effectively with teachers, administrators, and support staff.
- Model, coach, and support instructional practices in a variety of classroom settings.
- Use data to inform instruction, monitor student progress, and adjust coaching support.
- Communicate clearly and effectively, both orally and in writing.
- Organize and deliver high-quality professional development.
- Apply instructional technology in meaningful and developmentally appropriate ways.
- Demonstrate flexibility, innovation, and leadership in supporting district goals.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited institution of higher learning.
- Valid California Teaching Credential with English Learner authorization or equivalent.
- Five (5) years of successful classroom teaching experience, preferably in TK–3.
- Experience with foundational literacy instruction and instructional technology integration.
- Demonstrated leadership in professional development, coaching, or curriculum support.

PREFERRED QUALIFICATIONS

- Master's degree or other advanced degree from an accredited institution.
- Administrative Services Credential preferred.

EMPLOYMENT REQUIREMENTS

- Current and valid Tuberculosis (TB) clearance.
- Fingerprint clearance for school personnel.
- Valid California Driver's License.
- Appearance, grooming, and personality which establish a desirable example for students, staff and parents.

PHYSICAL STANDARDS AND WORKING CONDITIONS

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

PHYSICAL DEMANDS

The physical demands of this position include remaining in a stationary position for extended periods of time as well as move or traverse throughout a classroom, school grounds and play yard. Dependent on class/student assignment, the employee will position self appropriately to complete multiple tasks, occasionally transport items of varying sizes or shapes up to 25 pounds across and/or around a classroom or play yard. Positioning self physically to assist students is also required. Employee will operate office

and classroom equipment such as computers, projectors, calculator, and other classroom and office productivity machinery. The ability to communicate and exchange accurate information and ideas so others will understand in a noisy environment and locate the source of a sound is crucial. The ability to observe details and inspect a variety of materials as well as monitor student activities is also required.

MENTAL DEMANDS

Frequent communication of, interpretation of, and analysis of data necessary; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work.

WORK ENVIRONMENT

Typical office conditions where noise level is usually quiet or moderately quiet. May work in a classroom environment where noise may be moderately higher. The employee frequently drives to District sites, professional development workshops, and other locations as needed.

SALARY RANGE

Appropriate placement on the Certificated Salary Schedule

PERIOD OF SERVICE

Work calendar as adopted by the Board of Trustees, 184 days per year with the option of an additional 30 days of service at the position's daily rate. (Categorically Funded)

LOWELL JOINT SCHOOL DISTRICT
April 7, 2025

To: President Zegarra and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Agreement #10006726 with Orange County Department of Education ACTION

OCDE Operates and maintains a Quality Ratings and Implementation System (QRIS) program within Orange County, referred to as Quality Start OC. Our District has voluntarily agreed to participate in Quality Start OC. OCDE and the Children and Families Commission of Orange County jointly applied for and were awarded Quality Counts California (QCC) Local Consortia and Partnership Grants. Jordan, Macy and Olita Preschool each will receive a \$9,500 stipend in CSPP Block Grant Funds. There is no cost to the District to participate in this Agreement. This agreement begins July 1, 2024 and will end no later than June 30, 2026.

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

Superintendent's Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
April 7, 2025

To: President Zegarra and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Ratified Amendment to Agreement
with JAMPANA ENTERPRISES LLC “Code
Ninjas” to provide services for Expanded Learning
Opportunities Program during the 2024/25 School
Year

ACTION/
(RATIFICATION)

Arrangements were made with Code Ninjas to work in partnership with Lowell Joint School District on all 5 elementary school sites, to provide educational enrichment services during the 2024/25 school year. This is ratifying an amendment to the current contract to include an increase in participation numbers as well as time in preparation for new 3D printing, Strawbees, and Microbits classes utilizing new and existing ELOP/LJSD equipment in order to provide Expanded Learning Opportunity Program services. These learning opportunities are at the cost of an additional \$50,000 not to exceed \$150,000 to be paid by the ELO-P funds.

It is recommended that the Ratified Amendment to the Agreement with “Code Ninjas” to provide services during the 2024/25 school year are at the cost of an additional \$50,000 at an amount not to exceed \$150,000.00 be approved and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent’s Comment:

APPROVAL RECOMMENDED.

LOWELL JOINT SCHOOL DISTRICT
April 7, 2025

To: President Zegarra and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Short Term Rental Agreement with ACTION
Whittier Area Community Church for District
Arts Celebration on May 17, 2025

Arrangements have been made with Whittier Area Community for the use of their facilities for the District Arts Celebration on May 17, 2025, at a total cost of \$1,600.00. A \$600 deposit required after Agreement is approved and the balance of \$1,000 due 30 days prior to the event. Funding for this expenditure will be covered by the District Art and Music Block Grant.

It is recommended that the Short Term Agreement with Whittier Area Community Church at a total cost of \$1,600.00 be approved and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

April 7, 2025

To: President Zegarra and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Short Term Rental Agreement with Whittier Area Community Church Rancho Starbuck's "Newsies" Shows ACTION

Arrangements have been made with Whittier Area Community for the use of their facilities for Rancho Starbuck's "Newsies" shows on April 3, 4 and 5, 2025, which includes 2 rehearsals, at a total cost of \$4,000.00. Funding for this expenditure will be covered by the Rancho Starbuck Site account.

It is recommended that the Short Term Agreement with Whittier Area Community Church at a total cost of \$4,000.00 be approved and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent's Comment:

APPROVAL RECOMMENDED.

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LOWELL JOINT SCHOOL DISTRICT
April 7, 2025

To: President Zegarra and Members, Board of Trustees

From: Jim Coombs, Superintendent of Schools

Subject: Approval of Consultant Agreement with Ryan
Wilson to Provide One-Time Instruction to Four
Rancho Students to Film the “Newsies”
Production on April 4, 2025

ACTION/
(RATIFICATION)

Arrangements have been made with Ryan Wilson to provide instruction to four Rancho students to film the “Newsies” production on April 4, 2025 at Whittier Area Community Church. Mr. Wilson’s contract amount will be a total of \$350.00 for this one-time lesson. Funding for this expenditure will be covered by Rancho-Starbuck CTE Grant Funds.

It is recommended that the consultant agreement with Ryan Wilson to provide instruction to four Rancho students to film the “Newsies” production, at an amount totaling \$350.00, be approved and that the Superintendent or designee be authorized to execute the necessary documents.

Superintendent’s Comment:

APPROVAL RECOMMENDED.