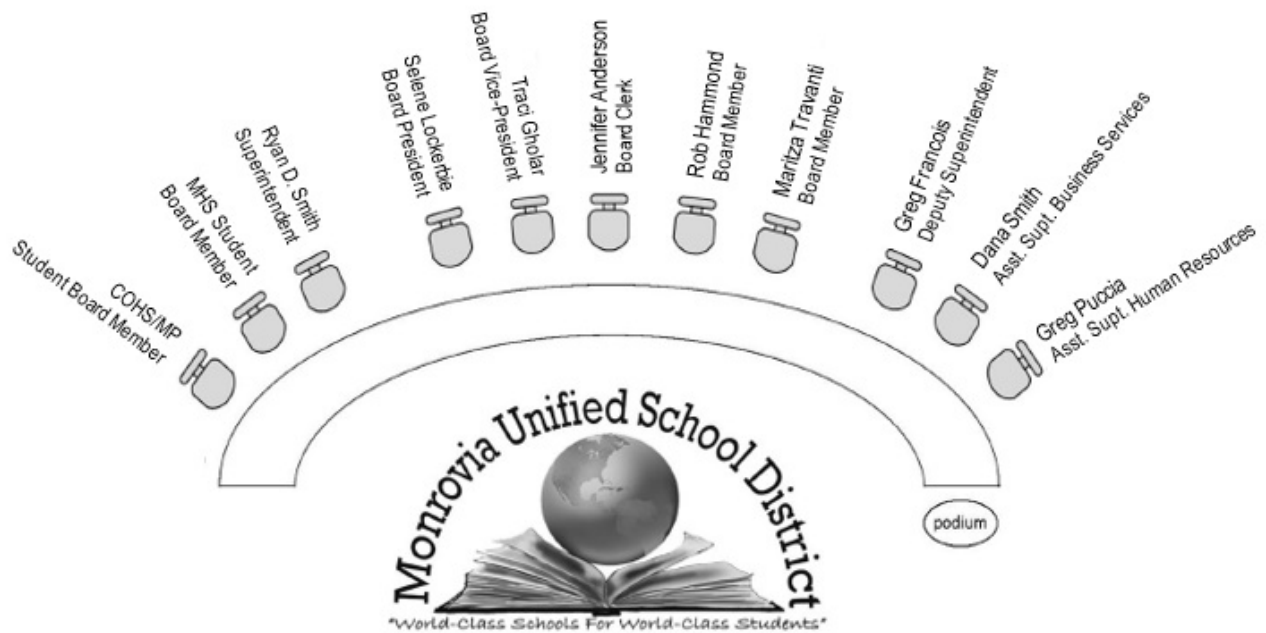




In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Superintendent's Office (626) 471-2010, twenty-four hours prior to the meeting so that reasonable arrangements can be made. The Administration Center Board Room is wheelchair accessible.



In accordance with a recent amendment to the Ralph M. Brown Act, public records related to the public session agenda, that are distributed to the Governing Board less than 72 hours before a regular meeting, may be inspected by the public at the District Administration Office located at 325 E. Huntington Drive, Monrovia, Ca 91016, during regular business hours (8:00am to 4:00pm.)



MONROVIA UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

325 E. Huntington Drive Monrovia, California 91016

BOARD OF EDUCATION CLOSED SESSION

Wednesday, October 12, 2022

5:30 p.m. - Superintendent's Office

BOARD OF EDUCATION OPEN SESSION MEETING

Wednesday, October 12, 2022

6:30 p.m. - Board Room

A. CONVENE BOARD OF EDUCATION OPEN SESSION MEETING

1. Call to Order
2. Public Comments for Items on the Closed Session Agenda

B. CONVENE BOARD OF EDUCATION CLOSED SESSION

1. Collective Bargaining Session (Government Code Section 54957.6) - for the purpose of discussing matters within the scope of representation and instructing its designated representatives for negotiations with the California School Employees Association (CSEA) and the Monrovia Teachers' Association (MTA).
2. Public Employee Discipline/Dismissal/Release (Government Code Section 54957)

3. Public Employee Appointment - *Principal, Middle School* (Government Code Section 54957)

4. Public Employee Appointment - *Executive Director, Special Education* (Government Code Section 54957)

C. ADJOURN BOARD OF EDUCATION CLOSED SESSION

D. CONVENE REGULAR BOARD OF EDUCATION OPEN SESSION (6:30 p.m.)

1. Meeting called to order by presiding chairperson, _____ at _____ pm.

2. Pledge of Allegiance by Mountain Park, Principal Flint Fertig

3. Roll Call:

Selene Lockerbie, Board President _____

Ryan D. Smith, Superintendent _____

Traci Gholar, Board Vice-President _____

Gregoire Francois, Deputy Supt. _____

Jennifer Anderson, Board Clerk _____

Dana Smith, Asst. Supt. Bus. Svcs. _____

Rob Hammond, Board Member _____

Greg Puccia, Asst. Supt. HR _____

Maritza Travanti, Board Member _____

Emma Nahapetian, Student Board Member _____

E. ORDER OF BUSINESS

1. Board Agenda discussion/ presentation items, which could include input from representatives of agendaized matters, may be moved up on the Agenda.

2. Approve the Minutes of the Regular Board of Education Meeting on September 28, 2022.

Motion by _____, seconded by _____, Vote _____

Board Member Travanti _____, Board Member Hammond _____, Board Member Anderson _____,

Board Member Gholar _____, Board President Lockerbie _____

[Board Meeting Minutes 092822.pdf](#)

F. RECOGNITIONS AND COMMUNICATIONS

1. The Board of Education & the Chamber of Commerce would like to congratulate the following employees on being named **Monrovia Unified School District's "Employees of the Month"** for the month of **October**:

- **Sara Valenzuela, Clerical Assistant III, Monrovia Community Adult School**
- **Mark Tremper, Adult Education Teacher, Monrovia Community Adult School**
- **Jason Edwards, Teacher, Mountain Park School**

2. Board Member Reports

3. Student Board Member Report

4. Report from the Superintendent

G. PUBLIC COMMENTS - *The Board of Education encourages public participation, and invites you to share your views on school business.*

Please complete the "Addressing the Board of Education" form and give it to the Secretary of the Board (Superintendent) or the designee, prior to the meeting. In order to accomplish Board business in a timely and efficient manner, public input is limited to no more than three (3) minutes per person, per agenda or non-agenda item, totaling no more than 20 minutes per item.

1. Public Comments for items not on the Agenda -In compliance with the Brown Act, items not on the agenda legally cannot be discussed by the Board tonight. We welcome your input, but are limited to asking clarifying questions and gathering contact information. Items requiring Board discussion or action will have to be calendared for a future meeting, so that all interested parties may provide input.

2. Public Comments for items on the Open Session Agenda

I. CONSENT AGENDA

Routine items of business placed on the consent agenda have been carefully screened by members of the staff and will be acted upon by the Board with one motion. Upon request of any person, an item on the consent agenda may be considered separately at its location on the meeting's agenda.

Consent Agenda Item(s) Pulled, if any: _____

Approval of Consent Agenda:

Motion by _____, seconded by _____ Vote _____

Board Member Travanti __, Board Member Hammond __, Board Member Anderson __,

Board Member Gholar ____, Board President Lockerbie _____

EDUCATIONAL SERVICES

1. 22/23-1049 - LOS ANGELES COUNTY ARTS EDUCATION COLLECTIVE

ADVANCEMENT GRANT

The Board of Education is requested to approve the Los Angeles County Arts Education Collective Advancement Grant for the 2022-23 school year.

[Los Angeles County Arts Education Collective Advancement Grant - 20221012.pdf](#)

BUSINESS SERVICES

2. 22/23-2057 - PURCHASE ORDERS AND PAYMENT OF BILLS

The Board of Education is requested to ratify purchase orders in the amount of \$775,523.28 issued September 09, 2022, through September 23, 2022, and payments in the amount of \$591,978.14, issued September 15, 2022, through September 29, 2022.

[BA Item 2057\(b-c\) Purchase Order Rpt 10-12-22.pdf](#)

3. 22/23-2058 - DISTRICT CASH RECEIPTS

The Board of Education is requested to receive District cash receipts; Deposit Report No. 10 through No. 12, deposited September 19, 2022, through September 26, 2022, for a total amount of \$897,232.62.

[BA Item 2058\(b\) Deposit Rpts #10-#12 10-12-22.pdf](#)

4. 22/23-2059 - BUDGETARY TRANSFERS AND REVISIONS

The Board of Education is requested to approve the budgetary adjustments as submitted.

[BA Item 2059\(b\) Budgetary Transfers 10-12-22.pdf](#)

5. 22/23-2060 - ACCEPTANCE OF GIFTS

The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 2023-04.

[Acceptance of Gifts #2023-04 10-12-22.pdf](#)

6. 22/23-2061 - PROFESSIONAL SERVICE AGREEMENTS

The Board of Education is requested to approve the Professional Service Agreements Report #6 for the Monrovia Unified School District 2022-23 SY.

[Professional Service Agmts #6.pdf](#)

7. 22/23-2062 - ADDENDUM TO AGREEMENT M-2-202 FOR E-RATE RELATED SERVICES WITH AMS.NET, INC.

The Board is requested to approve a contract extension with AMS.NET, Inc. for E-rate funding projects.

[BA Item 2062\(b\) Addendum to Agreement for E-Rate Related Services with AMS.NET, Inc. 10-12-22.pdf](#)

HUMAN RESOURCES

8. 22/23-3028 - PERSONNEL ASSIGNMENTS

The Board of Education is requested to approve Personnel Assignments Report #6.

[Board report 2022-10-12.pdf](#)

9. 22/23-3029 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL

The Board of Education is requested to approve Travel and Conference Report #6.

[10122022TravelConference.pdf](#)

10. 22/23-3032- QUARTERLY UNIFORM COMPLAINT

The Board of Education is requested to receive a quarterly Williams Uniform Complaint report.

[1ST QUARTER 2022 UCP Reporting Form .pdf](#)

11. 22/23 3033- APPROVAL OF CONTRACT WITH SYTECH SOLUTIONS

The Board of Education is requested to approve the quote from Sytech Solutions for records management services for the District.

[Sytech pricing.pdf](#)

BOARD BUSINESS

12. 22/23-5020 AGREEMENT WITH LEARNER-CENTERED COLLABORATIVE

The Board of Education is requested to ratify an agreement with Learner-Centered Collaborative to organize and facilitate two days of school visits to inspire learner-centered practices.

[Monrovia School Visits v2.pdf](#)

13. 22/23-5021 CONCLUSION OF POLICY REVIEW COMMITTEE

The Board of Education is requested to dissolve the Policy Review Committee now that it has completed its duties.

14. 22/23-5022- BOARD POLICY 4112.2, CERTIFICATION & ITS ACCOMPANYING ADMINISTRATIVE REGULATION

The Board of Education is requested to adopt Board policy 4112.2, *Certification*, and its accompanying administrative regulation as recommended by the California School Boards Association (CSBA).

[BP 4112.2 Certification.pdf](#)

[AR 4112.2 Certification.pdf](#)

15. 22/23-5023 - BOARD POLICY 4112.9, EMPLOYEE NOTIFICATIONS

The Board of Education is requested to adopt Board policy 4112.9, *Employee Notifications*, as recommended by the California School Boards Association (CSBA).

[BP 4112.9 Employee Notifications.pdf](#)

16. 22/23-5024 - BOARD POLICY 4119.22, DRESS AND GROOMING

The Board of Education is requested to adopt Board policy 4119.22, *Dress and Grooming*, as recommended by the California School Boards Association (CSBA).

[BP 4119.22 Dress And Grooming.pdf](#)

17. 22/23-5025 - ADMINISTRATIVE REGULATION 4217.3, LAYOFF/ REHIRE

The Board of Education is requested to adopt Administrative Regulation 4217.3, Layoff/Rehire, as recommended by the California School Boards Association (CSBA).

[AR 4217.3 Layoff Rehire.pdf](#)

J. ACTION ITEMS (Non-Consent)

EDUCATIONAL SERVICES – Greg Francois, Ed.D., Deputy Superintendent

1. 22/23-1046 - PUBLIC HEARING AND RESOLUTION ON SUFFICIENCY OF TEXTBOOKS OR INSTRUCTIONAL MATERIALS

The Board of Education is requested to hold a public hearing to receive public comment relative to the adequacy of textbooks funding and the availability of textbooks or instructional materials in the District for student use during the 2022-23 school year; and to adopt Resolution No. 2223-06, declaring the Sufficiency of Textbooks or Instructional Materials pursuant to Education Code Section 60119.

Motion by _____, seconded by _____ Vote _____

Board Member Travanti ____, Board Member Hammond ____, Board Member Anderson ____,
Board Member Gholar ____, Board President Lockerbie _____

[RESOLUTION - Textbook Sufficiency - 20221012.pdf](#)

2. 22/23-1047 - MEMORANDUM OF UNDERSTANDING WITH THE BOYS AND GIRLS CLUB OF THE FOOTHILLS

The Board of Education is requested to approve a Memorandum of Understanding (MOU) between the Boys and Girls Club of the Foothills and Monrovia Unified School District.

Motion by _____, seconded by _____ Vote _____

Board Member Travanti ____, Board Member Hammond ____, Board Member Anderson ____,
Board Member Gholar ____, Board President Lockerbie _____

[Boys and Girls Club of the Foothills MOU - 20220930.pdf](#)

3. 22/23-1048 - PARENT ENGAGEMENT ACADEMY PROPOSAL

The Board of Education is requested to approve a proposal by Parent Engagement Academy for the 2022-23 school year.

Motion by _____, seconded by _____ Vote _____

Board Member Travanti ____, Board Member Hammond ____, Board Member Anderson ____,
Board Member Gholar ____, Board President Lockerbie _____

[FACTOR Monrovia USD Proposal 2022.pdf](#)

BUSINESS SERVICES – Dana Smith, Asst. Supt. of Business Services

4. 22/23-2063 - PUBLIC HEARING AND APPROVAL OF RESOLUTION 2223-07 TO ADOPT THE LEVEL I DEVELOPER FEE JUSTIFICATION STUDY

The Board of Education is requested to hold a public hearing for the purpose of receiving information relative to the Level I Developer Fee Justification Study and to adopt Resolution No. 2223-07 on the Level I Developer Fee Justification Study and Approving Increases in Level I Developer Fee Rates Imposed on New Residential and Commercial/Industrial Projects Pursuant to Education Code Section 17620 et seq. and Government Code Section 66000 et seq.

Motion by _____, seconded by _____ Vote _____

Board Member Travanti ____, Board Member Hammond ____, Board Member Anderson ____,
Board Member Gholar ____, Board President Lockerbie _____

[BA Item 2063\(b\) Resolution 2223-07 Level I Developer Fee & Final Study 10-12-22.pdf](#)

HUMAN RESOURCES – Greg Puccia, Ed.D., Asst. Supt. of Human Resources

5. 22/23-3030 -PUBLIC HEARING AND APPROVAL OF CSEA/DISTRICT INITIAL JOINT PROPOSAL TOPICS FOR 2022-23 NEGOTIATIONS

The Board of Education is requested to hold a public hearing on the initial joint proposal topics for modification of the current CSEA/District collective bargaining agreement and to approve the Initial Joint Proposal for 2022-2023 negotiations.

Motion by _____, seconded by _____ Vote _____

Board Member Travanti ____, Board Member Hammond ____, Board Member Anderson ____, Board Member Gholar ____, Board President Lockerbie _____

[2022_2023 Initial Proposal Sunshine CSEA.pdf](#)

6. 22/23-3031 - PUBLIC HEARING AND APPROVAL OF MTA/DISTRICT INITIAL JOINT PROPOSAL TOPICS FOR 2022-2023 NEGOTIATIONS

The Board of Education is requested to receive and present for public review the joint initial proposal topics for modification of the current MTA/District collective bargaining agreement.

Motion by _____, seconded by _____ Vote _____

Board Member Travanti ____, Board Member Hammond ____, Board Member Anderson ____, Board Member Gholar ____, Board President Lockerbie _____

[2022_2023 MTA INITIAL PROPOSAL Sunshine.pdf](#)

BOARD BUSINESS – Ryan D. Smith, Ed.D., Superintendent of Schools

7. 22/23-5026- RESOLUTION RECOGNIZING THE MONTH OF OCTOBER 2022, AS "FILIPINO AMERICAN HISTORY MONTH"

The Board of Education is requested to adopt Resolution No. 2223-08, recognizing the month of October 2022 as "*Filipino American History Month.*"

Motion by _____, seconded by _____ Vote _____

Board Member Travanti ____, Board Member Hammond ____, Board Member Anderson ____, Board Member Gholar ____, Board President Lockerbie _____

[2223-08 MUSD_Filipino_Heritage_Resolution_2022.pdf](#)

8. 22/23-5027- RESOLUTION DECLARING OCTOBER 23-31, 2022, AS "RED RIBBON WEEK, CELEBRATE LIFE. LIVE DRUG FREE."

The Board of Education is requested to adopt Resolution No. 2223-09, proclaiming the week of October 23 – 31, 2022, as "Red Ribbon Week."

Motion by _____, seconded by _____ Vote _____

Board Member Travanti ____, Board Member Hammond ____, Board Member Anderson ____, Board Member Gholar ____, Board President Lockerbie _____

[2223-09_Red_Ribbon_Week_2022.pdf](#)

9. 22/23-5028 - BOARD DISCUSSION REGARDING SUPPORT FOR THE PUBLIC LANDS ACT

The Board of Education will discuss support for the Public Lands Act.

Motion by _____, seconded by _____ Vote _____

Board Member Travanti ____, Board Member Hammond ____, Board Member Anderson ____, Board Member Gholar ____, Board President Lockerbie _____

K. INFORMATION ITEMS

KA.. 1. PENDING BOARD ISSUES

The Board of Education will receive status information on identified tasks and review issues of interest for future attention.

[Pending Board Issues 10122022.pdf](#)

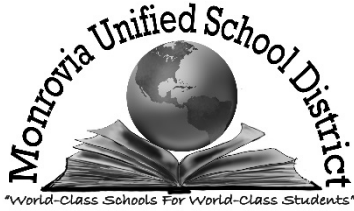
L. FUTURE MEETING DATES

- October 26, 2022; 6:30 p.m. - Regular Board of Education Meeting
- November 9, 2022; 6:30 p.m. - Joint Board/PC Meeting
- December 14, 2022; 6:30 p.m. - Regular Board of Education Meeting

M. NEW BUSINESS

- State of the Schools Address, Wednesday, October 19, 2022; 6 p.m.

N. ADJOURN REGULAR BOARD OF EDUCATION OPEN SESSION MEETING



**MONROVIA UNIFIED SCHOOL
DISTRICT BOARD OF EDUCATION
District Office Administration
Center 325 E. Huntington Drive
Monrovia, California 91016**

BOARD OF EDUCATION CLOSED SESSION

Wednesday, September 28, 2022

5:15 p.m. - Superintendent's Office

BOARD OF EDUCATION OPEN SESSION MEETING

Wednesday, September 28, 2022

6:30 p.m. - Board Room

UNADOPTED MINUTES

A. CONVENE BOARD OF EDUCATION OPEN SESSION MEETING

1. Call to Order
2. Public Comments for Items on the Closed Session Agenda

B. CONVENE BOARD OF EDUCATION CLOSED SESSION

1. Collective Bargaining Session (Government Code Section 54957.6) - for the purpose of discussing matters within the scope of representation and instructing its designated representatives for negotiations with the California School Employees Association (CSEA) and the Monrovia Teachers' Association (MTA).
2. Public Employee Discipline/Dismissal/Release (Government Code Section 54957)
3. Superintendent Evaluation
4. Pending Litigation

C. ADJOURN BOARD OF EDUCATION CLOSED SESSION

D. CONVENE REGULAR BOARD OF EDUCATION OPEN SESSION (6:30 p.m.)

1. Meeting called to order by presiding chairperson, Board President Lockerbie at 6:35 pm.
2. Pledge of Allegiance by Monrovia High School - Adrian Ayala, Principal
3. Administer Oath of Office to Student Board Member

4. Roll Call:

Selene Lockerbie, Board President Present	Ryan D. Smith, Superintendent Present
Traci Gholar, Board Vice-President Present	Gregoire Francois, Deputy Supt. Present
Jennifer Anderson, Board Clerk Present	Dana Smith, Asst. Supt. Bus. Svcs. Present
Rob Hammond, Board Member Present	Greg Puccia, Asst. Supt. of HR Present
Maritza Travanti, Board Member Present	
Sarah Tripp, Student Board Member Present	

E. ORDER OF BUSINESS

1. Board Agenda discussion/ presentation items, which could include input from representatives of agendized matters, may be moved up on the Agenda.
2. Approve the Minutes of the Regular Board of Education Meeting on September 14, 2022.

Motion by Board Member Hammond, seconded by Board Member Anderson, **Vote 5-0** Board Member Travanti - Y, Board Member Hammond - Y, Board Member Anderson - Y, Board Member Gholar - Y, Board President Lockerbie - Y
[Board Meeting Minutes 091422.pdf](#)

F. RECOGNITIONS AND COMMUNICATIONS

1. The Board of Education would like to recognize Monrovia High School's AP Scholars:

AP Scholars

Sophia R. Adkins	Francisco G. Alcala	Megan P. Barrett
Shaylen S. Berry	Erin A. Byrnes	Zoey C. Caputi
Kendra M. Christian	Evan M. Clements	Hunter S. Craig
Brooklyn C. Cumes	Jacob E. Cupp	Cedric Donohue
Alyssa D. Escarcega	Luke C. Grebel	Kendra L. Harbert
Kristoffer J. Kaufmann	Carlos Martinez	Layla E. Mihal
Christian Morales	Jacqueline H. Munoz	Deanna D. Pham
Elie C. Raad	America N. Ramos	Brendan Q. Reyes
Matthew A. Rocha	Chloe E. Thomas	Ryan D. Thrailkill

AP Scholars with Honors

Valery A. Almeida	Lukas C. Barkume	Silas D. Brusseau
Michael A. Camacho	Jonathan Camargo	Robert C. DeBetta
Finn Espinoza	Julia G. Heatherly	Ian M. Hughes
Sophia G. Lee	Elizabeth Liu	Alexandra A. Lo
Susann Martinez	Matthew Nguyen	Jordan T. Smith

AP Scholars with Distinction

Antoinette Body	Kento H. Bushey	Lucas Corsi
Edward L. Feldman	Angelina A. Hamilton	Jack W. Heatherly
Matthew P. Hui	Elizabeth A. Hutson	Marcel K. Kortylewski
Alexander L. Lenz	Anais I. Montes	Natalie E. Nash
Jane L. Neuman	Kaylena D. Pham	Andrew Y. Smithwick
Megan T. Ta	Ashlynn Vales	

2. Board Member Reports

- Board Member Travanti reported about the Monrovia Latino Heritage Society's Art Show that took place on September 18.
- Board President Lockerbie reported about Green Care Day which took place as a partnership with Food Ed, and the Foothill Unity Center's 2022 Golden Plate Awards Gala.

3. Student Board Member Report

- Student Board Member Sarah Tripp reported about the start of the school year at Mountain Park School and Canyon Oaks High School.

4. Report from the Superintendent

- Dr. Smith reported on the State of the Schools address, reminding everyone to attend on October 19 at 6 pm. He also shared some of the work being done by the Strategic Planning Team, and he shared about the Teacher of the Year banquet where Maria Lomelin was honored.
- Dr. Francois introduced the Educational Services team.

G. PUBLIC COMMENTS - *The Board of Education encourages public participation, and invites you to share your views on school business.*

Please complete the "Addressing the Board of Education" form and give it to the Secretary of the Board (Superintendent) or the designee, prior to the meeting. In order to accomplish Board business in a timely and efficient manner, public input is limited to no more than three (3) minutes per person, per agenda or non-agenda item, totaling no more than 20 minutes per item.

1. Public Comments for items not on the Agenda -In compliance with the Brown Act, items not on the agenda legally cannot be discussed by the Board tonight. We welcome your input, but are limited to asking clarifying questions and gathering contact information. Items requiring Board discussion or action will have to be calendared for a future meeting, so that all interested parties may provide input.

1. Ryan Menlove spoke about his concerns about the AP Physics class at MHS. Board President Lockerbie asked Dr. Smith to follow up on the AP Physics class.
2. Tom Traeger asked for the Board to consider a paid position for the Santa Fe Robotics program, a paid STEM position, bringing back Astro Camp. He also had concerns about teachers being called in to substitute during their planning time and asked that the Board revisit substitute teacher issues. He asked the Board to consider bringing back the teacher materials used during COVID such as Pivot Interactives, Gizmos, and Starry Night. Mr. Traeger also thanked Mr. Ayala and the administrative team at MHS for hosting the SoCal Association of Physics Teachers.

2. Public Comments for items on the Open Session Agenda
There were none.

H. STAFF PRESENTATIONS

1. Cognitively Guided Instruction (CGI) (Dr. Greg Gero, Director of Elementary Education Services).

The Board of Education will receive an annual update on Cognitively Guided Instruction (CGI).

I. CONSENT AGENDA

Routine items of business placed on the consent agenda have been carefully screened by members of the staff and will be acted upon by the Board with one motion. Upon request of any person, an item on the consent agenda may be considered separately at its location on the meeting's agenda.

Consent Agenda Item(s) Pulled, if any: **No items pulled, item #2 moved to Action**

Approval of Consent Agenda:

Motion by Board Member Hammond, seconded by Board Member Travanti, **Vote 5-0**

Board Member Travanti - Y, Board Member Hammond - Y, Board Member Anderson - Y, Board Member Gholar - Y, Board President Lockerbie - Y

EDUCATIONAL SERVICES

1. 22/23-1042 - YEARBOOK AGREEMENT WITH JOSTENS, INC.

The Board of Education is requested to approve an agreement with Jostens, Inc., to produce and provide yearbooks for Monrovia High School for the 2022-23 school year.

[JOSTENS AGREEMENT - MHS - Revised - 20220922.pdf](#)

2. 22/23-1044 - REQUEST FOR PURCHASE OF ADDITIONAL CLASSROOM MATERIALS AND SUPPLIES FOR THE FEMINEER STUDENT PROGRAM

Item moved to Consent

The Board of Education is requested to approve the purchase of additional classroom materials and supplies for the Femeiner Student Program to support student learning.

[Revised Femeiner Creative Robotics Supplies 2022-23.pdf](#)

3. 22/23-1045 - WAIVER OF PHYSICAL EDUCATION REQUIREMENT FOR GRADUATION

The Board of Education is requested to approve a waiver from the physical education requirement for a high school student due to a medical condition.

BUSINESS SERVICES

4. 22/23-2038 - PURCHASE ORDERS AND PAYMENT OF BILLS

The Board of Education is requested to ratify purchase orders in the amount of \$4,179,827.81 issued August 26, 2022, through September 09, 2022, and payments in the amount of \$5,195,266.55, issued September 1, 2022, through September 14, 2022.

[BA Item 2038\(b\) Purchase Order Rpt 9-28-22.pdf](#)

5. 22/23-2039 - CUMULATIVE OBJECT SUMMARY REPORT

The Board of Education is requested to receive the final District Cumulative Object Summary report for the month of June 2022.

[BA Item 2039\(b\) Cumulative Object Summary Rpt \(June 2022\) 9-28-22.pdf](#)

6. 22/23-2040 - BUDGETARY TRANSFERS AND REVISIONS

The Board of Education is requested to approve the budgetary adjustments as submitted.

[BA Item 2040\(b\) Budgetary Transfers 9-28-22.pdf](#)

7. 22/23-2041 - ACCEPTANCE OF GIFTS

The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 2023-03.

[Acceptance of Gifts #2023-03 09-28-22.pdf](#)

8. 22/23-2042 - PROFESSIONAL SERVICE AGREEMENTS

The Board of Education is requested to approve the Professional Service Agreements Report #5 for the Monrovia Unified School District 2022-23 SY.

[Professional Service Agmts #5.pdf](#)

9. 22/23-2043 – AGREEMENT WITH PEARL PREPARATORY SCHOOL

The Board of Education is requested to ratify an agreement between Monrovia Unified School District and Pearl Preparatory School.

[BA Item 2043\(b\) Agreement with Pearl Prep 9-28-22.pdf](#)

10. 22/23-2044 - AGREEMENT WITH IMMACULATE CONCEPTION STEM ACADEMY

The Board of Education is requested to ratify an agreement between Monrovia Unified School District and Immaculate Conception STEM Academy.

[BA Item 2044\(b\) Agreement with Immaculate Conception STEM Academy 9-28-22.pdf](#)

11. 22/23-2045- PURCHASE AGREEMENT WITH SYSCO FOODS

The Board of Education is requested to ratify a piggyback purchase agreement with SYSCO Foods to provide grocery products for the 2022-23 school year.

[BA Item 2045\(b\) Purchase Agreement with SYSCO Foods 9-28-22.pdf](#)

12. 22/23-2054 - FOOD CATERING TRUCK AGREEMENT - FLUFF ICE

The Board of Education is requested to approve a food catering truck agreement with Fluff Ice for the purpose of a fundraising event at Plymouth Elementary School in the Monrovia Unified School

District.

[BA Item 2054 b Food Truck Catering Agreement - Fluff Ice.pdf](#)

13. 22/23-2057 - RENEWAL OF ADOBE CREATIVE CLOUD SUBSCRIPTION

The Board of Education is requested to approve the renewal of a software subscription with Adobe Creative Cloud for one (1) year. Effective October 17, 2022, through October 16, 2023.

[SHI Quote-22466839.pdf](#)

HUMAN RESOURCES

14. 22/23-3022 - PERSONNEL ASSIGNMENTS

The Board of Education is requested to approve Personnel Assignments Report #5.

[Board report 2022-09-28.pdf](#)

15. 22/23-3023 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL

The Board of Education is requested to approve Travel and Conference Report #5.

[09282022TravelConference.pdf](#)

J. ACTION ITEMS (Non-Consent)

Moved from Consent 22/23-1044 - REQUEST FOR PURCHASE OF ADDITIONAL CLASSROOM MATERIALS AND SUPPLIES FOR THE FEMINEER STUDENT PROGRAM

The Board of Education is requested to approve the purchase of additional classroom materials and supplies for the Femeiner Student Program to support student learning.

[Revised Femeiner Creative Robotics Supplies 2022-23.pdf](#)

Board President Lockerbie is concerned about the expense of purchasing additional kits to make the kits 1:1. Dr. Francois addressed her concerns and informed that the decision is based on teacher feedback and due to wanting to expand the program and being concerned about exposure to germs/Covid. Dr. Smith clarified that we want to ensure that the basic supply needs are met as an investment in this new program.

Motion by Board President Lockerbie to pull item until after the launch of the program.

No Second, motion dies.

Motion by Board Member Hammond, seconded by Board Member Travanti, **Vote 5-0**

Board Member Travanti - Y, Board Member Hammond - Y, Board Member Anderson - Y, Board Member Gholar - Y, Board President Lockerbie - Y

EDUCATIONAL SERVICES – Greg Francois, Ed.D., Deputy Superintendent

1. 22/23-1035 - 21st CENTURY CLASSROOM EDUCATIONAL TECHNOLOGY COMPONENTS FOR CANYON OAKS HIGH SCHOOL

The Board of Education is requested to approve quotes from CDW-G and HDTV Supply for the purchase of 21st century classroom technology and computer equipment for Canyon Oaks High School in support of improved schoolwide instruction and curriculum.

Motion by Board Member Anderson, seconded by Board Member Travanti, **Vote 5-0**

Board Member Travanti - Y, Board Member Hammond - Y, Board Member Anderson - Y, Board Member Gholar - Y, Board President Lockerbie - Y

[MCAS 21st Century Technology Quotes - 20220928.pdf](#)

2. 22/23-1039 - PUBLIC HEARING FOR COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) PARTNERSHIP AGREEMENT WITH CITRUS COMMUNITY COLLEGE DISTRICT AND ADOPTION

The Board of Education is requested to hold a public hearing to take testimony from the public and discuss the College and Career Access Pathways (CCAP) Partnership Agreement between Citrus Community College District and Monrovia Unified School District for a dual enrollment Early College program prior to adoption.

Open for Public Hearing by Board President Lockerbie

No public comments

Closed for Public Hearing by Board President Lockerbie

Motion by Board Member Hammond, seconded by Board Member Anderson, **Vote 5-0**
Board Member Travanti - Y, Board Member Hammond - Y, Board Member Anderson - Y,
Board Member Gholar - Y, Board President Lockerbie - Y

[AB 288 CCAP Agreement 09.28.2022.pdf](#)

3. 22/23-1040 - PROFESSIONAL SERVICE AGREEMENT WITH KIM GAMEROZ FOR MAYFLOWER ELEMENTARY SCHOOL

The Board of Education is requested to approve an agreement with Kim Gameroz to provide Social Emotional Learning coaching and mentoring to the staff of Mayflower Elementary School for four (4) consecutive months, October 2022 through January 2023.

Motion by Board Member Gholar, seconded by Board Member Travanti, **Vote 5-0**
Board Member Travanti - Y, Board Member Hammond - Y, Board Member Anderson - Y, Board Member Gholar - Y, Board President Lockerbie - Y

[PSA - GAMEROZ, K. - Mayflower 2022-2023 - 20220928.pdf](#)

4. 22/23-1041 - APPROVAL OF NAVIGATE360 PROPOSALS

The Board of Education is requested to approve the Navigate360 ALICE Instructor Certification and Training, Visitor Management/Emergency Management Subscription, and Behavioral Threat and Suicide Case Management Subscription Bundle proposals for the term of October 15, 2022, through October 14, 2025.

Board President Lockerbie asked if Navigate360 will interface with Minga. Kimberly Cabrera will ask Navigate360 and relay the information to the Board.

Motion by Board Member Anderson, seconded by Board Member Travanti, **Vote 5-0**
Board Member Travanti - Y, Board Member Hammond - Y, Board Member Anderson - Y,
Board Member Gholar - Y, Board President Lockerbie - Y

[Navigate360 Proposals.pdf](#)

BUSINESS SERVICES – Dana Smith, Asst. Supt. of Business Services

5. 22/23-2046- RATIFICATION OF FACILITY USE AGREEMENT WITH THE LOS ANGELES COUNTY REGISTRAR RECORDER/COUNTY CLERK

The Board of Education is requested to ratify a Facility Use Agreement with the Los Angeles County Registrar-Recorder/County Clerk (RR/CC).

Motion by Board Member Hammond, seconded by Board Member Anderson, **Vote 5-0**
Board Member Travanti - Y, Board Member Hammond - Y, Board Member Anderson - Y, Board Member Gholar - Y, Board President Lockerbie - Y

[BA Item 2046\(b\) Facility Use Agreement with L.A. County RRCC 9-28-22.pdf](#)

6. 22/23-2047 - RESOLUTION PROCLAIMING OCTOBER 10-14, 2022, AS "NATIONAL SCHOOL LUNCH WEEK"

The Board of Education is requested to adopt Resolution No. 2223-05, proclaiming the week of October 10-14, 2022, as "*National School Lunch Week*."

Motion by Board Member Anderson, seconded by Board Member Gholar, **Vote 5-0**
Board Member Travanti - Y, Board Member Hammond - Y, Board Member Anderson - Y, Board Member Gholar - Y, Board President Lockerbie - Y

[BA Item 2047\(b\) National School Lunch Resolution # 2223-05 9-28-21.pdf](#)

7. 22/23-2048 - RATIFICATION OF AGREEMENT WITH TEMPLE CITY CHRISTIAN PRESCHOOL

The Board of Education is requested to ratify an agreement between Monrovia Unified School District and Temple City Christian Preschool.

Motion by Board Member Anderson, seconded by Board Member Hammond, **Vote 5-0**
Board Member Travanti - Y, Board Member Hammond - Y, Board Member Anderson - Y, Board Member Gholar - Y, Board President Lockerbie - Y

[BA Item 2048\(b\) Agreement with Temple City Christian Preschool 9-28-22.pdf](#)

8. 22/23-2049 - MEMORANDUM OF AGREEMENT WITH LOS ANGELES COUNTY

The Board of Education is requested to approve a Memorandum of Agreement (MOA) with the County of Los Angeles to use Crescenta Valley Regional Park for a school sponsored recreation event.

Motion by Board Member Gholar, seconded by Board Member Anderson, **Vote 5-0**

Board Member Travanti - Y, Board Member Hammond - Y, Board Member Anderson - Y, Board Member Gholar - Y, Board President Lockerbie - Y

[BA Item 2049\(b\) MOA with the County of L.A. 9-28-22.pdf](#)

9. 22/23-2050 - PURCHASE OF LIGHTING BOARD FROM FULL COMPASS SYSTEMS, LTD FOR THE TAYLOR PERFORMING ARTS CENTER

The Board of Education is requested to approve the purchase of a new lighting board for the Taylor Performing Arts Center located on the Monrovia High School campus.

Motion by Board Member Anderson, seconded by Board Member Lockerbie, **Vote 5-0**

Board Member Travanti - Y, Board Member Hammond - Y, Board Member Anderson - Y, Board Member Gholar - Y, Board President Lockerbie - Y

[BA Item 2050\(b\) Purchase of Lighting Board from Full Compass Systems, Ltd. 9-28-22.pdf](#)

10. 22/23-2051 - MEMORANDUM OF UNDERSTANDING BETWEEN MONROVIA UNIFIED SCHOOL DISTRICT AND THE LOS ANGELES COUNTY OFFICE OF EDUCATION

The Board of Education is requested to approve a Memorandum of Understanding (MOU) between Monrovia Unified School District and Los Angeles County Office of Education (LACOE) for cost sharing for LACOE's procurement, configuration, and implementation of a new countywide Enterprise Management System (ERP).

Motion by Board Member Travanti, seconded by Board Member Anderson, **Vote 5-0**

Board Member Travanti - Y, Board Member Hammond - Y, Board Member Anderson - Y, Board Member Gholar - Y, Board President Lockerbie - Y

[BA Item 2051\(b\) MOU with LACOE 9-28-22.pdf](#)

11. 22/23-2052 - ARCHITECTURAL SERVICES AGREEMENT WITH WEST GROUP DESIGNS, INC FOR THE CANYON EARLY LEARNING CENTER (CELC) SHADE STRUCTURE MODERNIZATION PROJECT

The Board of Education is requested to approve an architectural services agreement with West Group Designs, Inc. to perform design, construction project management, supplier coordination, and quality control for the implementation of a new shade structure for Canyon Early Learning Center (CELC) toddler play surface area and amphitheater area.

Motion by Board Member Anderson, seconded by Board Member Gholar, **Vote 5-0**

Board Member Travanti - Y, Board Member Hammond - Y, Board Member Anderson - Y, Board Member Gholar - Y, Board President Lockerbie - Y

[BA Item 2052\(b\) Architectural Services Agreement with West Group Designs, Inc. 9-28-22.pdf](#)

12. 22/23-2053 - SHARP LEASE COPIER/PRINTER LEASE AGREEMENT

The Board of Education is requested to approve a five (5) year (60 month) lease agreement, with a purchase option, from Sharp Corporation for two (2) MX – M5071 copier/printer units for Monroe Elementary School. The site will own copier units at the conclusion of the lease term period.

THIS ITEM WAS PULLED

[BA Item 2053\(b\) Sharp Copier Lease Agreement 9-28-22.pdf](#)

13. 22/23-2055 - FOOD CATERING TRUCK AGREEMENT - PATTY MEETS BUN

The Board of Education is requested to approve a food catering truck agreement with Patty Meets Bun for the purpose of a fundraising event at Plymouth Elementary School in the

Monrovia Unified School District.

Motion by Board Member Hammond, seconded by Board Member Anderson, **Vote 5-0**
Board Member Travanti - Y, Board Member Hammond - Y, Board Member Anderson - Y,
Board Member Gholar - Y, Board President Lockerbie - Y

[BA Item 2055\(b\) Food Truck Catering Agreement - Patty Meets Bun 9-28-22.pdf](#)

14. 22/23-2056 - SERVICE AGREEMENT WITH LH PRODUCTIONS

The Board of Education is requested to approve a contract with LH Productions to replace and upgrade the wireless microphones used at the Taylor Performing Arts Center located on the Monrovia High School campus.

Motion by Board Member Hammond, seconded by Board Member Travanti, **Vote 5-0**
Board Member Travanti - Y, Board Member Hammond - Y, Board Member Anderson - Y, Board
Member Gholar - Y, Board President Lockerbie - Y

[BA Item 2056\(b\) Service Agreement with LH Productions 9-28-22.pdf](#)

HUMAN RESOURCES – Greg Puccia, Ed.D., Asst. Supt. of Human Resources

15. 22/23-3024 - PUBLIC HEARING AND APPROVAL OF CSEA/DISTRICT JOINT INITIAL PROPOSAL TOPICS FOR 2022-23 NEGOTIATIONS

The Board of Education is requested to receive and present for public review the joint initial proposal topics for modification of the current CSEA/District collective bargaining agreement and to reserve time at its next regularly scheduled meeting on October 12, 2022, for public input.

Open for Public Hearing by Board President Lockerbie

No public comments

Closed for Public Hearing by Board President Lockerbie

Motion by Board Member Hammond, seconded by Board Member Anderson, **Vote 5-0**
Board Member Travanti - Y, Board Member Hammond - Y, Board Member Anderson - Y, Board
Member Gholar - Y, Board President Lockerbie - Y

[2022 2023 Initial Proposal Sunshine CSEA.pdf](#)

16. 22/23-3025 - PUBLIC HEARING AND APPROVAL OF MTA/DISTRICT JOINT INITIAL PROPOSAL TOPICS FOR 2022-23 NEGOTIATIONS

The Board of Education is requested to receive and present for public review the joint initial proposal topics for modification of the current MTA/District collective bargaining agreement and to reserve time at its next regularly scheduled meeting on October 12, 2022, for public input.

Open for Public Hearing by Board President Lockerbie

No public comments

Closed for Public Hearing by Board President Lockerbie

Motion by Board Member Gholar, seconded by Board Member Travanti, **Vote 5-0**
Board Member Travanti - Y, Board Member Hammond - Y, Board Member Anderson - Y, Board
Member Gholar - Y, Board President Lockerbie - Y

[2022 2023 MTA INITIAL PROPOSAL Sunshine.pdf](#)

17. 22/23-3026 - APPROVAL OF JOB DESCRIPTION, PRINCIPAL - EARLY CHILDHOOD LEARNING- CANYON EARLY LEARNING CENTER

The Board of Education is requested to approve a new job description, *Principal, Early Childhood Learning*.

Motion by Board Member Anderson, seconded by Board Member Gholar, **Vote 5-0**
Board Member Travanti - Y, Board Member Hammond - Y, Board Member Anderson - Y,
Board Member Gholar - Y, Board President Lockerbie - Y

[Principal Early Childhood Learning 9 2022.pdf](#)

18. 22/23-3027 - APPROVAL OF JOB DESCRIPTION, DIRECTOR OF EXPANDED LEARNING & ENRICHMENT PROGRAMS

The Board of Education is requested to approve a new job description, *Director of Expanded Learning and Enrichment Programs*.

Motion by Board Member Hammond, seconded by Board Member Anderson, **Vote 5-0**
Board Member Travanti - Y, Board Member Hammond - Y, Board Member Anderson - Y, Board Member Gholar - Y, Board President Lockerbie - Y

[Director of Extended Learning and Enrichment Programs, Classified.pdf](#)

BOARD BUSINESS – Ryan D. Smith, Ed.D., Superintendent of Schools

19. 22/23-5018 - BOARD DISCUSSION REGARDING SUPPORT FOR THE PUBLIC LANDS ACT

The Board of Education will discuss support for the Public Lands Act.

This item will be brought back to a future meeting.

K. INFORMATION ITEMS

1. BOARD POLICY 4112.2, CERTIFICATION & ITS ACCOMPANYING ADMINISTRATIVE REGULATION

The Board of Education is requested to receive for first reading Board policy 4112.2, *Certification*, and its accompanying administrative regulation as recommended by the California School Boards Association (CSBA).

[BP 4112.2 Certification.pdf](#)

[AR 4112.2 Certification.pdf](#)

2. BOARD POLICY 4112.9, EMPLOYEE NOTIFICATIONS

The Board of Education is requested to receive for first reading Board policy 4112.9, *Employee Notifications*, as recommended by the California School Boards Association (CSBA).

[BP 4112.9 Employee Notifications.pdf](#)

3. BOARD POLICY 4119.22, DRESS AND GROOMING

The Board of Education is requested to receive for first reading Board policy 4119.22, *Dress and Grooming*, as recommended by the California School Boards Association (CSBA).

[BP 4119.22 Dress And Grooming.pdf](#)

4. ADMINISTRATIVE REGULATION 4217.3, LAYOFF/ REHIRE

The Board of Education is requested to receive for first reading Administrative Regulation 4217.3, *Layoff/Rehire*, as recommended by the California School Boards Association (CSBA).

[AR 4217.3 Layoff Rehire.pdf](#)

Board President Lockerbie asked that these Board Policies and Administrative Regulations be brought back under Consent

5. PENDING BOARD ISSUES

The Board of Education will receive status information on identified tasks and review issues of interest for future attention.

Dr. Smith discussed the State of the Schools Address. He also shared that annual reports on transfers, textbook certification, CBDS month, census enrollment, and adult education will be brought to the Board in October.

[Pending Board Issues 09282022 Updated.pdf](#)

L. FUTURE MEETING DATES

- October 12, 2022; 6:30 p.m. - Regular Board of Education Meeting
- October 26, 2022; 6:30 p.m. - Regular Board of Education Meeting
-

M. NEW BUSINESS

- Parent Teacher Conferences TK-8, October 3 - 7, 2022
- State of the Schools Address, Wednesday, October 19, 2022; 6 pm

N. ADJOURN REGULAR BOARD OF EDUCATION OPEN SESSION MEETING 9:32 pm

Ryan D. Smith, Superintendent and Board Clerk

Jennifer Anderson, Board Clerk

Agenda Item Details

Meeting Date: 2022-10-12 18:30:00

AGENDA ITEM TITLE:

1. 22/23-1049 - LOS ANGELES COUNTY ARTS EDUCATION COLLECTIVE ADVANCEMENT GRANT

RECOMMENDATION

The Board of Education is requested to approve the Los Angeles County Arts Education Collective Advancement Grant for the 2022-23 school year.

Rationale:

The Los Angeles County Arts Education Advancement Grant will fund a part-time general music teacher for students in grades TK-3 for the 2022-23 school year. The general music teacher will teach at each of the five (5) elementary school sites one day per week. Students will be exposed to singing, rhythm, and music theory in conjunction with social-emotional learning. Monrovia Unified School District students will gain critical thinking and problem-solving skills through these arts learning experiences in music that will help fortify them for school and career success.

Background:

Monrovia Unified School District has been the recipient of this grant for the past seven (7) years. The District was awarded \$22,100 in the 2021-22 school year to support the expansion of vocal music in middle school.

Budget Implication (\$ Amount):

The Los Angeles County Arts Education Collective Advancement Grant is a matching grant. The District provides funds equal to or greater than the grant award amount of \$21,900.

Legal References:

Education Code Section 17604 requires all contracts and agreements to be approved or ratified by the Board of Education.

Additional Information:

A copy of the Advancement Grant Program Agreement is attached.

ATTACHMENTS

- [Los Angeles County Arts Education Collective Advancement Grant - 20221012.pdf](#)



CONTRACT #: AG-23 6270
Advancement Grant Program Agreement



This Agreement made this date, _____, by and between the County of Los Angeles ("County"), a body corporate and politic and a political subdivision of the State of California, and:

Organization ("Grantee"): **Monrovia Unified School**
Address: **325 East Huntington Dr.**
City, State, Zip: **Monrovia, CA 91016**
Primary Contact: **Patrick Garcia**
Email Address: **pgarcia@monroviaschools.net**
Los Angeles County Vendor #: **52414301**

LOS ANGELES COUNTY ARTS EDUCATION COLLECTIVE ADVANCEMENT GRANT

The County, through the Los Angeles County Department of Arts and Culture ("Arts and Culture"), provides grants to Los Angeles County School Districts to support quality arts education programming for public school students.

Grantee is a Los Angeles County School District that is part of the Arts Ed Collective network and is currently implementing a board approved strategic plan for arts education.

Section 1. AGREEMENT DOCUMENTS. This Agreement is comprised of this three-page document, the Standard Terms and Conditions attached hereto as Exhibit A, and the General Terms and Instructions attached hereto as Exhibit B. Grantee affirms it has reviewed the entire Agreement, including the attached exhibits, and understands and will comply with the terms and conditions contained therein.

Section 2. PURPOSE AND SCOPE OF GRANT. The County desires to provide a grant to support Grantee in addressing and achieving key action items that move them toward their long term vision for arts education within their school district, as described in the application materials submitted to the County in connection with this grant. Specifically, this grant award will be used for the following purposes only ("Project"): ***to support a part-time music instructor for district-wide elementary music instruction with social emotional learning integration.***

Section 3. AGREEMENT TERM. The term of this Agreement shall commence when executed by all parties hereto, no earlier than July 1, 2022, and shall expire on: **June 30, 2023.**

Section 4. MAXIMUM GRANT AMOUNT. The maximum grant amount payable by the County to the Grantee under this Agreement may not exceed: **\$21,900.**

Section 5. ADDITIONAL TERMS AND CONDITIONS.

A. **Matching Funds.** As a condition of this grant award, Grantee must provide, at a minimum, matching funds equal to or exceeding the amount set forth in Section 4, above, for the purposes of funding the Project. If for any reason Grantee fails to contribute any or all of the required matching funds, the grant award will be reduced in an amount equal to the amount of matching funds Grantee fails to contribute. Grantee must reimburse the County any grant amount forfeited pursuant to this paragraph within 10 business days of a demand by the County for reimbursement, or within 30 days of expiration of the term of this Agreement, whichever is earlier. Grantee will follow those procedures and requirements established in the General Terms and Instructions (Exhibit B) for the acquisition and reporting of matching funds.

CONTRACT #: AG-23 6270
Advancement Grant Program Agreement

B. The County will pay the grant allocations set forth in Section 4, above, to Grantee in up to three installments. The County will not pay any interest or other charges on any grant allocation. Grantee must submit invoices as follows:

- (i) Grantee may submit one (1) invoice for a maximum of 25% of the grant award following successful completion of all project planning and attendance at a County-scheduled grantee convening or a countywide network event. This invoice is optional.
- (ii) Grantee may submit one (1) invoice for a maximum of 50% of the grant award following successful completion of a mid-project check-in and site visit with County staff. This invoice is optional.
- (iii) Grantee must submit one (1) invoice for all unpaid grant funds on or before May 15, 2023. This invoice is mandatory and must be accompanied by a completed Final Report, as described in the General Terms and Instructions (Exhibit B). Payment pursuant to this invoice is contingent upon submission of the Final Report.

Grantee's failure or election not to submit an optional invoice pursuant to (i) or (ii), above, will not limit, reduce, or otherwise affect the Grantee's obligations under this Agreement.

C. Any funds allocated by the County to Grantee pursuant to this Agreement which are not used by Grantee in support of the Project must be returned to the County within 30 days of the expiration of the term of this Agreement. Grantee will forfeit any grant funds which remain unused upon the expiration of this Agreement.

D. Grantee agrees to comply with the terms of this Agreement, including the terms set forth in the attached Exhibits A and B, all applicable local, state and federal laws, and all applicable current and future guidelines issued by Arts and Culture.

E. Signatures. Grantee represents and warrants that the person or persons executing this Agreement for Grantee is/are authorized agent(s) who have actual authority to bind Grantee to each and every provision of this Agreement, and that all requirements of Grantee have been fulfilled to provide such actual authority.

F. Counterparts. This Agreement may be executed in any number of counterparts, each of which so executed will be deemed to be an original and will together constitute one and the same Agreement. Manual signatures may be provided by facsimile, or digitally scanned and provided by electronic mail. Grantee will maintain on file and, upon the County's request, agrees to provide the County with an original of a signature provided by facsimile or electronic mail. Alternatively, grantee may provide electronic signatures of authorized signors via Adobe Sign.

CONTRACT #: AG-23 6270
Advancement Grant Program Agreement

IN WITNESS WHEREOF, the County has executed these presents by causing them to be subscribed by the Director of its Department of Arts and Culture, and Grantee has caused these presents to be executed by its duly authorized representatives, the date first above written.

COUNTY OF LOS ANGELES

By: _____ Date: _____
Kristin Sakoda, Director
Los Angeles County Department of Arts and Culture

GRANTEE

By: _____ Date: _____
Selene Lockerbie, Board President
Monrovia Unified School

By: _____ Date: _____
Dr. Ryan Smith, Superintendent
Monrovia Unified School

APPROVED AS TO FORM:
Dawyn R. Harrison
Acting County Counsel

By: _____
Deputy



EXHIBIT A

**STANDARD TERMS AND CONDITIONS
COUNTY OF LOS ANGELES
CONSULTANT SERVICES AGREEMENT**

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STANDARD TERMS AND CONDITIONS

COUNTY OF LOS ANGELES CONSULTANT SERVICES CONTRACTS

§ 100. DEFINITIONS. For purposes of the Agreement, including all Exhibits/Attachments thereto, the following definitions shall govern its interpretation:

§ 101. “Agreement” shall mean the agreement by and between the Consultant and the County of Los Angeles, a body politic and corporate, which agreement shall include the primary document and all exhibits/attachments and/or documents referenced therein.

§ 102. “Auditor-Controller” shall mean the Auditor-Controller of the County of Los Angeles and/or his designee.

§ 103. “Department” shall mean the County of Los Angeles Department of Arts and Culture .

§ 104. “Consultant” shall mean the agency or individual contracting with the County under the terms and conditions of this Agreement, including Consultant’s employees, agents, assigns, contractors, subcontractors, and anyone else involved in any manner in the exercise of the rights therein given to the Consultant.

§ 105. “Contract Amount” shall mean the fees or payment agreed to be paid by the County for consultant services as set forth in the Agreement.

§ 106. “County” shall mean the County of Los Angeles.

§ 107. “Director” shall mean the Director of the Department of Arts and Culture and/or her designee.

§ 108. “Services” shall mean the services identified in the primary document of this Agreement, or as more specifically set forth in an appropriate exhibit or attachment thereto.

§ 109. “State” shall mean the State of California.

§ 200. ASSURANCES/CERTIFICATIONS. The Consultant provides the following assurances and certifications, and agrees to the following terms:

§ 201. Compliance with Laws. The Consultant certifies and agrees that it shall comply with all applicable federal, State and local laws, rules, regulations, ordinances, and directives, and all provisions required to be included in this Agreement are incorporated by this reference. The County reserves the right to review the Consultant’s policies and procedures to ensure compliance with such laws, rules, regulations, ordinances, and directives, as applicable. The Consultant shall indemnify and hold the County, its officers, employees and agents harmless from any loss, damage or liability resulting from a violation by the Consultant, its agents, officers and employees of any such laws, rules, regulations, ordinances, and directives.

§ 202. Copyrights/Privacy Rights. The Consultant shall neither violate nor infringe upon any copyright, right of privacy, or other statutory or common law right of any person, firm or corporation, nor, if authorized to do radio or television broadcasts pursuant to amendment

hereto, violate the rules and regulations of the Federal Communications Commission or the Code of Good Practices of the National Association of Broadcasters. Further, the Consultant will not defame or harm the reputation of any person, firm or corporation as a result of entering into this Agreement. The Consultant shall indemnify, defend and hold the County, its officers, employees and agents harmless from any sanctions or other liability which may be assessed against the County by reason of the Consultant's failure to comply with the foregoing.

§ 203. Nondiscrimination and Assurance of Compliance with Civil Rights. (a)

The Consultant assures and certifies that all persons employed by it, its affiliates, subsidiaries or holding companies, if any, are and will be treated equally by it without regard to, or because of race, color, religion, national origin, ancestry, sex, age, condition of physical or mental disability, marital status or political affiliation, in compliance with all anti-discrimination laws and regulations of the United States of America and the State as they now exist or may hereafter be amended.

(b) Consultant shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, ancestry, national origin, condition of physical or mental disability, marital status or political affiliation. Such action shall include but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

(c) Consultant hereby assures that it will comply with the Civil Rights Act of 1964, 42 USC §§ 2000e through 2000e-17, to the end that no person shall, on grounds of race, religion, color, sex, national origin, condition of physical or mental disability, marital status or political affiliation be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Agreement or under any project, program, or activity supported by this Agreement.

(d) To the extent applicable, Consultant shall deal with its subcontractors, bidders or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, or condition of physical or mental disability, marital status or political affiliation as required by all applicable anti-discrimination laws and regulations of the United States and the State as they now exist or may hereafter be amended.

(e) Consultant shall allow authorized County representatives access to its employment records during regular business hours to verify compliance with these provisions when so requested by the Director.

(f) If County finds that any of the above provisions have been violated, the same shall constitute a material breach of contract upon which County may determine to cancel, terminate, or suspend this Agreement. While County reserves the right to determine independently that the anti-discrimination provisions of this Agreement have been violated, in addition, a determination by the State Fair Employment and Housing Commission or the federal Equal Employment Opportunity Commission that Consultant has violated State or federal anti-discrimination laws or regulations shall constitute a finding by County that Consultant has violated the anti-discrimination provisions of this Agreement.

(g) The parties agree that in the event Consultant violates the anti-discrimination provisions of this Agreement, County shall, at its option, be entitled to a sum of Ten Thousand Dollars (\$10,000) pursuant to California Civil Code Section 1671 as liquidated damages in lieu of canceling, terminating, or suspending this Agreement.

§ 204. Wage and Hour Laws. To the extent applicable, the Consultant assures and certifies that it shall comply with all State and federal wage and hour laws, including but not limited to the Fair Labor Standards Act, as amended. The Consultant shall indemnify, defend, and hold harmless the County, its agents, officers and employees from any and all liability including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law including, but not limited to, the federal Fair Labor Standards Act, as amended, for services performed by the Consultant's employees for which the County may be found jointly or solely liable.

§ 205. Safety and Working Conditions. (a) To the extent applicable, the Consultant shall comply with the provisions of the federal Occupational Safety and Health Act of 1970, as amended (29 USC § 651 et seq.) and the California Occupational Safety and Health Act and successor statutes, as well as other applicable health and safety statutes, ordinances, regulations and rules. Consultant assures that no employee will be required or permitted to work under working conditions which are unsanitary, hazardous or otherwise detrimental to the person's health or safety.

(b) Consistent with this **§ 205** and to the extent applicable, Consultant agrees that it shall comply with section 3203 of title 8 in the California Code of Regulations which requires all California employers to have a written, effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program.

(c) In addition to other requirements set forth herein, Consultant certifies that it shall, at its own expense, provide its employees all necessary general and specific training with respect to safety and working conditions and provide its employees with all required personal protective equipment necessary to perform services under this Agreement.

§ 206. Employment Eligibility Verification. (a) To the extent applicable, the Consultant warrants and certifies that it fully complies with all federal, State and local statutes, ordinances, and regulations regarding the employment eligibility of aliens and others, and that all persons performing services under the Agreement are eligible for employment in the United States. The Consultant shall indemnify, defend and hold the County harmless from any employer sanctions or other liability which may be assessed against the County by reason of the Consultants failure to comply with the foregoing.

(b) The Consultant represents that he/she has secured and retained all required documentation verifying employment eligibility of its personnel, if any. The Consultant shall secure and retain verification of employment eligibility from any new personnel and, to the extent applicable, participants participating in or receiving services under this Agreement, in accordance with applicable provisions of law.

§ 207. Drug Free Workplace Compliance. The Consultant hereby warrants and certifies that it shall comply with California Drug-Free Workplace Act of 1990 (Cal. Gov. Code § 8350 et seq.), as amended, including provision of the requisite certification as set forth therein; and the federal Drug-Free Workplace Act of 1988, including its implementing regulations (29 CFR Part 98 commencing with §98.600), as applicable.

§ 208. Conflict of Interest/Contracts Prohibited. (a) The Consultant represents and warrants that no County employee, whose position enables him/her to influence the award of this Agreement, and no spouse or economic dependent of such employee, is or shall be employed

in any capacity by the Consultant, or shall have any direct or indirect financial interest in this Agreement.

(b) The Consultant represents and warrants that it is aware of, and its authorized officers have read, the provisions of Los Angeles County Code Chapter 2.180 entitled "Contracting With Current or Former County Employees," and that execution of this Agreement will not violate those provisions. Anyone who is a former employee of the County at the time of execution of this Agreement or who subsequently becomes affiliated with the Consultant in any capacity shall not participate in the provision of Services provided under this Agreement or share in the profits of Consultant earned for a period of one year from the date he/she separated from County employment.

§ 209. Lobbying. The Consultant certifies that each County lobbyist as defined in Los Angeles County Code § 2.160.010, retained by Consultant shall fully comply with the County Lobbyist Ordinance (Los Angeles County Code Chapter 2.160). Failure on the part of any County lobbyist retained by Consultant to fully comply with the County Lobbyist Ordinance shall constitute a material breach of this Agreement upon which County may immediately terminate or suspend this Agreement.

§ 210. County Layoffs. (a) Should the Consultant require additional or replacement personnel after the effective date of this Agreement, the Consultant agrees to give due consideration for such employment openings to qualified permanent County employees who are targeted for layoff or qualified former County employees who are on a re-employment list during the life of this Agreement.

(b) Employment offers to qualified County employees shall be under the same conditions and rate of compensation that apply to other individuals who are employed or may be employed by Consultant.

(c) Consultant shall maintain records of each employment offer made to qualified County employees and other individuals. Such records shall include a description of the position and duties, rate of pay and fringe benefits, and whether the offer was accepted, rejected, or not responded to.

§ 211. GAIN/GROW Program Participants. (a) Should the Consultant require additional or replacement personnel after the effective date of this Agreement, the Consultant agrees to give due consideration for such employment openings to participants in the County's Department of Public Social Services' Greater Avenue for Independence (GAIN) Program or General Relief Opportunity for Work (GROW) Program who meet Consultant's minimum qualifications for the open position. Upon request from Consultant, the County will refer GAIN/GROW participants by job category to the Consultant for consideration.

(b) In the event that both laid-off County employees and GAIN/GROW participants are available for hiring, County employees shall be given first priority.

(c) Notwithstanding **§ 210** and **§ 211** of this Agreement, the Consultant and the County agree that, during the term of this Agreement and for a period of one year thereafter, neither party shall in any way intentionally induce or persuade any employee of one party to become an employee or agent of the other party. No bar exists against any hiring action initiated through a public announcement.

§ 212. Covenant Against Contingent Fees. (a) Consultant certifies and warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement of understanding for a commission, percentage, brokerage or contingent fees.

(b) For breach or violation of this warranty, the County shall have the right to terminate this Agreement and, in its sole discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fees. This right shall be in addition to any other legal remedy available to the County.

§ 213. Warranty of Adherence to County's Child Support Compliance Program.

(a) Consultant acknowledges that the County has established a goal of ensuring that all individuals who benefit financially from the County through contract are in compliance with their court-ordered child, family and spousal support obligations, if any, in order to mitigate the economic burden otherwise imposed upon the County and its taxpayers.

(b) To the extent required by the County's Child Support Compliance Program (County Code Chapter 2.200) and without limiting Consultant's duty under this Agreement to comply with all applicable provisions of law, Consultant warrants that it is now in compliance and shall during the term of this Agreement, maintain compliance with employment and wage reporting requirements as required by the Federal Social Security Act (42 U.S.C. § 653a) and California Unemployment Insurance Code Section 1088.5, and shall implement and comply with all lawfully served Wage and Earnings Withholding Orders or District Attorney Notices of Wage and Earnings Assignment for Child or Spousal Support, pursuant to Code of Civil Procedure Section 706.031 and Family Code Section 5246(b). Unless otherwise exempt by County Code section 2.200.040, failure to comply with such reporting requirements, or failure to implement and comply with lawfully served wage and earnings assignment orders or notices of assignment, shall constitute a default under this Agreement, and failure to cure the default within ninety (90) days of notice by the County shall subject the Agreement to termination.

(c) Unless otherwise exempt under Los Angeles County Code section 2.200.040, failure to comply with the provisions of this **§ 213** may be cause for debarment.

§ 214. Debarment and Suspension. (a) The Consultant certifies that it has not been subject to debarment and/or suspension under any federal (29 CFR Part 98), State or local program and will immediately inform the County of any future debarment or suspension. Said certification, which shall be in a form acceptable to the County, shall be submitted to the County no later than execution of this Agreement by Consultant.

(b) **Responsible Contractor.** A responsible contractor is a contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible contractors.

(c) **Chapter 2.202 of the County Code.** The Consultant is hereby notified that, in accordance with County Code Chapter 2.202, as may be amended from time to time, if the County acquires information concerning the performance of the Consultant on this or other contracts which indicates that the Consultant is not responsible, the County may, in addition to other remedies provided in the Agreement, debar the Consultant from bidding on County contracts for a specified period of time not to exceed three years, and terminate any or all existing contracts the Consultant may have with the County.

(d) **Non-Responsible Contractor.** The County may debar Consultant if the Board of Supervisors finds, in its discretion, that the Consultant has done any of the following: (1) violated any term of a contract with the County, (2) committed any act or omission which negatively reflects on the Consultant's quality, fitness or capacity to perform a contract with the County or any other public entity, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

(e) **Contractor Hearing Board.** (1) If there is evidence that the Consultant may be subject to debarment, the County will notify the Consultant in writing of the evidence that is the basis for the proposed debarment and will advise the Consultant of the scheduled date for a debarment hearing before the Contractor Hearing Board.

(2) The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Consultant and/or the Consultant's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a proposed decision, which shall contain a recommendation regarding whether the Consultant should be debarred, and, if so, the appropriate length of time of the debarment. If the Consultant fails to avail itself of the opportunity to submit evidence to the Contractor Hearing Board, the Consultant may be deemed to have waived all rights of appeal.

(3) A record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Hearing Board.

(f) **Subcontractors.** This § 214 shall also apply to subcontractors of County contractors, if any.

§ 215. Notification of Federal Earned Income Credit. With thirty (30) days of execution of this Agreement, the Consultant certifies that it shall notify its employees, and shall require each subcontractor, if any, to notify its employees, that they may be eligible for federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Internal Revenue Service Notice 1015.

§ 216. Prohibited Activity. To the extent applicable, the Consultant represents and warrants that it will not engage in or permit any religious proselytizing or political propagandizing in connection with the performance of this Agreement. The Consultant agrees to comply with the provision of the federal Hatch Act and with Section 675e of Subtitle B of Title VI of Public Law 101-121 (31 USC § 1352) which prohibits use of federal funds to influence the award of federal contracts or grants.

§ 217. Protection Against Fraud and Abuse. The Consultant (including its employees and agents), in performing all obligations under the terms of this Agreement, assures that it perform services in a manner which safeguards against fraud and abuse. The Consultant agrees to indemnify and hold the County, its officers, employees and agents harmless from any loss, damage, or liability (including without limitation disallowed costs) resulting from a violation by the Consultant, its officers, employees and agents of this section.

§ 218. Authorization Warranty. The Consultant represents and warrants that the person executing this Agreement on behalf of the Consultant is an authorized agent who has actual

authority to bind Consultant to each and every term, condition, and obligation set forth in this Agreement, and that all requirements of Consultant have been fulfilled to provide such actual authority.

§ 219. Employee Jury Duty Service Program. (a) **Jury Service Program.** This Agreement is subject to the provisions of the County's ordinance entitled "Contractor Employee Jury Service" ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code.

(b) **Written Employee Jury Service Policy.** (1) Unless Consultant has demonstrated to the County's satisfaction either that Consultant is not a "contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that Consultant qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), Consultant shall have and adhere to a written policy that provides that its employees shall receive from the Consultant, on an annual basis, no less than five days of regular pay for actual jury service. The policy may provide that Employees deposit any fees received for such jury service with the Consultant or that the Consultant deduct from the Employee's regular pay the fees received for jury service.

(2) For purposes of this **§ 219**, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County contractor and has received or will receive an aggregate sum of \$50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full time employee of a Contractor. "Full time" means 40 hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) Contractor has a long-standing practice that defines the lesser number of hours as full-time. Full-time employees providing short-term, temporary service of 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program. If Contractor uses any subcontractor to perform services for the County under the Agreement, the subcontractor shall also be subject to the provisions of this **§ 219**. The provisions of this **§ 219** shall be inserted into any such subcontract agreement and a copy of the Jury Service Program shall be attached to the Agreement.

(3) If Consultant is not required to comply with the Jury Service Program when the Agreement commences, Consultant shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and Consultant shall immediately notify County if Consultant at any time either comes within the Jury Service Program's definition of "Contractor" or if Consultant no longer qualifies for any exception to the Program. In either event, Consultant shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the term of the Agreement and at its sole discretion, that Consultant demonstrate to the County's satisfaction that Consultant either continues to remain outside of the Jury Service Program's definition of "Contractor" and/or that Consultant continues to qualify for any exception to the Program.

(4) Consultant's violation of this **§ 219** may constitute a material breach of the Agreement. In the event of such material breach, County may, in its sole discretion, terminate the Agreement and/or bar Consultant for the award of future County agreements for a period of time consistent with the seriousness of the breach.

§ 220. Notice to Employees Regarding Safely Surrendered Baby Law. The Consultant shall notify and provide to its employees, and shall require each subcontractor to notify

and provide to its employees, a fact sheet regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The fact sheet is attached to this **Exhibit A** of this Agreement and is also available on the Internet at www.babysafela.org for printing purposes.

§ 300. INDEPENDENT STATUS

§ 301. Independent Contractor. (a) The Consultant shall at all times be acting as an independent contractor. This Agreement is not intended, and shall not be construed to create the relationship of agent, servant, employee, partner, joint venture, or association, as between the County and the Consultant. Consultant understands and agrees that all of Consultant's personnel are employees solely of the Consultant and not of the County for purposes of workers' compensation liability.

(b) To the extent Consultant is and intends to remain an individual consultant during the term of this Agreement, and as such has no employees and no corporate or other organizational structure, the County and Consultant agree that any provisions of this Agreement, including its Exhibits, which pertain to actions or responsibilities regarding employees or corporate or other business organizations and which would not otherwise be applicable to individual contractors, shall not apply to Consultant. In the event Consultant, during the term of this Agreement, hires employees or changes his or her organizational structure from that of an individual consultant, Consultant shall immediately notify the County of such change and all provisions of the Agreement shall thereafter apply to the Consultant.

§ 302. No Authority to Bind County. As an independent contractor and except as otherwise expressly provided in the Agreement, Consultant has no power or authority to bind the County to any obligations, agreements, or contracts.

§ 303. Requisite Skills. The Consultant represents and warrants to the County, and County relies on such representation and warranty, that the Consultant (including its employees and agents) has the necessary skills, competence and expertise to fully and completely perform the specialized services called for under this Agreement. The County and the Consultant understand and agree that the Consultant is responsible for the means and methods of performing these specialized services and accomplishing the results, deliverables, objectives and/or purposes specified and/or requested by the County pursuant to this Agreement.

§ 304. Identification. As an independent contractor, Consultant must, at his or her own expense, supply any and all identification material (e.g., business cards, etc.) used in the performance of this Agreement. Use of the County seal or other County identifier requires prior written approval of the County Chief Administrative Officer or his or her designee. **IMPROPER USE OF THE COUNTY SEAL OR OTHER IDENTIFIER SHALL BE REFERRED TO THE COUNTY DISTRICT ATTORNEY OR OTHER APPROPRIATE PROSECUTORIAL AGENCY FOR INVESTIGATION AND PROSECUTION TO THE FULL EXTENT PERMITTED BY LAW.** To the extent such material includes the County seal or other identifier, such material shall be distinguishable from County materials and expressly and clearly indicate that Consultant is an independent contractor or consultant.

§ 400. INDEMNIFICATION AND INSURANCE

§ 401. Indemnification. The Consultant shall indemnify, defend and hold harmless the County, its Special Districts, elected and appointed officers, employees, and agents ("County Indemnitees") from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with Consultant's acts and/or omissions arising from and/or relating to this Agreement, except for such loss or damage arising from the sole negligence or willful misconduct of the County Indemnitees.

§ 402. Insurance. (a) Without limiting Consultant's indemnification of County, and in the performance of this Agreement and until all of its obligations pursuant to this Agreement have been met, Consultant shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in this § 402 of this Agreement. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Consultant pursuant to this Agreement. The County in no way warrants that the Required Insurance is sufficient to protect the Consultant for liabilities which may arise from or relate to this Agreement.

(b) **Evidence of Coverage and Notice to County.**

(1) Certificate(s) of insurance coverage (Certificate) satisfactory to County, and a copy of an Additional Insured endorsement confirming County and its Agents (defined below) have been given insured status under the Consultant's General Liability policy, shall be delivered to County at the address shown below and provided prior to commencing services under this Agreement.

(2) Renewal Certificates shall be provided to County not less than ten (10) days prior to Consultant's policy expiration dates. The County reserves the right to obtain complete, certified copies of any required Consultant and/or subcontractor insurance policies at any time.

(3) Certificates shall identify all Required Insurance coverage types and limits specified herein, reference this Agreement by name or number, and be signed by an authorized representative of the insurer(s). The insured party named on the Certificate shall match the name of the Consultant identified as the contracting party in this Agreement. Certificates shall provide the full name of each insurer providing coverage, its NAIC (National Association of Insurance Commissioners) identification number, its financial rating, the amounts of any policy deductibles or self-insured retentions exceeding fifty thousand dollars (\$50,000), and list any County required endorsement forms.

(4) Neither the County's failure to obtain, nor the County's receipt of, or failure to object to a non-complying insurance certificate or endorsement, or any other insurance documentation or information provided by the Consultant, its insurance broker(s) and/or insurer(s), shall be construed as a waiver of any of the Required Insurance provisions.

(5) Certificates and copies of any required endorsements shall be sent to:

Attn: Director
Los Angeles County Department of Arts and Culture

1055 Wilshire Boulevard, Suite 800
Los Angeles, California 90017

(6) Consultant also shall promptly report to County any injury or property damage accident or incident, including any injury to a Consultant employee occurring on County property, and any loss, disappearance, destruction, misuse, or theft of County property, monies or securities entrusted to Consultant. Consultant also shall promptly notify County of any third party claim or suit filed against Consultant or any of its subcontractors which arises from or relates to this Agreement, and could result in the filing of a claim or lawsuit against Consultant and/or County.

(c) **Additional Insured Status and Scope of Coverage.** The County, its Special Districts, elected officials, officers, agents, employees, and volunteers (collectively, "County and its Agents") shall be provided additional insured status under Consultant's General Liability policy with respect to liability arising out of Consultant's ongoing and completed operations performed on behalf of the County. County and its Agents additional insured status shall apply with respect to liability and defense of suits arising out of the Consultant's acts or omissions, whether such liability is attributable to the Consultant or to the County. The full policy limits and scope of protection also shall apply to the County and its Agents as an additional insured, even if they exceed the County's minimum Required Insurance specifications herein. Use of an automatic additional insured endorsement form is acceptable providing it satisfies the Required Insurance provisions herein.

(d) **Cancellation of or Changes in Insurance.** Consultant shall provide County with, or Consultant's insurance policies shall contain a provision that County shall receive, written notice of cancellation or any change in Required Insurance, including insurer, limits of coverage, term of coverage or policy period. The written notice shall be provided to County at least ten (10) days in advance of cancellation for non-payment of premium and thirty (30) days in advance for any other cancellation or policy change. Failure to provide written notice of cancellation or any change in Required Insurance may constitute a material breach of the Agreement, in the sole discretion of the County, upon which the County may suspend or terminate this Agreement.

(e) **Failure to Maintain Insurance.** Consultant's failure to maintain or to provide acceptable evidence that it maintains the Required Insurance shall constitute a material breach of the Agreement, upon which County immediately may withhold payments due to Consultant, and/or suspend or terminate this Agreement. County, at its sole discretion, may obtain damages from Consultant resulting from said breach. Alternatively, the County may purchase the Required Insurance, and without further notice to Consultant, deduct the premium cost from sums due to Consultant or pursue Consultant reimbursement.

(f) **Insurer Financial Ratings.** Coverage shall be placed with insurers acceptable to the County with A.M. Best ratings of not less than A:VII unless otherwise approved by County.

(g) **Consultant's Insurance Shall Be Primary.** Consultant's insurance policies, with respect to any claims related to this Agreement, shall be primary with respect to all other sources of coverage available to Consultant. Any County maintained insurance or self-insurance coverage shall be in excess of and not contribute to any Consultant coverage.

(h) **Waivers of Subrogation.** To the fullest extent permitted by law, the Consultant hereby waives its rights and its insurer(s)' rights of recovery against County under all the Required Insurance for any loss arising from or relating to this Agreement. The Consultant shall

require its insurers to execute any waiver of subrogation endorsements which may be necessary to effect such waiver.

(i) **Subcontractor Insurance Coverage Requirements.** Consultant shall include all of its subcontractors as insureds under Consultant's own policies, or shall provide County with each of its subcontractor's separate evidence of insurance coverage. Consultant shall be responsible for verifying that each of its subcontractor complies with the Required Insurance provisions herein, and shall require that each subcontractor name the County and Consultant as additional insureds on the subcontractor's General Liability policy. Consultant shall obtain County's prior review and approval of any subcontractor request for modification of the Required Insurance.

(j) **Deductibles and Self-Insured Retentions (SIRs).** Consultant's policies shall not obligate the County to pay any portion of any Consultant deductible or SIR. The County retains the right to require Consultant to reduce or eliminate policy deductibles and SIRs as respects the County, or to provide a bond guaranteeing Consultant's payment of all deductibles and SIRs, including all related claims investigation, administration and defense expenses. Such bond shall be executed by a corporate surety licensed to transact business in the State of California.

(k) **Claims Made Coverage.** If any part of the Required Insurance is written on a claims made basis, any policy retroactive date shall precede the effective date of this Agreement. Consultant understands and agrees it shall maintain such coverage for a period of not less than three (3) years following Agreement expiration, termination or cancellation.

(l) **Application of Excess Liability Coverage.** Consultant may use a combination of primary and excess insurance policies which provide coverage as broad as the underlying primary policies, to satisfy the Required Insurance provisions.

(m) **Separation of Insureds.** All liability policies shall provide cross-liability coverage as would be afforded by the standard ISO (Insurance Services Office, Inc.) separation of insureds provision with no insured versus insured exclusions or limitations.

(n) **Alternative Risk Financing Programs.** The County reserves the right to review, and then approve, Consultant use of self-insurance, risk retention groups, risk purchasing groups, pooling arrangements and captive insurance to satisfy the Required Insurance provisions. The County and its Agents shall be designated as an Additional Covered Party under any approved program.

(o) **County Review and Approval of Insurance Requirements.** The County reserves the right to review and adjust the Required Insurance provisions, conditioned upon County's determination of changes in risk exposures.

§ 403. Insurance Coverage. (a) Consultant shall provide the programs of insurance set forth in this § 403 at such limits as are set forth in the Primary Document. If no limits are specified in the Primary Document, the default limits specified in this § 403 shall apply.

(b) **Commercial General Liability** insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:

General Aggregate: \$2 million
Products/Completed Operations Aggregate: \$1 million

Personal and Advertising Injury: \$1 million
Each Occurrence: \$1 million

(c) **Automobile Liability** insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Consultant's use of autos pursuant to this Agreement, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

(d) **Workers Compensation and Employers' Liability** insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than one million (\$1,000,000) per accident. If Consultant will provide leased employees, or, is an employee leasing or temporary staffing firm or a professional employer organization (PEO), coverage also shall include an Alternate Employer Endorsement (providing scope of coverage equivalent to ISO policy form WC 00 03 01 A) naming the County as the Alternate Employer, and the endorsement form shall be modified to provide that County will receive not less than thirty (30) days advance written notice of cancellation of this coverage provision. If applicable to Consultant's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

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§ 500. OPERATIONAL RESPONSIBILITIES

§ 501. County Rules. Consultant shall, in all details of the Services to be performed by Consultant, comply with and abide by all applicable rules, regulations and directions of the County, and shall be governed by the policy and guideline requirements of the Department of Arts and Culture, relevant County commissions and, to the extent applicable, State and/or federal agencies responsible for funding the services herein.

§ 502. Permits/Licenses. Consultant shall comply with all applicable County and local ordinances and all State and federal laws, and in the course thereof, obtain and keep in effect, at a cost solely borne by the Consultant, all permits and licenses required to conduct the Services.

§ 503. Public Statements. Consultant shall indicate in any press statement(s) or release(s) to the public that is related to the services provided herein, that such services are funded by the County. All such releases, statements or press or public activities shall be approved and coordinated with the Director.

§ 504. Staff Identification. (a) Consultant shall provide for him/herself and all Consultant staff providing services under this Agreement with a photo identification badge in accordance with County specifications (said badge to be clearly distinguishable from County employee identification badges). Specifications may change at the discretion of the County and Consultant will be provided new specifications as required. The format and content of the badge is subject to the County's approval prior to the Consultant implementing the use of the badge.

Consultant and his/her staff, while on duty or when entering any County facility or County grounds, shall prominently display the photo identification badge on the upper part of the body.

(b) Consultant shall notify the County within one business day when staff are terminated or otherwise removed from working under this Agreement. Consultant is responsible to retrieve and immediately destroy the staff's photo identification badge at the time of removal. Upon termination or expiration of this Agreement, Consultant shall immediately destroy any remaining badge(s) used to comply with this **§ 504**, and certify same to the County.

(c) If County requests the removal of Consultant's staff, Consultant is responsible to retrieve and immediately destroy the staff person's photo identification badge at the time of removal.

§ 600. AUDITS/RECORDS/REPORTS

§ 601. Audits. (a) The County Auditor-Controller shall at all times have access for audit purposes to the books, records, and accounts maintained by the Consultant in connection with all money expended under the terms of this Agreement.

(b) The Consultant shall take all actions necessary to enable the County Auditor-Controller or other authorized County representative(s) to clearly determine whether the Consultant is properly performing its contractual obligations, especially in relation to payments received.

(c) If, at any time during the term of this Agreement or within five (5) years after the expiration or termination of this Agreement, authorized representatives of County conduct an audit of Consultant regarding the services provided to County hereunder and if such audit finds that County's dollar liability for such services is less than payments made by County to Consultant, then Consultant agrees that the difference, at the County's discretion and in its sole direction, shall be either:

(1) Repaid forthwith by Consultant to County by cash payment; or

(2) Credited against future payments hereunder to Consultant. If such audit finds that County's dollar liability for services provided hereunder is more than payments made by County to Consultant, then the difference shall be paid to Consultant by County provided that in no event shall the County's maximum obligation for this Agreement exceed the maximum contract sum.

(d) Failure by the Consultant to comply with the requirements of this **§ 601** shall constitute a material breach of contract upon which the County may cancel, terminate, or suspend this Agreement.

§ 602. Inspection of Records. (a) During normal business hours, Consultant shall allow the County to inspect the books, records, documents and other evidence bearing on the costs and expenses of the Consultant with respect to work performed hereunder to determine compliance with the terms of this Agreement, and shall allow the Director, the County and/or authorized State or federal governmental representatives access for any other purpose incidental to the performance of the responsibilities of those governmental entities.

(b) All material subject to inspection, including time cards signed by employee and supervisor, and all pertinent cost, accounting, financial records, and proprietary data, must be

kept and maintained by the Consultant in a location within Los Angeles County for a period of five (5) years after completion of this Agreement unless County's written permission is obtained to dispose of material prior to this time. In the event Consultant's books, records or documents are located outside the County of Los Angeles, the Consultant agrees to pay the County for traveling and per diem costs connected with an inspection or audit.

§ 603. Records/Data. (a) All data and information collected by Consultant in performance of its obligations under the terms of this Agreement shall remain or become the property of the County and shall not be appropriated by the Consultant for private, proprietary use. All reports and other data collected during the term of this Agreement shall be relinquished to the County upon termination of this Agreement.

(b) The Consultant shall maintain all books, records, documents or other evidence bearing on the costs and expenses of the Consultant with respect to work performed hereunder, as are deemed necessary or required by the County or State of federal regulations or rules, for five (5) years after final settlement under this Agreement unless permission to destroy them is granted by authorized County representative.

(c) County obtains the right to use, duplicate and disclose in whole or in part, in any manner, for any purpose whatsoever, any information or data generated from the services rendered by the Consultant under the terms of this Agreement.

(d) This provision shall survive termination or expiration of the Agreement.

§ 604. Progress Reports. The Consultant shall, at the direction of the Director, submit periodic progress reports outlining progress in completing services set forth in this Agreement.

§ 700. TERMINATION/CANCELLATION OF SERVICES

§ 701. Termination of Agreement for Default. (a) This Agreement may be terminated in whole or in part by the County providing to Consultant a written Notice of Default if the Consultant fails to perform any covenant or condition of this Agreement, as determined by the Director.

(b) The Consultant shall have not more than ten (10) calendar days from the date of the Notice of Default in which to cure the Default(s), however, in her sole discretion, the Director, may extend this period or authorize a longer period for cure.

(c) Without limitation of any additional rights or remedies to which it may be entitled, if the County terminates all or part of the Consultant's event/performance for Consultant's Default, the County, in its sole discretion, may procure a replacement performance(s) and the Consultant shall be liable for all excess County costs incurred in connection with seeking the replacement performance(s), as determined by the County in its sole discretion.

§ 702. Termination for Convenience. Except as otherwise provided in this Agreement, the County may terminate this Agreement upon thirty (30) days written notice to the Consultant without liability for any services to be performed after the date of such cancellation/termination, when such action is deemed by the County to be in its best interest. Termination of work hereunder shall be effected by delivery to the Consultant of a Notice of Termination specifying the extent to which performance of work under this Agreement is terminated,

and the date upon which such termination becomes effective. In the event of termination, the County shall pay the Consultant for all services completed prior to the effective date of such termination, less payments previously paid by the County for such services.

§ 703. Termination for Improper Consideration. (a) The County may, by written notice to the Consultant, immediately terminate the right of the Consultant to proceed under this Agreement if it is found that consideration, in any form, was offered or given by the Consultant either directly or through an intermediary, to any County officer, employee or agent with the intent of securing the Agreement or securing favorable treatment with respect to the award, amendment or extension of the Agreement or the making of any determinations with respect to the Consultant's performance pursuant to the Agreement. In the event of such termination, the County shall be entitled to pursue the same remedies against the Consultant as it could pursue in the event of default by the Consultant.

(b) Consultant shall immediately report any attempt by a County officer or employee to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (213) 974-0914 or (800) 544-6861.

(c) Among other items, such improper consideration may take the form of cash, discounts, service, the provision of travel or entertainment, or tangible gifts.

§ 704. Termination for Breach of Warranty to Maintain Compliance with County's Child Support Compliance Program. Failure of Consultant to maintain compliance with the requirements set forth in § 213 shall constitute a default by Consultant under this Agreement. Without limiting the rights and remedies available to the County under any other provision of this Agreement, failure to cure such default within 90 days of notice by the County shall be grounds upon which the County may terminate this Agreement.

§ 705. Force Majeure. (a) The parties will be excused from the performance of this Agreement in whole or in part, only by reason of the following causes:

- (1) when such is prevented by operation of law;
- (2) when such is prevented by an irresistible superhuman cause, including but not limited to flood, earthquakes and fires; and,
- (3) when such is prevented by an act of the public enemies of the State of California or of the United States of America, or by strike, mob violence, fire, delay in transportation beyond the control of Consultant, or unavoidable casualty.

(b) In the event the Consultant's performance is excused in accordance with this § 705, and the services are not provided, the Consultant agrees to reimburse the County the any amounts previously paid by the County; excluding extraordinary costs and expenses incurred by the Consultant as a direct result of instructions from the County; provided, however, that such costs and expenses have been approved by the Director in his sole discretion.

§ 706. Program Termination. In the event the services provided herein are directly related to a federal, State or local program and said program is terminated for any reason, the County may terminate this Agreement immediately without further liability for services yet to be rendered.

§ 707. Termination for Non-Appropriation of Funds. The County's obligation is payable only from funds appropriated for the purpose of this Agreement. All funds for payments after the end of the current fiscal year are subject to the County's legislative appropriation for this purpose. In the event this Agreement extends into succeeding fiscal year periods and the Board of Supervisors does not allocate sufficient funds for the next succeeding fiscal year payments, services shall automatically be terminated in accordance with the provisions of **§ 702** (Termination for Convenience), as of the end of the then current fiscal year; provided, however, that the notice required in such an event may be less than that required under **§ 702**. The County shall make a good faith effort to notify the Consultant in writing of such non-allocation at the earliest time.

§ 708. Consultant Action Upon Termination. After receipt of a Notice of Termination pursuant to the terms of this Agreement, and except as otherwise directed by the Director or his designee, the Consultant shall:

(a) Incur no new or additional obligations in connection with the terminated work, and on the date set in the Notice of Termination, the Consultant shall stop work to the extent specified.

(b) Take all reasonable steps to minimize costs allocable to the work terminated by the notice.

(c) Terminate outstanding orders and subcontracts as they relate to the terminated work. The Consultant shall settle the liabilities and claims arising out of the termination of subcontracts and order connected with the terminated work.

(d) Complete performance of such part of the work that shall not have been terminated by the Notice of Termination.

§ 800. GENERAL PROVISIONS

§ 801. Contract Modifications/Amendments. This Agreement fully expresses the Agreement of the parties. Except where expressly provided herein, any modification or amendment of the terms or conditions of this Agreement must be by means of a separate written document approved by the Director. No oral conversation between any officer or employee of the parties shall modify or otherwise amend this Agreement in any way.

§ 802. Assignments. This Agreement may not be assigned, in whole or in part, without the written consent of the County. Absent such approval, any attempt by the Consultant to assign this Agreement shall be void and shall constitute a material breach of this Agreement upon which the County may immediately terminate this Agreement.

§ 803. Notices. (a) The Director shall be the County representative to whom the Consultant shall forward all notices, documents, reports, and records as required herein. Notices to the parties shall be addressed as listed in the Agreement

(b) Notices, demands and communications to be given hereunder by either party shall be made in writing and may be effected by personal delivery or by registered or certified mail, postage prepaid, return receipt requested, and shall be deemed communicated as of the date of mailing.

(c) If the name and/or address of the person designated to receive the notices, demands or communications changes, the affected party shall notify the other party in writing of such change in accord with this section, within five (5) working days of said change.

§ 804. Waivers. (a) Any waiver by the County of any breach of any one or more of the covenants, conditions, terms and agreements contained herein shall not be construed to be a waiver of any subsequent or other breach of the same or any other covenant, condition, term or agreement contained herein, nor shall failure on the part of the County to require exact, full and complete compliance with any of the covenants, conditions, terms or agreements contained herein be construed as in any manner changing the terms of this Agreement or stopping the County from enforcing the full provision thereof.

(b) No delay, failure, or omission of the County to exercise any right, power, privilege or option, arising from any default, nor any subsequent payments then or thereafter made shall impair any such right, power, privilege or option, or be construed as a waiver of or acquiescence in such default or as a relinquishment of any right.

(c) Waivers of the provisions of this Agreement shall be in writing and signed by the Director.

§ 805. Validity. The invalidity of any provision of this Agreement shall not void or affect the validity of any other provision.

§ 806. Entire Agreement. (a) This Agreement constitutes the entire, full, complete and exclusive statement of understanding between the parties which supersede all previous written or oral agreements, and all prior communications between the parties relating to the subject matter of this Agreement.

(b) Consultant warrants that he/she has received a copy of this Agreement, including all exhibits thereto, and upon execution of this Agreement, it shall be Consultant's responsibility to retain on file, and to abide by the entire Agreement.

§ 807. Captions. The section headings appearing herein shall not be deemed to govern, limit, modify or in any way affect the scope, meaning or intent of these terms and conditions.

§ 808. Proprietary Rights. (a) Any materials, data and information not developed under this Agreement, which Consultant considers to be proprietary and confidential, shall be plainly and prominently marked by Consultant as "TRADE SECRET", "PROPRIETARY", or "CONFIDENTIAL".

(b) County will use reasonable means to ensure that Consultant's proprietary and confidential materials, data and information are safeguarded and held in confidence. However, County will notify Consultant of any Public Records Act request for items described in **§ 808** (a). County agrees not to reproduce or distribute such materials, data and information to non-County entities without the prior written permission of Consultant.

(c) Notwithstanding any other provision of this Agreement, County shall not be obligated in any way under **§ 808** for:

(1) Any material, data and information not plainly and prominently marked with restrictive legends as set forth in **§ 808 (a)**;

(2) Any materials, data and information covered under **§ 808**; and

(3) Any disclosure of any materials, data and information which County is required to make under the California Public Records Act or otherwise by law.

(d) Consultant shall protect the security of and keep confidential all materials, data and information received or produced under this Agreement. Further, Consultant shall use whatever security measures are necessary to protect all such materials, data and information from loss or damage by any cause, including but not limited to, fire and theft.

(e) Consultant shall not disclose to any party any information identifying, characterizing or relating to any risk, threat, vulnerability, weakness or problem regarding data security in County's computer systems, or to any safeguard, countermeasure, contingency plan, policy or procedure for data security contemplated or implemented by County, without County's prior written consent.

(f) The provisions of **§ 808(c)**, **(d)** and **(e)** shall survive the expiration or termination of this Agreement.

§ 809. Subcontracting. (a) No performance of this Agreement or any portion thereof may be subcontracted by the Consultant without prior written notice to the Director or her authorized designee. Furthermore, Consultant agrees that, to the extent any part of this Agreement is to be subcontracted, Consultant shall comply with all County, State and/or federal procurement requirements established for the Program.

(b) Any attempt by the Consultant to subcontract any performance of the terms or conditions of this Agreement without first providing written notice to the Director or her authorized designee, shall be null and void and shall constitute a breach of this Agreement.

(c) All notices of subcontracting shall be directed to the Director and shall, at a minimum, include:

(1) A description of the services to be provided by the subcontract; and

(2) Identification of the proposed subcontractor(s) and an explanation of why and how the proposed subcontractor(s) were selected.

(d) Subcontracts shall be made in the name of the Consultant and shall neither bind nor purport to bind the County. The making of subcontracts hereunder shall not relieve the Consultant of any requirement under the terms of this Agreement, including, but not limited to, the duty to properly supervise and coordinate the work of subcontractor(s). Notice to the Director of any subcontract shall not be construed to constitute a determination of the allowability of any cost under this Agreement. In no event shall approval of any subcontract by the Director be construed as affecting any increase in the amount of this Agreement. Consultant shall be responsible for all costs associated with subcontracting.

§ 810. Public Records Act. (a) Any documents submitted by Consultant; all information obtained in connection with the County's right to audit and inspect Consultant's

documents, books, and accounting records pursuant to this Agreement; as well as those documents which were required to be submitted in response to a solicitation issued by the County for the awarding this Agreement, become the exclusive property of the County. All such documents become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code Section 6250 et seq. (Public Records Act) and which are marked "trade secret," "confidential," or "proprietary." The County shall not in any way be liable or responsible for the disclosure of any such records including, without limitation, those so marked, if disclosure is required by law, or by an order of court of competent jurisdiction.

(b) In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of an RFP or other solicitation marked "trade secret", "confidential", or "proprietary", the Consultant agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

§ 811 County's Quality Assurance Plan. County will evaluate Consultant's performance under this Agreement on not less than an annual basis. Such evaluation will include assessing Consultant's compliance with all Agreement terms and performance standards. Consultant deficiencies which the County determines are severe or continuing and that may place performance of the Agreement in jeopardy if not corrected will be reported to the Director. The report will include improvement/corrective action measures taken by the County staff and Consultant. If improvement does not occur consistent with the corrective action measures, the Director may terminate this Agreement in whole or in part or impose other penalties as specified in the Agreement.

§ 812. Recycled Bond Paper. Consistent with the Board of Supervisor's policy to reduce the amount of solid waster disposal at the County landfills, the Consultant agrees to use recycled-content paper to the maximum extent possible in providing services.

§ 813. Nonexclusivity. Nothing in this Agreement is intended nor shall be construed as creating any exclusive arrangement with Consultant. This Agreement shall not restrict County from acquiring similar, equal or like services from other entities or sources.

§ 814. Endorsement. The Consultant shall not, in any manner, advertise, publish or represent that the County endorses the services herein provided without the prior written consent of the County. Any published document, opinion or article referencing the County must have prior written consent of the Director.

§ 815. Governing Law. This Agreement shall be governed by, and construed in accordance with the laws of the State of California. Consultant agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Agreement and further agrees and consents that venue to any action brought hereunder shall be exclusively in the County of Los Angeles, California.

§ 816. Interpretation. No provision of this Agreement is to be interpreted for or against either party because that party or that party's legal representative drafted such provision.

§817. Warranty of Compliance with County's Defaulted Property Tax Reduction Program. Consultant acknowledges that County has established a goal of ensuring all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic

burden otherwise imposed upon the County and its taxpayers. Unless Consultant qualifies for an exemption or exclusion, Consultant warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this contract will maintain compliance, with the Los Angeles County Code Chapter 2.206.

§818. Termination for Breach of warranty to Maintain compliance with county's Defaulted Property Tax Reduction Program. Failure of Consultant to maintain compliance with the requirements set forth in Section 817 "Warranty of Compliance with County's Defaulted Property Tax Reduction Program" shall constitute default under this contract. Without limiting the rights and remedies available to County under any provision of this contract, failure of Consultant to cure such default within 10 days of notice shall be grounds upon which County may terminate this contract an/or pursue debarment of Consultant, pursuant to County Code Chapter 2.206.

#

Congratulations on your District's Advancement Grant award! This General Terms and Instructions document contains all the information you will need to manage your grant, meet grantee requirements, and receive payments.

Please read this entire document thoroughly and visit our website at lacountyartsedcollective.org/initiatives/school-district-support/manage-your-grant to access up-to-date resources and information about managing your grant award.

CONTRACT OVERVIEW

Grant Period

The period of the grant is from the date of contract execution through June 30, 2023. *Please note that the invoicing and reporting deadline is May 15, 2023. All funds must be expended prior to the May 15 deadline unless written approval is granted.*

Contract Project Budget and Target Participation

Advancement Grant awards may be less than the original grant request. As a result, the project budget must be revised accordingly in the *Adjusted Grant Budget and Participation* form via our online grant management system. More details about this requirement can be found in the *Requirements for Contracting* section of this document.

Matching Funds

Grantees must demonstrate and report matching funds that ensure Los Angeles County grant funds do not exceed fifty percent (50%) of the total cost of the project. Please note that the contract provides that you may forfeit some or your entire grant award if you do not comply with this requirement.

Signing the Contract

The contract must be executed with two signatures:

- The district's superintendent, and
- A School Board President or an officer.

Credit/Recognition

Grantees are asked to recognize support from Los Angeles County by placing the Los Angeles County Arts Ed Collective logo on materials created and disseminated as part of the project funded by the Advancement Grant. The Arts Ed Collective Logo can be downloaded at lacountyartsedcollective.org/initiatives/school-district-support/manage-your-grant. More details about this requirement can be found in the *Credit and Acknowledgement* section of this document. Contact us at artsedcollective@arts.lacounty.gov for assistance with acknowledging Los Angeles County support.

It is your responsibility as a grantee to meet all award requirements. If you fail to comply with requirements, your contract may be suspended or terminated, and you may forfeit some or your entire grant award.

PANEL COMMENTS

Knowledgeable members of the arts education community assessed your funding request as part of the review process. To schedule a time to discuss panel feedback with staff, contact Keelia Postlethwaite Stinnett, Program Manager, at artsedcollective@arts.lacounty.gov.

REQUIREMENTS FOR CONTRACTING

The following requirements must be met by your school district prior to the signing of your contract:

Adjusted Grant Budget and Target Participation

Grantees must provide the Department of Arts and Culture (Arts and Culture) with an updated target participation and grant budget, including all expenses and matching funds related to the scope of your project and reflective of your final award amount. To complete and submit the form, visit the grant management system: <https://apply-lacdac.smapply.io>.

Forms must be completed accurately and in full:

- Grant budget table tabulates correctly and includes sufficient matching funds
- Adjusted scope of activities within the form aligns with the project as stated in Section 2 of the Program Agreement
- All questions are completed and changes in scope described clearly

Arts and Culture must confirm acceptable completion of the form prior to final execution of the contract; any delays in submission of a complete and accurate form may delay final execution of the grant contract and consequently the distribution of the grant award.

Los Angeles County Vendor Number

Grantees must have a current vendor number registered with Los Angeles County. To obtain a vendor ID visit camisvr.co.la.ca.us/webven/. If you have questions relating to your vendor number, please contact vendor relations at (323) 267-2725.

Optional:

Once a vendor number has been created grantees are encouraged to register for Vendor Self-Service (VSS) to support and ease account management.

Upon registration in VSS, **grantees are required** to enroll in Direct Deposit in order to expedite payments. Please follow the instructions listed online at directdeposit.lacounty.gov/.

Assignment of a Project Lead

A district must assign a project lead who will manage the coordination, implementation and assessment of the project and all elements of the contract between the district and the County. If the project lead listed in the contract changes, the district must notify Arts and Culture and identify the name and contact information of the new project lead. Notification should occur before the existing project lead's responsibilities change so that a transition meeting can be scheduled between the former and future district project lead and Arts and Culture staff.

ROLES AND RESPONSIBILITIES DURING IMPLEMENTATION

The following requirements must be met by your school district during implementation of the Project:

- Project lead attends a County-scheduled grantee convening or a countywide network event on a date to be announced.
- Project lead participates in a mid-project check in call with County staff.
- Project lead completes a Final Report that includes a brief narrative on project outcomes, participation data, a final budget and at least one work sample.

CREDIT AND ACKNOWLEDGEMENT

Grantee will acknowledge the ("Project") as stated below in all digital and print communications, promotional, press and product materials:

[PROJECT] is supported by the LA County Arts Ed Collective, the initiative dedicated to making the arts core in K-12 public education.

In addition,

- Grantee will include the above acknowledgement and the Arts Ed Collective logo on all Project digital and print communications, promotional and product materials. The Arts Ed Collective logo must be no smaller than half an inch in height, no smaller than the Grantee logo, and be placed as a standalone. Grantee will submit all digital and print materials featuring the Arts Ed Collective logo to Arts and Culture's Director of Communications for review and approval before finalizing, printing or distributing.
- Grantee will include the above acknowledgement and the Arts Ed Collective logo on all Project web pages and will hyperlink the Arts Ed Collective logo to the Arts Ed Collective website at LACountyArtsEdCollective.org.
- Grantee will include the above acknowledgement and the Arts Ed Collective logo on all Project email blasts.
- Grantee will verbally share the above acknowledgement in all events and presentations of the Project.
- Grantee will include the above acknowledgement in all press materials and releases. Grantee will submit draft press releases announcing the Project to Arts and Culture's Director of Communications for review and approval before finalizing or distributing the release.
- Grantee will provide a minimum of 48 hours' notice for review and approval of credit and acknowledgment in all digital and print communications, promotional, press and product materials.
- This provision shall survive termination or expiration of this Agreement.

INVOICING AND REPORTING

Advancement Grant awards shall be paid in three installments.

Final payment requests and required reporting documentation are due by May 15, 2023.

- You may submit one (1) invoice for a maximum of 25% of the grant award following successful completion of all project planning and attendance at a County-scheduled grantee convening or a countywide network event. *This invoice is optional.*
- You may submit one (1) invoice for a maximum of 50% of the grant award following successful completion of a mid-project check-in call with County staff. *This invoice is optional.*
- You must submit one (1) invoice for all unpaid grant funds on or before May 15, 2023. This invoice is mandatory and must be accompanied by a completed Final Report. Payment pursuant to this invoice is contingent upon submission of the Final Report.

Payment requests and the Final Report must be submitted through the online grant management system <https://apply-lacdac.smapply.io>.

PROJECT AMENDMENTS

Grant activities and expenses must be consistent with those approved for funding. If changes in the contracted project are necessary during the contract period, you must:

1. Contact Arts and Culture's Arts Education staff and set up a project amendment phone appointment;
2. Complete and submit the Project Amendment form found via <https://apply-lacdac.smapply.io>;
3. In the Project Amendment form provide the following information at a minimum:
 - a. Advancement Grant contract number,
 - b. Specific change(s) requested,
 - c. Justification for each requested change(s),
 - d. Revised project budget, if applicable, or else a statement that, "No revised project budget has been included in this amendment,"
 - e. Contact information, including a phone number, fax number and e-mail address.

No project amendment is effective unless and until grantee receives approval from Arts and Culture in the form of a signed project amendment form. Until such time as grantee receives such written approval, grantee shall only incur costs and shall only carry out its project in a manner consistent with the terms and conditions of the original contract.

CONTACT ARTS ED COLLECTIVE STAFF

For questions regarding your Advancement Grant award or project, project amendments, applications, eligibility, or invoicing and reporting inquiries please contact Keelia Postlethwaite Stinnett, Program Manager, at kpostlethwaite@arts.lacounty.gov.

Los Angeles County Department of Arts and Culture
1055 Wilshire Blvd., Suite 800
Los Angeles, CA 90017
(213) 202-5858
artsedcollective@arts.lacounty.gov
www.LACountyArtsEdCollective.org
www.LACountyArts.org

Agenda Item Details

Meeting Date: 2022-10-12 18:30:00

AGENDA ITEM TITLE:

2. 22/23-2057 - PURCHASE ORDERS AND PAYMENT OF BILLS

RECOMMENDATION

The Board of Education is requested to ratify purchase orders in the amount of \$775,523.28 issued September 09, 2022, through September 23, 2022, and payments in the amount of \$591,978.14, issued September 15, 2022, through September 29, 2022.

Rationale:

In accordance with California Education Code 42647, the Board of Education shall approve all payments and purchase orders. All payments and purchase orders submitted have been processed following the accounting practices upheld by the California School Accounting Manual.

Background:

Purchase orders are generated by the Purchasing Department for goods and services to encumber available funds before being submitted to the Fiscal Services Department for payment. After verification of the receipt of goods or services in accordance with the order as placed, the payment for such goods or services is processed. Voluntary deductions and fringe benefit payments are issued after the payroll reconciliation of employee and employer-authorized contributions. The payroll warrants are issued only to employees approved through the Personnel Assignment Report process.

Budget Implication (\$ Amount):

All payments are paid from the appropriate fund balances, maintaining the integrity of the budget.

Legal References:

California Education Code 42647 states that the Board of Education shall approve all payments and purchase orders.

Additional Information:

Copies of the detailed Purchase Order and Warrant Summary reports are attached.

ATTACHMENTS

- [BA Item 2057\(b-c\) Purchase Order Rpt 10-12-22.pdf](#)

Report ID: FIN-PROC-0099

Run Date: 09/30/2022

Run Time: 11:10:01 AM

Monrovia Unified School District

Purchase Order Board List

From 09/09/22 - To 09/23/22

Cover Page

Prompts and Parameters

From Approval Date: 9/9/22

To Approval Date: 9/23/22

From Record Date: Not Entered

To Record Date: Not Entered

District/Agency (Optional): Not Entered

Document Code (Optional): Not Entered

**** Populate either Approval Date or Record Date in the Prompts and Parameters, do NOT populate both. ****

Report Description

This report displays Purchase Orders in Final phase within the Date Range specified. The PO Amount columns are listed by Accounting Distribution. There are two amount columns: Accounting Line Amount and Open Accounting Line Amount, where Open Accounting Line Amount reflects the available balance on the PO that has not been expended. Additionally, the report includes an Excel tab that can be downloaded into Excel for further analysis.

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 09/30/2022

Purchase Order Board List

Run Time: 11:10:01 AM

From 09/09/22 - To 09/23/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
09/13/22	PO1-64790-1650000-230000000261-1-New		Open PO Custodial Supplies CELC 2022/23 Waxie	0000223924-WAXIE Sanitary Supply	Preschool	01.0-00000.0-00000-82100-4370-3070000	\$5,000.00	\$5,000.00
PO1-64790-1650000-230000000261-1-New						Sum:	\$5,000.00	\$5,000.00
09/13/22	PO1-64790-2010000-230000000260-1-New		Open PO Custodial Supplies BR 2022/23 Waxie	0000223924-WAXIE Sanitary Supply	Bradoaks	01.0-00000.0-00000-82100-4370-3070000	\$5,000.00	\$5,000.00
PO1-64790-2010000-230000000260-1-New						Sum:	\$5,000.00	\$5,000.00
09/13/22	PO1-64790-4080000-230000000259-1-New		Open PO Custodial Supplies MHS 2022/23 Waxie	0000223924-WAXIE Sanitary Supply	MHS	01.0-00000.0-00000-82100-4370-3070000	\$7,500.00	\$5,235.50
PO1-64790-4080000-230000000259-1-New						Sum:	\$7,500.00	\$5,235.50
09/13/22	PO3W-64790-000000-0-2300000000037-1-New	0	Paper Products for Warehouse Inventory Quote ID:40538324	0000223645-HOME DEPOT PRO	No Location	01.0-00000.0-00000-00000-9320-0000000	\$11,629.17	\$0.00
PO3W-64790-0000000-230000000037-1-New						Sum:	\$11,629.17	\$0.00
PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
09/14/22	PO1-64790-2050000-230000000266-1-New		Open PO - Amazon - Wildrose Arts Donations	0000223395-AMAZON.COM	Wild Rose	01.0-90124.0-11100-10000-4390-2050000	\$1,000.00	\$1,000.00
PO1-64790-2050000-230000000266-1-New						Sum:	\$1,000.00	\$1,000.00
09/14/22	PO1-64790-2050000-230000000269-1-New		Open PO for Amazon Wildrose Title I Funds	0000223395-AMAZON.COM	Wild Rose	01.0-30100.0-11100-10000-4310-2050000	\$3,000.00	\$3,000.00
PO1-64790-2050000-230000000269-1-New						Sum:	\$3,000.00	\$3,000.00

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 09/30/2022

Purchase Order Board List

Run Time: 11:10:01 AM

From 09/09/22 - To 09/23/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
09/14/22	PO1-64790-6010052-230000000166-2-Modification	1	Open PO for 22/23 SY for two Convection Ones for MA & PL	0000312868-CHEFS TOYS LLC	Food Services	13.0-53100.0-00000-37000-4390-6010052	\$55,828.32	\$9,309.04
PO1-64790-6010052-230000000166-2-Modification						Sum:	\$55,828.32	\$9,309.04
09/14/22	PO1-64790-6040046-230000000265-1-New		OPEN PO - Grounds Irrigation Equipment	0000223300-EWING IRRIGATION	Grounds Office	01.0-00000.0-00000-82200-6490-6040046	\$5,000.00	\$4,429.50
PO1-64790-6040046-230000000265-1-New						Sum:	\$5,000.00	\$4,429.50
09/14/22	PO1-64790-6040047-230000000088-2-Modification	1	2022-23 Open PO Bus Drums Oil	0000223424-SC FUELS	Maintenance	01.0-81500.0-00000-81100-4380-6040047	\$5,724.80	\$0.00
PO1-64790-6040047-230000000088-2-Modification						Sum:	\$5,724.80	\$0.00
09/14/22	PO1-64790-6040047-230000000262-1-New		MHS Nurse Office (COVID) : Install Wall, Door, Flooring	0000324654-New Art Construction	Maintenance	01.0-81500.0-00000-81107-6290-6040047	\$15,000.00	\$0.00
PO1-64790-6040047-230000000262-1-New						Sum:	\$15,000.00	\$0.00
09/14/22	PO1-64790-6040047-230000000263-1-New		MHS Tennis Courts, Clifton Field Lighting	0000324647-CALWEST LIGHTING SERVICES	Maintenance	01.0-81500.0-11100-10000-5630-6040047	\$15,000.00	\$4,923.50
PO1-64790-6040047-230000000263-1-New						Sum:	\$15,000.00	\$4,923.50
09/14/22	PO1-64790-6040047-230000000264-1-New		Open PO for custodial equipment repair	0000324650-Doc's Vacuum Covina	Maintenance	01.0-81500.0-00000-81100-5630-6040047	\$5,000.00	\$4,416.07
PO1-64790-6040047-230000000264-1-New						Sum:	\$5,000.00	\$4,416.07
09/14/22	PO1-64790-6040047-230000000267-1-New		OPEN PO - Flooring, Window Blinds Repair / Replacement	0000325150-Mike's Custom Flooring, Inc	Maintenance	01.0-81500.0-00000-81100-5630-6040047	\$15,000.00	\$9,853.49

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PO1-64790-6040047-230000000267-1-New						Sum:	\$15,000.00	\$9,853.49
09/14/22	PO1-64790-6040047-230000000268-1-New		OPEN PO - Scissor Lift Maintenance and Service	0000316450-Master Lift LLC	Maintenance	01.0-81500.0-00000-81100-5630-6040047	\$1,000.00	\$895.00
PO1-64790-6040047-230000000268-1-New						Sum:	\$1,000.00	\$895.00
09/14/22	PO2W-64790-2040000-230000000112-1-New		Seesaw for Schools 09/01/22 to 08/31/2023	0000223745-SEESAW	Plymouth	01.0-30100.0-11100-10000-5841-2040000	\$1,500.00	\$1,500.00
PO2W-64790-2040000-230000000112-1-New						Sum:	\$1,500.00	\$1,500.00
09/14/22	PO2W-64790-6010012-230000000113-1-New		Reimbursement to Downey Unified School District	0000224015-DOWNEY UNIFIED SCHOOL DISTRICT	Superintendent	01.0-00000.0-00000-71500-5310-6010012	\$2,100.00	\$0.00
PO2W-64790-6010012-230000000113-1-New						Sum:	\$2,100.00	\$0.00
09/14/22	PO2W-64790-6010014-230000000111-1-New		Professional Development August 11-12, 2022	0000323312-Capturing Kids' Hearts	Instructional Services	01.4-07303.0-00000-31100-5850-6004400	\$58,000.00	\$58,000.00
PO2W-64790-6010014-230000000111-1-New						Sum:	\$58,000.00	\$58,000.00
09/14/22	PO2W-64790-6010015-230000000109-1-New		SEIS Conference Registration	0000223314-SAN JOAQUIN COUNTY OFF OF EDUCATION	Pupil Services	01.0-65000.0-50010-39000-5220-6010015	\$1,650.00	\$1,650.00
PO2W-64790-6010015-230000000109-1-New						Sum:	\$1,650.00	\$1,650.00
09/14/22	PO2W-64790-6010015-230000000114-1-New		Psycho-Educational IEE for Sp Ed Student	0000323373-Marlen Barbee	Pupil Services	01.0-65000.0-57600-31200-5150-6010015	\$10,000.00	\$10,000.00
PO2W-64790-6010015-230000000114-1-New						Sum:	\$10,000.00	\$10,000.00
09/14/22	PO2W-64790-6010040-230000000115-1-New		FY 2022-23 FUEL TAX	0000323885-CA Dept Of Tax & Fee Administration	Business	01.0-07230.0-00000-36000-4361-6040049	\$50.00	\$50.00

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PO2W-64790-6010040-230000000115-1-New						Sum:	\$50.00	\$50.00
09/14/22	PO2W-64790-606002 4-230000000110-1- New		Annual renewal for private site- LMS system and courses for	0000223672-CYPHERWORX INC	Village Program (ASES)	01.0-60100.0-00000-21500-5841-6060024	\$1,875.00	\$0.00
PO2W-64790-6060024-230000000110-1-New						Sum:	\$1,875.00	\$0.00
09/14/22	PO3W-64790-000000 0-2300000000038-1- New		Trash Liners - Warehouse Inventory Quote # 14587	0000223870-RANCHO JANITORIAL SUPPLIES	No Location	01.0-00000.0-00000-00000-9320-0000000	\$6,073.01	\$6,073.01
PO3W-64790-0000000-2300000000038-1-New						Sum:	\$6,073.01	\$6,073.01
09/14/22	PO3W-64790-600000 0-2300000000040-1- New		Camera Installation at Santa Fe Middle School	0000223202-USA ALARM SYSTEMS	District Wide	01.0-81500.0-00000-81107-4490-6010040	\$37,500.00	\$18,750.00
PO3W-64790-6000000-2300000000040-1-New						Sum:	\$37,500.00	\$18,750.00
09/14/22	PO3W-64790-604004 9-2300000000039-1- New		Power Port Bus Charging Stations MOT	0000325236-Nuvve Holding Corp	Transportation	01.0-74250.0-00000-77000-4440-6000000	\$9,000.00	\$9,000.00
PO3W-64790-6040049-2300000000039-1-New						Sum:	\$9,000.00	\$9,000.00
PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
09/15/22	PO2W-64790-204000 0-2300000000117-1- New		My Big World Print & Digital Subscription Plymouth	0000223951-SCHOLASTIC INC.	Plymouth	01.0-30100.0-11100-10000-4310-2040000	\$290.40	\$290.40
PO2W-64790-2040000-2300000000117-1-New						Sum:	\$290.40	\$290.40

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09/15/22	PO2W-64790-204000 0-230000000120-1-New		Zingy Learning 2022-2023 school license	0000223506-ZINGY LEARNING	Plymouth	01.4-07102.0-11100-10000-5841-2041400	\$300.00	\$300.00
PO2W-64790-2040000-230000000120-1-New						Sum:	\$300.00	\$300.00
09/15/22	PO2W-64790-408000 0-230000000118-1-New		RIDDELL - Speed Flex Football Helmets	0000223419- RIDDELL	MHS	01.0-00000.0-15000-42000-4310-4080000	\$3,813.58	\$3,813.58
PO2W-64790-4080000-230000000118-1-New						Sum:	\$3,813.58	\$3,813.58
09/15/22	PO2W-64790-601003 0-230000000119-1-New		Conference Registration ACSA Personnel Institute	0000223070-ACSA	Personnel Services	01.0-00000.0-00000-74002-5220-6010035	\$1,398.00	\$1,398.00
PO2W-64790-6010030-230000000119-1-New						Sum:	\$1,398.00	\$1,398.00
09/15/22	PO2W-64790-710000 0-230000000087-2-Cancellation	1	Diploma - correction	0000223833- JOSTENS EVENT MANAGEMENT	Adult Education School	11.0-00000.0-00000-27001-4390-7100000	\$11.61	\$0.00
PO2W-64790-7100000-230000000087-2-Cancellation						Sum:	\$11.61	\$0.00
09/15/22	PO2W-64790-710000 0-230000000116-1-New		Diploma - correction	0000223926- JOSTENS INC.	Adult Education School	11.0-00000.0-00000-27001-4390-7100000	\$11.61	\$0.00
PO2W-64790-7100000-230000000116-1-New						Sum:	\$11.61	\$0.00
09/15/22	PO2W-64790-710000 0-230000000121-1-New		Heat intervention items - No A/C Adult Ed	0000223437- WALMART BUSINESS/GECRB	Adult Education School	11.0-63910.0-41100-10000-4310-7100000	\$136.78	\$0.00
PO2W-64790-7100000-230000000121-1-New						Sum:	\$136.78	\$0.00
09/15/22	PO3W-64790-000000 0-230000000042-1-New		Warehouse Inventory Drinking Water	0000223936-HOME DEPOT/GECF	No Location	01.0-00000.0-00000-00000-9320-0000000	\$2,164.68	\$2,164.68
PO3W-64790-0000000-230000000042-1-New						Sum:	\$2,164.68	\$2,164.68

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09/16/22	PO1-64790-3070000-230000000272-1-New		Open PO to purchase Custodial supplies 2022-2023 Santa Fe	0000223936-HOME DEPOT/GECF	Santa Fe	01.0-00000.0-00000-82100-4370-3070000	\$2,500.00	\$2,500.00
PO1-64790-3070000-230000000272-1-New						Sum:	\$2,500.00	\$2,500.00
09/16/22	PO1-64790-4080000-230000000273-1-New		Open PO Amazon - MHS Office Supplies	0000223395-AMAZON.COM	MHS	01.0-00000.0-00000-27000-4350-4080000	\$9,000.00	\$9,000.00
PO1-64790-4080000-230000000273-1-New						Sum:	\$9,000.00	\$9,000.00
09/16/22	PO1-64790-6040047-230000000270-1-New		Flooring Repair/ Replacement	0000325617-Stanley Steamer of LA County	Maintenance	01.0-81500.0-00000-81100-5630-6040047	\$15,000.00	\$9,515.00
PO1-64790-6040047-230000000270-1-New						Sum:	\$15,000.00	\$9,515.00
09/16/22	PO1-64790-6040047-230000000271-1-New		Concrete and Asphalt Maintenance	0000325634-Rafael Arambul & Son	Maintenance	01.0-81500.0-00000-81100-5630-6040047	\$15,000.00	\$4,000.00
PO1-64790-6040047-230000000271-1-New						Sum:	\$15,000.00	\$4,000.00
09/16/22	PO2W-64790-3070000-230000000123-1-New		Bell Schedule & Behavior Expectation Posters - PBIS Santa Fe	0000223417-STUBBIES PROMOTIONS	Santa Fe	01.4-07102.0-11100-10000-4310-3071400	\$515.53	\$515.53
PO2W-64790-3070000-230000000123-1-New						Sum:	\$515.53	\$515.53
09/16/22	PO2W-64790-6000028-230000000126-1-New		Lighting Equipment Rental 2022 Footloose	0000223502-ASHLEY KIRKLAND	District Wide - Music Programs	63.0-90123.0-00000-60003-5610-6000028	\$1,200.00	\$0.00
PO2W-64790-6000028-230000000126-1-New						Sum:	\$1,200.00	\$0.00
09/16/22	PO2W-64790-6000028-230000000127-1-New		Footloose 2022 Set Material Reimbursement	0000223426-ANGELO COLLADO	District Wide - Music Programs	63.0-90123.0-00000-60003-4390-6000028	\$237.15	\$0.00

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PO2W-64790-6000028-230000000127-1-New						Sum:	\$237.15	\$0.00
09/16/22	PO2W-64790-600002 8-230000000128-1- New		Footloose 2022 Costume Reimbursement	0000313756-Mark Gamez	District Wide - Music Programs	63.0-90123.0-00000-60003-4390-6000028	\$851.90	\$0.00
PO2W-64790-6000028-230000000128-1-New						Sum:	\$851.90	\$0.00
09/16/22	PO2W-64790-600002 8-230000000129-1- New		P.E. Equipment 2021 Reimbursement	0000322033-Shane Mochiyuki	District Wide - Music Programs	01.0-90610.0-11100-10000-4310-6010014	\$45.96	\$0.00
PO2W-64790-6000028-230000000129-1-New						Sum:	\$45.96	\$0.00
09/16/22	PO2W-64790-600002 8-230000000130-1- New		Lighting Board Rental Re-patch and Return	0000223502- ASHLEY KIRKLAND	District Wide - Music Programs	63.0-90221.0-00000-60003-5610-6000028	\$150.00	\$0.00
PO2W-64790-6000028-230000000130-1-New						Sum:	\$150.00	\$0.00
09/16/22	PO2W-64790-600002 8-230000000131-1- New		Clifton Instrument Repairs-July 2022	0000223415-JIM'S MUSICAL REPAIR	District Wide - Music Programs	01.0-00000.0-17040-10000-5630-6000028	\$1,030.28	\$1,030.28
PO2W-64790-6000028-230000000131-1-New						Sum:	\$1,030.28	\$1,030.28
09/16/22	PO2W-64790-601001 4-230000000122-1- New		Restorative Practices two-day professional development.	0000323623-Grand Canyon Education, Inc	Instructional Services	01.0-74250.0-00000-21400-5850-6000000	\$6,282.80	\$6,282.80
PO2W-64790-6010014-230000000122-1-New						Sum:	\$6,282.80	\$6,282.80
09/16/22	PO2W-64790-710000 0-230000000124-1- New		Heat Intervention - no a/c Adult ED	0000223936-HOME DEPOT/GECF	Adult Education School	11.0-63910.0-41100-10000-4310-7100000	\$1,016.51	\$0.00
PO2W-64790-7100000-230000000124-1-New						Sum:	\$1,016.51	\$0.00
09/16/22	PO2W-64790-710000 0-230000000125-1- New		Medical Office electronic chart - simulation - Access Cards	0000223268- ELSEVIER HEALTH SCIENCE	Adult Education School	11.0-63910.0-41340-10000-4310-7100000	\$1,350.93	\$1,350.93

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PO2W-64790-7100000-230000000125-1-New						Sum:	\$1,350.93	\$1,350.93
09/16/22	PO3W-64790-710000 0-230000000044-1- New		Misc. office supplies	0000223395-AMAZON.COM	Adult Education School	11.0-63910.0-41100-10000-4310-7100000	\$1,528.81	\$1,528.81
PO3W-64790-7100000-230000000044-1-New						Sum:	\$1,528.81	\$1,528.81
PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
09/19/22	PO1-64790-3060000-230000000274-1-New		Open PO Custodial Supplies CL 2022/23 Waxie	0000223924-WAXIE Sanitary Supply	Clifton	01.0-00000.0-00000-82100-4370-3060000	\$5,000.00	\$3,672.63
PO1-64790-3060000-230000000274-1-New						Sum:	\$5,000.00	\$3,672.63
09/19/22	PO1-64790-6040047-230000000109-2-Modification	1	Open PO MOT Supply 2022-23	0000223830-HIRSCH PIPE & SUPPLY CO., INC	Maintenance	01.0-81500.0-00000-81100-4380-6040047	\$30,000.00	\$14,977.72
PO1-64790-6040047-230000000109-2-Modification						Sum:	\$30,000.00	\$14,977.72
09/19/22	PO2W-64790-6000028-230000000133-1-New		Clifton Instrument Repairs-July 2022	0000223415-JIM'S MUSICAL REPAIR	District Wide - Music Programs	01.0-00000.0-17040-10000-5630-6000028	\$1,030.28	\$1,030.28
PO2W-64790-6000028-230000000133-1-New						Sum:	\$1,030.28	\$1,030.28
09/19/22	PO2W-64790-6010014-230000000132-1-New		Spanish language arts materials.	0000224006-HOUGHTON MIFFLIN CO.	Instructional Services	01.0-63000.0-11100-10000-4110-6010014	\$17,275.61	\$17,275.61
PO2W-64790-6010014-230000000132-1-New						Sum:	\$17,275.61	\$17,275.61
09/19/22	PO3W-64790-6010014-230000000021-2-Cancellation	1	Office chair for Director of Secondary Educational Services	0000224027-ODP Business Services, LLC	Instructional Services	01.0-00000.0-00000-21100-4350-6010014	\$493.70	\$0.00

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PO3W-64790-6010014-230000000021-2-Cancellation						Sum:	\$493.70	\$0.00
09/19/22	PO3W-64790-6010014-2300000000045-1-New		Office chair for Director of Secondary Educational Services	0000236666-ODP Business Solutions, LLC	Instructional Services	01.0-00000.0-00000-21100-4350-6010014	\$493.70	\$0.00
PO3W-64790-6010014-2300000000045-1-New						Sum:	\$493.70	\$0.00
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09/20/22	PO1-64790-2050000-2300000000167-2-Modification	1	Open PO - Office Depot, school supplies	0000236666-ODP Business Solutions, LLC	Wild Rose	01.0-00000.0-11100-10000-4310-2050000	\$8,000.00	\$2,565.67
PO1-64790-2050000-2300000000167-2-Modification						Sum:	\$8,000.00	\$2,565.67
09/20/22	PO1-64790-6010014-2300000000275-1-New		Amazon Book Order for Dr. Gero, Elementary Principals, TOSA'	0000223395-AMAZON.COM	Instructional Services	01.4-07102.0-11100-10000-4210-6001200	\$1,000.00	\$1,000.00
PO1-64790-6010014-2300000000275-1-New						Sum:	\$1,000.00	\$1,000.00
09/20/22	PO1-64790-6020022-2300000000276-1-New		Open PO Office Depot Technology Dept	0000236666-ODP Business Solutions, LLC	Technology	01.0-00000.0-00000-77000-4390-6020022	\$3,000.00	\$3,000.00
PO1-64790-6020022-2300000000276-1-New						Sum:	\$3,000.00	\$3,000.00
09/20/22	PO1-64790-6040047-2300000000081-3-Modification	2	2022-23 Open PO Districtwide Repairs	0000223624-ON SITE WELDING & CONSTRUCTION	Maintenance	01.0-81500.0-00000-81100-5630-6040047	\$30,288.00	\$12,786.00
PO1-64790-6040047-2300000000081-3-Modification						Sum:	\$30,288.00	\$12,786.00

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09/20/22	PO2W-64790-600002 8-230000000136-1- New		Oliver 2021 Petty Cash	0000223989- REVOLVING CASH FUND - BUS. SVC	District Wide - Music Programs	63.0-90123.0-00000-60003-4390-6000028	\$499.00	\$499.00
PO2W-64790-6000028-230000000136-1-New						Sum:	\$499.00	\$499.00
09/20/22	PO2W-64790-601001 2-230000000135-1- New		2022 Superintendents' Professional Collaborative Conf	0000223254- LACOE	Superintenden t	01.0-00000.0-00000-71500-5220-6010012	\$45.00	\$45.00
PO2W-64790-6010012-230000000135-1-New						Sum:	\$45.00	\$45.00
09/20/22	PO2W-64790-601001 2-230000000138-1- New		Monrovia Rotary Event Casino Night	0000309044- Monrovia Rotary Foundation	Superintenden t	01.0-00000.0-00000-71500-5220-6010012	\$100.00	\$100.00
PO2W-64790-6010012-230000000138-1-New						Sum:	\$100.00	\$100.00
09/20/22	PO2W-64790-601001 4-230000000134-1- New		K-8 MAP Growth, MAP Reading Fluency, and training.	0000324266-NWEA	Instructional Services	01.0-32160.0-11100-10000-5841-6000000	\$82,000.00	\$82,000.00
PO2W-64790-6010014-230000000134-1-New						Sum:	\$82,000.00	\$82,000.00
09/20/22	PO2W-64790-601003 0-230000000075-2- Modification	1	CPR Training for Staff	0000223700-PICO RIVERA CPR	Personnel Services	01.0-00000.0-00000-74002-5850-6010035	\$2,000.00	\$0.00
PO2W-64790-6010030-230000000075-2-Modification						Sum:	\$2,000.00	\$0.00
09/20/22	PO2W-64790-710000 0-230000000137-1- New		MCAS Fall Course Catalog	0000223416-CIVIC PUBLICATIONS	Adult Education School	11.0-63910.0-00000-21500-5839-7100000	\$18,651.00	\$18,651.00
PO2W-64790-7100000-230000000137-1-New						Sum:	\$18,651.00	\$18,651.00
09/20/22	PO3W-64790-307000 0-230000000047-1- New		Desktop computers for office staff and library	0000223734-AREY JONES EDUCATIONAL SOLUTIONS	Santa Fe	01.0-00000.0-00000-24202-4440-3070000	\$5,264.10	\$5,264.10

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PO3W-64790-3070000-230000000047-1-New						Sum:	\$5,264.10	\$5,264.10
09/20/22	PO3W-64790-6010030-230000000046-1-New		HR Office furniture	0000316303-PowersFurniture	Personnel Services	01.0-00000.0-00000-74002-4450-6010030	\$26,252.66	\$26,252.66
PO3W-64790-6010030-230000000046-1-New						Sum:	\$26,252.66	\$26,252.66

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
09/21/22	PO1-64790-6010014-2300000000277-1-New		Initial Amazon order for Femeiner supplies for 1st project	0000223395-AMAZON.COM	Instructional Services	01.0-41270.0-11100-10000-4310-6000000	\$10,000.00	\$10,000.00
PO1-64790-6010014-2300000000277-1-New						Sum:	\$10,000.00	\$10,000.00
09/21/22	PO1-64790-6010014-2300000000278-1-New		Open PO Toolkits and nails for first project in Femeiner	0000223936-HOME DEPOT/GEFC	Instructional Services	01.0-41270.0-11100-10000-4310-6000000	\$15,000.00	\$15,000.00
PO1-64790-6010014-2300000000278-1-New						Sum:	\$15,000.00	\$15,000.00
09/21/22	PO3W-64790-6010014-2300000000048-1-New		Initial Order of Birdbrain Technology Kits for Femeiner Prog	0000326375-BirdBrain Technologies	Instructional Services	01.0-41270.0-11100-10000-4410-6000000	\$43,750.00	\$43,750.00
PO3W-64790-6010014-230000000048-1-New						Sum:	\$43,750.00	\$43,750.00

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
09/22/22	PO1-64790-6010014-2300000000280-1-New		Open PO Amazon - Teacher Supplies Ed Services	0000223395-AMAZON.COM	Instructional Services	01.4-07103.0-11100-10000-4310-6001600	\$2,000.00	\$2,000.00

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 09/30/2022

Purchase Order Board List

Run Time: 11:10:01 AM

From 09/09/22 - To 09/23/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
PO1-64790-6010014-230000000280-1-New						Sum:	\$2,000.00	\$2,000.00
09/22/22	PO1-64790-6010014-230000000281-1-New		Open PO for Office Depot - Teacher Supplies	0000236666-ODP Business Solutions, LLC	Instructional Services	01.4-07103.0-11100-10000-4310-6001600	\$2,000.00	\$2,000.00
PO1-64790-6010014-230000000281-1-New						Sum:	\$2,000.00	\$2,000.00
09/22/22	PO1-64790-6020022-230000000279-1-New		Open PO Home Depot Technology Department	0000223936-HOME DEPOT/GECF	Technology	01.0-00000.0-00000-77000-4390-6020022	\$2,000.00	\$2,000.00
PO1-64790-6020022-230000000279-1-New						Sum:	\$2,000.00	\$2,000.00
09/22/22	PO2W-64790-2010000-230000000146-1-New		incentive for 5th grade class end of year party	0000325611-Snow Pebbles Shaved Ice	Bradoaks	01.0-90125.0-11100-10000-4390-2010000	\$250.00	\$250.00
PO2W-64790-2010000-230000000146-1-New						Sum:	\$250.00	\$250.00
09/22/22	PO2W-64790-4080000-230000000149-1-New		WASC Annual Accreditation Membership Fee: 2022-2023	0000223952-ACCREDITING COMMISSION FOR SCHOOLS	MHS	01.0-00000.0-00000-27002-5310-4080000	\$1,130.00	\$1,130.00
PO2W-64790-4080000-230000000149-1-New						Sum:	\$1,130.00	\$1,130.00
09/22/22	PO2W-64790-4080000-230000000150-1-New		Garcia Kiln Maintenance and Repair	0000223860-JESUS GARCIA KILN MAINTENANCE AND REPAIR	MHS	01.0-90305.0-17039-10000-4310-4080000	\$520.00	\$520.00
PO2W-64790-4080000-230000000150-1-New						Sum:	\$520.00	\$520.00
09/22/22	PO2W-64790-6000028-230000000145-1-New		Stage Backdrop Rental - 2022 Footloose	0000325660-Candlelight Pavilion Dinner Theater	District Wide - Music Programs	63.0-90123.0-00000-60003-5610-6000028	\$350.00	\$350.00
PO2W-64790-6000028-230000000145-1-New						Sum:	\$350.00	\$350.00

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 09/30/2022

Purchase Order Board List

Run Time: 11:10:01 AM

From 09/09/22 - To 09/23/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
09/22/22	PO2W-64790-601001 2-230000000147-1- New		Reimbursement of Expenditures- Office Supplies- others	0000223470-LIANA BESERRA	Superintenden t	01.0-00000.0-00000-71500-4390-6010012	\$46.16	\$0.00
PO2W-64790-6010012-230000000147-1-New						Sum:	\$46.16	\$0.00
09/22/22	PO2W-64790-601001 2-230000000148-1- New		Leadership Associates, LLC Consulting Services	0000223496- LEADERSHIP ASSOCIATES	Superintenden t	01.0-00000.0-00000-71500-5850-6010012	\$3,290.63	\$0.00
PO2W-64790-6010012-230000000148-1-New						Sum:	\$3,290.63	\$0.00
09/22/22	PO2W-64790-601001 4-230000000143-1- New		Educational Services Petty Cash Reimbursement	0000324565-Greg Francois	Instructional Services	01.0-00000.0-00000-21500-4390-6010014	\$442.06	\$0.00
PO2W-64790-6010014-230000000143-1-New						Sum:	\$442.06	\$0.00
09/22/22	PO2W-64790-601002 3-230000000144-1- New		Reimbursement for Instructional supplies	0000223918- KIMBERLY CABRERA	STUDENT SUPPORT SERVICES	01.0-56340.0-11100-10000-4310-6010023	\$2,669.07	\$2,669.07
PO2W-64790-6010023-230000000144-1-New						Sum:	\$2,669.07	\$2,669.07
09/22/22	PO2W-64790-601004 0-230000000152-1- New		2022-23 ANNUAL LICENSE FEE FOR ASB WORKS - STA FE & CLIFTON	0000223586-GRAY STEP SOFTWARE	Business	01.0-90109.0-11100-10000-5841-3060000	\$799.00	\$799.00
			2022-23 ANNUAL LICENSE FEE FOR ASB WORKS - STA FE & CLIFTON	0000223586-GRAY STEP SOFTWARE	Business	01.0-90109.0-11100-10000-5841-3070000	\$799.00	\$799.00
PO2W-64790-6010040-230000000152-1-New						Sum:	\$1,598.00	\$1,598.00

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 09/30/2022

Purchase Order Board List

Run Time: 11:10:01 AM

From 09/09/22 - To 09/23/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
09/22/22	PO2W-64790-602002 2-230000000140-1- New		Membership for Technology Department CITE	0000223398- CALIFORNIA IT IN EDUCATION	Technology	01.0-00000.0-00000-77000-5310-6020022	\$375.00	\$375.00
PO2W-64790-6020022-230000000140-1-New						Sum:	\$375.00	\$375.00
09/22/22	PO2W-64790-602002 2-230000000141-1- New		Identity Automation Renewal	0000223458- CARAHSOFT TECHNOLOGY CORP	Technology	01.0-00000.0-00000-77000-5844-6020022	\$5,746.65	\$0.00
PO2W-64790-6020022-230000000141-1-New						Sum:	\$5,746.65	\$0.00
09/22/22	PO2W-64790-602002 2-230000000142-1- New		Aeries Software Renewal	0000223526- AERIES SOFTWARE	Technology	01.0-00000.0-00000-77000-5841-6020022	\$46,438.28	\$46,438.28
PO2W-64790-6020022-230000000142-1-New						Sum:	\$46,438.28	\$46,438.28
09/22/22	PO2W-64790-602002 2-230000000151-1- New		Meraki MX450 Advanced Security License and Support	0000223723- AMS.NET	Technology	01.0-00000.0-00000-77000-5841-6020022	\$8,830.80	\$8,830.80
PO2W-64790-6020022-230000000151-1-New						Sum:	\$8,830.80	\$8,830.80
09/22/22	PO2W-64790-710000 0-230000000139-1- New		CertMaster - A+ Core materials	0000223646- COMPTIA LEARNING LLC	Adult Education School	11.0-63910.0-41340-10000-4310-7100000	\$2,954.00	\$0.00
PO2W-64790-7100000-230000000139-1-New						Sum:	\$2,954.00	\$0.00
09/22/22	PO3W-64790-601001 5-2300000000051-1- New		Assessment Protocols for School Psychologists	0000223984-PAR- PSYCHOLOGICAL ASSESSMENT	Pupil Services	01.0-65000.0-57600-31200-4310-6010015	\$687.96	\$687.96
PO3W-64790-6010015-2300000000051-1-New						Sum:	\$687.96	\$687.96
09/22/22	PO3W-64790-602002 2-2300000000050-1- New		Teacher Laptops	0000224060-DELL MARKETING L.P.	Technology	01.0-00000.0-11100-10000-4440-6000022	\$14,143.62	\$14,143.62

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 09/30/2022

Purchase Order Board List

Run Time: 11:10:01 AM

From 09/09/22 - To 09/23/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
PO3W-64790-6020022-230000000050-1-New						Sum:	\$14,143.62	\$14,143.62

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
09/23/22	PO1-64790-3070000-2300000000285-1-New		2022-2023 OPEN PO Amazon to purchase S&C supplies	0000223395-AMAZON.COM	Santa Fe	01.4-07102.0-11100-10000-4310-3071400	\$10,000.00	\$10,000.00
PO1-64790-3070000-2300000000285-1-New						Sum:	\$10,000.00	\$10,000.00

09/23/22	PO1-64790-4080000-2300000000282-1-New		Open PO - Laguna Clay MHS	0000223946-LAGUNA CLAY	MHS	01.0-90305.0-17039-10000-4310-4080000	\$6,000.00	\$6,000.00
PO1-64790-4080000-2300000000282-1-New						Sum:	\$6,000.00	\$6,000.00

09/23/22	PO1-64790-4080000-2300000000283-1-New		Spyder Lab LLC - Open PO for supplies	0000223685-SPYDER3D LLC	MHS	01.0-90305.0-18061-10000-4310-4080000	\$2,500.00	\$1,302.64
PO1-64790-4080000-2300000000283-1-New						Sum:	\$2,500.00	\$1,302.64

09/23/22	PO1-64790-6010040-2300000000284-1-New		Open PO Consulting Services to Support ASB Accounting	0000223670-KATHLEEN LOCKARD	Business	01.0-00000.0-00000-27000-5850-6000000	\$4,000.00	\$4,000.00
PO1-64790-6010040-2300000000284-1-New						Sum:	\$4,000.00	\$4,000.00

09/23/22	PO2W-64790-4080000-2300000000155-1-New		Hudl Essential Package - video storage and breakdowns MHS	0000223715-AGILE SPORTS TECHNOLOGIES, INC. dba HUDL	MHS	01.0-00000.0-15000-42000-4390-4080000	\$9,750.00	\$0.00
PO2W-64790-4080000-2300000000155-1-New						Sum:	\$9,750.00	\$0.00

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 09/30/2022

Purchase Order Board List

Run Time: 11:10:01 AM

From 09/09/22 - To 09/23/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
09/23/22	PO2W-64790-408000 0-230000000157-1- New		AED Concierge Renewal MHS	0000223480-AED AUTHORITY	MHS	01.0-00000.0-00000-31400-4391-4080000	\$390.00	\$390.00
PO2W-64790-4080000-230000000157-1-New						Sum:	\$390.00	\$390.00
09/23/22	PO2W-64790-601001 4-230000000154-1- New		2022-23 Schools to Watch Annual Membership-Clifton	0000223447- CALIFORNIA LEAGUE OF SCHOOLS	Instructional Services	01.0-32120.0-00000-21100-5310-6000000	\$395.00	\$395.00
PO2W-64790-6010014-230000000154-1-New						Sum:	\$395.00	\$395.00
09/23/22	PO2W-64790-601003 0-230000000153-1- New		HR Dept Video Monitor Replacement Invoice 162827	0000223202-USA ALARM SYSTEMS	Personnel Services	01.0-00000.0-00000-74900-5630-6010030	\$675.00	\$0.00
PO2W-64790-6010030-230000000153-1-New						Sum:	\$675.00	\$0.00
09/23/22	PO2W-64790-710000 0-230000000156-1- New		Burlington English Seats - ESL	0000223609- BURLINGTON ENGLISH INC	Adult Education School	11.0-63910.0-41100-10000-5841-7100000	\$768.00	\$768.00
PO2W-64790-7100000-230000000156-1-New						Sum:	\$768.00	\$768.00
09/23/22	PO3W-64790-307000 0-2300000000052-1- New		Vaccum Filter Bags to Fit Pro Team Coach 10, 100- Carton	0000223936-HOME DEPOT/GECF	Santa Fe	01.0-00000.0-00000-82100-4370-3070000	\$80.31	\$80.31
PO3W-64790-3070000-2300000000052-1-New						Sum:	\$80.31	\$80.31
09/23/22	PO3W-64790-600000 0-2300000000054-1- New		Custodial Supplies for CL SF and MHS Hand Soap	0000223870- RANCHO JANITORIAL SUPPLIES	District Wide	01.0-32120.0-00000-82100-4370-6000000	\$2,520.25	\$2,520.25
PO3W-64790-6000000-2300000000054-1-New						Sum:	\$2,520.25	\$2,520.25
09/23/22	PO3W-64790-602002 2-2300000000053-1- New		Projector Bulbs Technology	0000223658- NORTHSTAR AV	Technology	01.0-00000.0-00000-77000-4390-6020022	\$562.61	\$562.61

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 09/30/2022

Purchase Order Board List

Run Time: 11:10:01 AM

From 09/09/22 - To 09/23/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
						Sum:	\$562.61	\$562.61
							\$775,523.28	\$568,656.33

Agenda Item Details

Meeting Date: 2022-10-12 18:30:00

AGENDA ITEM TITLE:

3. 22/23-2058 - DISTRICT CASH RECEIPTS

RECOMMENDATION

The Board of Education is requested to receive District cash receipts; Deposit Report No. 10 through No. 12, deposited September 19, 2022, through September 26, 2022, for a total amount of \$897,232.62.

Rationale:

District cash receipts are presented to keep the Board apprised of all monetary transactions not processed through wire transfers from the Department of Finance or the Los Angeles County Office of Education (LACOE).

Background:

Budget Implication (\$ Amount):

Budget adjustments will be made if the funds received are not currently in the budget.

Legal References:

Additional Information:

A copy of deposit report #10-#12 is attached.

ATTACHMENTS

- [BA Item 2058\(b\) Deposit Rpts #10-#12 10-12-22.pdf](#)

DEPOSIT REPORT

9/19/2022

DEP #10

ACCOUNT	AMOUNT	
13.0-53100.0-00000-37000-8220-6010054	<u>\$ 92,400.39</u>	Federal Reimbursement SNP
Subtotal	<u>92,400.39</u>	Food Services Fund
25.0-95500.0-00000-00000-8681-0000000	<u>444,807.62</u>	Developer Fees
Subtotal	<u>444,807.62</u>	Capital Facilities Fund
Total	<u><u>\$ 537,208.01</u></u>	

DEPOSIT REPORT

9/22/2022

DEP #11

ACCOUNT	AMOUNT	
11.0-63910.0-00000-00000-8590-0000000	<u>\$ 285,605.17</u>	Adult Education Block Grant
Total	<u><u>\$ 285,605.17</u></u>	Adult Education Fund

DEPOSIT REPORT

9/26/2022

DEP #12

ACCOUNT	AMOUNT	
01.0-00000.0-00000-00000-8699-0000000	\$ 30.71	Other Local Income
01.0-90121.0-00000-00000-8699-0000000	20.00	Music Program
01.0-90221.0-00000-82100-8650-4080000	143.45	LKT PAC Rental/MHS
01.0-90221.0-17030-00000-8650-4080000	143.45	LKT PAC Rental/MHS
01.0-90303.0-00000-00000-8699-0000000	2,220.00	Materials Contribution/Transcripts/MHS
01.0-90501.0-00000-00000-8689-0000000	9,589.46	Village Program/Parent Contributions
01.0-90625.0-00000-00000-8699-0000000	22,000.00	Promising Learners Project
01.0-90707.0-00000-00000-8290-0000000	1,053.02	Medi-Cal
Subtotal	<u>35,200.09</u>	General Fund
12.0-90503.0-00000-00000-8673-1650000	1,907.10	Tuition Based Preschool
Subtotal	<u>1,907.10</u>	Child Development Fund
25.0-95500.0-00000-00000-8681-0000000	12,306.84	Developer Fees
Subtotal	<u>12,306.84</u>	Capital Facilities Fund
63.0-90123.0-00000-00000-8639-0000000	4,194.24	LKT PAC Sales
63.0-90123.0-00000-00000-8699-0000000	100.00	LKT PAC Donations
63.0-90221.0-00000-00000-8650-6000028	2,582.10	LKT PAC Rental
63.0-90221.0-00000-60003-8650-6000028	1,799.00	LKT PAC Rental-labor
Subtotal	<u>8,675.34</u>	Enterprise Fund
76.0-00000.0-00000-00000-9537-0000000	16,330.07	Retirees Health Insurance
Subtotal	<u>16,330.07</u>	Payroll Clearance Fund
Total	<u><u>\$ 74,419.44</u></u>	

Agenda Item Details

Meeting Date: 2022-10-12 18:30:00

AGENDA ITEM TITLE:

4. 22/23-2059 - BUDGETARY TRANSFERS AND REVISIONS

RECOMMENDATION

The Board of Education is requested to approve the budgetary adjustments as submitted.

Rationale:

Due to the fact that actual information regarding all income and expenditures is not available when the Adopted Budget is approved, periodically budgetary adjustments must be made.

Background:

There are two major types of adjustments that affect the status of the budget: Budget Transfer- 1) Transfers between major expenditure classifications with no change in revenues and no change in ending fund balances. Budget Revision- 2) Increases or decreases in income and expenditures that result from: - Augmented or reduced entitlements in federal and state projects. - Approval of grant letters for federal and state programs. - Recertification of state apportionments. - Miscellaneous income receipts. - Miscellaneous expenditure adjustments.

Budget Implication (\$ Amount):

No impact on fund balance. (See additional information)

Legal References:

California Education Code 42600 states that the total amount budgeted for each major classification of school district expenditures shall be the maximum amount that may be expended for that classification of expenditures for the school year. Transfers may be made between expenditure classifications at any time with the approval of the Board of Education.

Account:

Additional Information:

These budget transfers between expenditure classifications have no impact on the fund balance. Increases and decreases in expenditures in these budget revisions are offset by revenue adjustments or are taken from the prior year's restricted ending balances and have no impact on the unrestricted fund balance.

ATTACHMENTS

- [BA Item 2059\(b\) Budgetary Transfers 10-12-22.pdf](#)

**FISCAL SERVICES DEPARTMENT
Fiscal Year 2022 - 2023**

Board Report:
Budget Revision

Board Meeting Date:
10/12/2022

GENERAL FUND #01.0

BUDGET REVISION

<u>DESCRIPTION</u>	<u>AMOUNT BUDGETED</u>	<u>TOTAL ALLOCATION</u>	<u>RATIONALE</u>
RESTRICTED STATE RESOURCES			
# 66950.0 - TUPE YEAR 4			
Certificated Salaries	\$12,285.00		
Classified Salaries	\$1,287.00		
Employees' Benefits	\$15,360.00		
Books and Supplies	(\$24,882.00)		
Services/Other Operations	\$2,949.00		
Indirect Cost	<u>(\$1,647.00)</u>	<u>\$5,352.00</u>	To reflect 22-23 Budget allocation
 Total Restricted State Resources	 <u>\$5,352.00</u>	 <u>\$5,352.00</u>	
 TOTAL BUDGET REVISION	 <u><u>\$5,352.00</u></u>	 <u><u>\$5,352.00</u></u>	

**MONROVIA UNIFIED SCHOOL DISTRICT
FISCAL SERVICES DEPARTMENT
Fiscal Year 2022 - 2023**

Board Report:
Budget Revision

Board Meeting Date:
10/12/2022

**ADULT EDUCATION FUND
FUND #11.0**

BUDGET REVISION

<u>DESCRIPTION</u>	<u>FROM ACCOUNT</u>	<u>TO ACCOUNT</u>	<u>RATIONALE</u>
RESTRICTED FEDERAL RESOURCES			
#39050.0 - ABE: GED SERVICES			
Certificated Salaries	\$15,008.00		
Employee Benefits	<u>\$3,390.00</u>	<u>\$18,398.00</u>	To reflect 22-23 Budget allocation
#39130.0 - ABE: GED SERVICES			
Certificated Salaries	\$5,578.00		
Employee Benefits	<u>\$1,260.00</u>	<u>\$6,838.00</u>	To reflect 22-23 Budget allocation
#39260.0 - ABE: GED SERVICES			
Certificated Salaries	\$9,139.00		
Employee Benefits	<u>\$2,064.00</u>	\$11,203.00	To reflect 22-23 Budget allocation
Total Restricted Federal Resources	<u>\$36,439.00</u>	<u>\$36,439.00</u>	
<u>TOTAL BUDGET REVISION</u>	<u><u>\$36,439.00</u></u>	<u><u>\$36,439.00</u></u>	

Agenda Item Details

Meeting Date: 2022-10-12 18:30:00

AGENDA ITEM TITLE:

5. 22/23-2060 - ACCEPTANCE OF GIFTS

RECOMMENDATION

The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 2023-04.

Rationale:

The Board of Education welcomes and appreciates donations of educationally suitable material items, monetary donations, and in-kind donations that can be used for the benefit of Monrovia Unified School District students or staff and are consistent with the District's curriculum, vision, and philosophy.

Budget Implication (\$ Amount):

Material donations are to be no cost to the District, and monetary donations increase site donation accounts.

Legal References:

Board Policy No. 3290 requires Board approval of gifts.

Additional Information:

The Acceptance of Gifts Report is attached.

ATTACHMENTS

- [Acceptance of Gifts #2023-04 10-12-22.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT
 Acceptance of Gifts Report No. 2023-04
 Board Meeting 20221012

	Type of Gift	Donor	Estimated Value of Gift	Purpose of Gift/Benefit to District	Prepared by	D Number	Budget Implications
1	Check	Marlene Hubbard	\$100.00	To benefit the students of Wild Rose School of Creative Arts through the Arts Program	Paige Ramos, Principal Wild Rose School of Performing Arts	D-1012029	Increases site donation account
2	Check	Brookfield Magnolia LLC	\$1,000.00	Gears and Gadgets Robotics Sponsorship	Jennifer Maljian, Principal Plymouth Elementary School	D-1012030	Increases site donation account
3	Check	Kroger	\$4.10	To benefit the students at Canyon Early Learning Center	Tom McFadden, Director Canyon Early Learning Center	D-1012031	Increases site donation account
4	Check	Shutterfly	\$90.10	To benefit the students at Canyon Early Learning Center	Tom McFadden, Director Canyon Early Learning Center	D-1012032	Increases site donation account
5							
6							
7							
8							
9							
10							

Agenda Item Details

Meeting Date: 2022-10-12 18:30:00

AGENDA ITEM TITLE:

6. 22/23-2061 - PROFESSIONAL SERVICE AGREEMENTS

RECOMMENDATION

The Board of Education is requested to approve the Professional Service Agreements Report #6 for the Monrovia Unified School District 2022-23 SY.

Rationale:

Board Policy 3600 states that all consultant contracts shall be brought to the Board for approval.

Budget Implication (\$ Amount):

Legal References:

Government Code 53060 and Board Policy 3600.

Additional Information:

The professional services agreement report is attached.

ATTACHMENTS

- [Professional Service Agmts #6.pdf](#)

Monrovia Unified School District
Professional Service Agreements #6

Agenda Item # 22/23-2061
October 12, 2022

Name/Company	Services	Amount	Site	Effective Dates	Funding
Lifetouch, LLC	2023 Fall School Pictures	No cost to the district.	Bradoaks Elementary Science Academy	August 16, 2023, through November 30, 2023	Not applicable.
Lifetouch, LLC	2023 Fall School Pictures	No cost to the district.	Canyon Early Learning Center	August 16, 2023, through November 30, 2023	Not applicable.
Lifetouch, LLC	2023 Fall School Pictures	No cost to the district.	Canyon Oaks High School	August 16, 2023, through November 30, 2023	Not applicable.
Lifetouch, LLC	2023 Fall School Pictures	No cost to the district.	Clifton Middle School	August 16, 2023, through November 30, 2023	Not applicable.
Lifetouch, LLC	2023 Fall School Pictures	No cost to the district.	Mayflower Elementary School	August 16, 2023, through November 30, 2023	Not applicable.
Lifetouch, LLC	2023 Fall School Pictures	No cost to the district.	Monroe Elementary School	August 16, 2023, through November 30, 2023	Not applicable.
Lifetouch, LLC	2023 Fall School Pictures	No cost to the district.	Monrovia High School	August 16, 2023, through November 30, 2023	Not applicable.

Monrovia Unified School District
Professional Service Agreements #6

Agenda Item # 22/23-2061
October 12, 2022

Name/Company	Services	Amount	Site	Effective Dates	Funding
Lifetouch, LLC	2023 Fall School Pictures	No cost to the district.	Mountain Park School	August 16, 2023, through November 30, 2023	Not applicable.
Lifetouch, LLC	2023 Fall School Pictures	No cost to the district.	Plymouth Elementary School	August 16, 2023, through November 30, 2023	Not applicable.
Lifetouch, LLC	2023 Fall School Pictures	No cost to the district.	Santa Fe Computer Science Magnet School	August 16, 2023, through November 30, 2023	Not applicable.
Lifetouch, LLC	2023 Fall School Pictures	No cost to the district.	Wild Rose School of Creative Arts	August 16, 2023, through November 30, 2023	Not applicable.

Agenda Item Details

Meeting Date: 2022-10-12 18:30:00

AGENDA ITEM TITLE:

7. 22/23-2062 - ADDENDUM TO AGREEMENT M-2-202 FOR E-RATE RELATED SERVICES WITH AMS.NET, INC.

RECOMMENDATION

The Board is requested to approve a contract extension with AMS.NET, Inc. for E-rate funding projects.

Rationale:

In March 2020, the Board approved an award of a contract with AMS.NET to upgrade network switches between July 2020 - September 2021 and have it 80% funded by E-Rate. The attached Contract Extension addendum, along with a filing of Form 500, will extend the existing contract until 09/30/2023. Due to the length of time that has passed since March 2020, the District requests an extension. The contract was set to expire on September 30, 2022. Additional time is needed to evaluate whether we would like to move forward with the project and if the proposed equipment and implementation still fit the District's needs in our current technology environment.

Background:

On March 11, 2020, the Board approved a contract with AMS.NET to upgrade the District network infrastructure contingent upon E-Rate approval related to E-Rate Category two projects in the 2020-21 funding year. The project was slated to replace outdated network switches, improve the ability to monitor our network, and expand the infrastructure's ability to allow for additional devices. On March 13, 2020, the MUSD Board of Education held an emergency meeting related to COVID-19, and schools shifted to virtual learning shortly thereafter.

Legal References:

California Education Code 17604 states that a contract and/or agreement is not valid until approved by the Board of Education.

Additional Information:

A copy of the addendum is attached.

ATTACHMENTS

- [BA Item 2062\(b\) Addendum to Agreement for E-Rate Related Services with AMS.NET, Inc. 10-12-22.pdf](#)



AMS.NET
Technology Solution Provider

AMS.NET, Inc.
Headquarters
502 Commerce Way
Livermore, CA 94551
925-245-6100
925-245-6150 Fax
www.ams.net

AMS.NET, Inc.
502 Commerce Way,
Livermore, CA 94551

Monrovia Unified School District
325 E HUNTINGTON DR
MONROVIA CA 91016 -3585

9/23/22

Addendum to Agreement # M-2-202

Both parties agree to extend the agreement (Agreement # M-2-202) signed 3/25/20 between AMS.NET, Inc. [service provider] and Monrovia Unified School District (customer) from the E-rate Funding Year 2020 (2020-21) Category two project. We are extending the contract end date from its current contract end date of 9/30/2022 to 9/30/2023. This change allows for completion of the contract. The new contract end date of this contract (Agreement # M-2-202), will be 9/30/2023.

Signature: _____
Monrovia Unified School District

Date: _____

Signature: *Diana Monaghan*
AMS.NET, Inc.

Date: 9/23/2022

Agenda Item Details

Meeting Date: 2022-10-12 18:30:00

AGENDA ITEM TITLE:

8. 22/23-3028 - PERSONNEL ASSIGNMENTS

RECOMMENDATION

The Board of Education is requested to approve Personnel Assignments Report #6.

Rationale:

All personnel assignments are routinely reviewed and approved by the Board of Education.

Legal References:

Education Code sections 35161, 44830-44831, 45103-45139; and Board Policy 4000 Series.

Additional Information:

A copy of the report is attached.

ATTACHMENTS

MONROVIA UNIFIED SCHOOL DISTRICT
Personnel Assignment Report #6

EMPLOYMENTS, SUPPLEMENTAL HOURS/SPECIAL ASSIGNMENTS, LEAVES, TERMINATIONS, OTHER

A. Employments

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
1 #	Taylor	Duling	General Music Teacher	Employ	9/22/22	Elementary sites		C-07303.0	004168	F-004/05	100%
2	Valerie	Flores	Daily Substitute Teacher	Employ, as needed.	9/23/22-6/30/23	District-wide		G-00000.0	000003	\$190./day	100%
3 #	Karen	Harvey	Instructional Coach	Employ	8/22/22	Educational Services		C-07102.0	002976	T-006/07	100%
4 #	Martha	Jimenez	Teacher	Employ	9/20/22	Wild Rose		G-00000.0	000001	F-006/12	100%
5 #	Elena	Pogosian	Daily Substitute Teacher	Employ, as needed.	9/23/22-6/30/23	District-wide		G-00000.0	000003	\$190./day	100%

B. Supplemental Hours/Special Assignments

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
6 #	Samar	Abi Saab	Adult Ed Teacher	WASC Planning	9/15/22-4/30/23	Adult Ed.	NTE: 32 hrs. total	G-00000.0	003226	\$46.83/hr.	100%
7 #	Mildred	Aguilera Ramirez	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Santa Fe	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
8 #	Maria	Akl	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Plymouth	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
9 #	Rebecca	Alarcon	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Wild Rose	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
10 #	Rebecca	Alarcon	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Wild Rose	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
11 #	Barbara	Alstadt	Teacher	Training - MAP Reading Fluency & MAP Growth Assessments	9/1/22-9/30/22	Bradoaks	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
12 #	Barbara	Alstadt	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Bradoaks	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
13 #	Ileana	Alvarez	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Wild Rose	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
14 #	Ileana	Alvarez	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Wild Rose	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
15 #	Carolyn	Arberry	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Bradoaks	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
16 #	Mitzi	Avila	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Plymouth	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
17 #	Caroline	Badalian	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Mayflower	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
18 #	Cristina	Barbosa	Teacher	Professional Development	7/1/22-6/30/23	CELC	NTE: 8 hrs. total	C-65000.0	003013	\$40.00/hr.	100%

B. Supplemental Hours/Special Assignments (continued)

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
19 #	Daniel	Barrios	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Clifton	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
20 #	Karla	Becerra	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Plymouth	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
21 #	Marisol	Bermudez Huerta	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Monroe	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
22 #	Marisol	Bermudez Huerta	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Monroe	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
23 #	Marisol	Bermudez Huerta	Teacher	Elementary substitute coverage rate.	8/26/22-6/7/23	Monroe	As needed.	G-00000.0	004100	\$70.00/d.	100%
24 #	Xia	Boyle	Teacher	Restorative Practice Day 1 and 2	8/11/22-8/12/22	Plymouth	NTE: 13 hrs. total	C-07301.0	004176	\$40.00/hr.	100%
25 #	Xia	Boyle	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Plymouth	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
26 #	Bethany	Burch-Delisi	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Mayflower	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
27 #	Carol	Burrill	Adult Ed Teacher	WASC Planning	9/15/22-4/30/23	Adult Ed.	NTE: 32 hrs. total	G-00000.0	003226	\$46.83/hr.	100%
28 #	Lorenia	Cabello	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Monroe	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
29 #	Lorenia	Cabello	Teacher	Edu Protocols	8/2/22	Monroe	NTE: 1 hr.	C-07301.0	004176	\$40.00/hr.	100%
30 #	Lorenia	Cabello	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Monroe	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
31 #	Gaby	Canedo	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Wild Rose	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
32 #	Gaby	Canedo	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Wild Rose	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
33 #	Kaitlin	Carels	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Monroe	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
34 #	Kaitlin	Carels	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Monroe	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
35 #	Ashley	Carroll	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Plymouth	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
36 #	Ann	Casey	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Mayflower	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
37 #	Sandra	Celis	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Wild Rose	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
38 #	Viviana	Cervantes	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Mayflower	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
39 #	Meihan	Chang	Teacher	Edu Protocols	8/2/22	MHS	NTE: 1 hr.	C-07301.0	004176	\$40.00/hr.	100%
40 #	Ying-Ping	Chee	Teacher	Capturing Kids' Hearts	8/11/22	Santa Fe	NTE: 7 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
41 #	Robin	Chicca	Teacher	Restorative Practice Day 1 and 2	8/11/22-8/12/22	MHS	NTE: 13 hrs. total	C-07301.0	004176	\$40.00/hr.	100%

B. Supplemental Hours/Special Assignments (continued)

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
42 #	Robin	Chicca	Teacher	Induction Mentor for new teacher	9/1/22-6/30/23	MHS	NTE: 10 hrs./wk.	C-62660.0	004179	\$40.00/hr.	100%
43 #	Steven	Cook	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Plymouth	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
44 #	James	Cortez	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Bradoaks	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
45 #	Joseph	Croft	Adult Ed Teacher	WASC Planning	9/15/22-4/30/23	Adult Ed.	NTE: 32 hrs. total	G-00000.0	003226	\$46.83/hr.	100%
46 #	Jeffrey	Crowell	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Plymouth	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
47 #	Kelly	Curtis	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Plymouth	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
48 #	Peter	Davis	Teacher	Induction Mentor for new teacher	9/1/22-6/30/23	MHS	NTE: 10 hrs./wk.	C-62660.0	004179	\$40.00/hr.	100%
49 #	Yeccenia	Delgado Lorenzo	Adult Ed Teacher	WASC Planning	9/15/22-4/30/23	Adult Ed.	NTE: 32 hrs. total	G-00000.0	003226	\$46.83/hr.	100%
50 #	Erinn	Dickinson	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Bradoaks	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
51 #	Jacqueline	Diep	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Plymouth	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
52 #	Lisa	Dols	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Plymouth	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
53 #	Lisa	Dols	Teacher	Restorative Practice Day 1 and 2	8/11/22-8/12/22	Plymouth	NTE: 13 hrs. total	C-07301.0	004176	\$40.00/hr.	100%
54 #	Sandra	Dominguez-Rivera	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Wild Rose	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
55 #	Steven	Dowdle	Adult Ed Teacher	WASC Planning	9/15/22-4/30/23	Adult Ed.	NTE: 32 hrs. total	G-00000.0	003226	\$42.62/hr.	100%
56 #	David	Duisberg	Adult Ed Teacher	WASC Planning	9/15/22-4/30/23	Adult Ed.	NTE: 32 hrs. total	G-00000.0	003226	\$38.68/hr.	100%
57 #	Melanie	Elliott	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Mayflower	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
58 #	Diana	Escutia De Jesus	Adult Ed Teacher	WASC Planning	9/15/22-4/30/23	Adult Ed.	NTE: 32 hrs. total	G-00000.0	003226	\$44.74/hr.	100%
59 #	Teri	Espinosa	Teacher	Capturing Kids' Hearts	8/11/22	Wild Rose	NTE: 3 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
60 #	Teri	Espinosa	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Wild Rose	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
61 #	Teri	Espinosa	Teacher	Elementary substitute coverage rate.	8/17/22-6/7/23	Wild Rose	As needed.	G-00000.0	004180	\$70.00/d.	100%
62 #	Tanya	Eveleth	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Plymouth	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
63 #	Heather	Gac	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Santa Fe	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
64 #	Heather	Gac	Teacher	Induction Mentor for new teacher	9/1/22-6/30/23	Santa Fe	NTE: 10 hrs./wk.	C-62660.0	004179	\$40.00/hr.	100%

B. Supplemental Hours/Special Assignments (continued)

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
65 #	Karla	Galindo	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Monroe	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
66 #	Karla	Galindo	Teacher	Induction Mentor for new teacher	9/1/22-6/30/23	Monroe	NTE: 10 hrs./wk.	C-62660.0	004179	\$40.00/hr.	100%
67 #	Karla	Galindo	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Monroe	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
68 #	Sandra	Gallegos	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Wild Rose	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
69 #	Sandra	Gallegos	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Wild Rose	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
70 #	Elizabeth	Garcia	Teacher	Restorative Practice Day 1	8/11/22	Mayflower	NTE: 7 hrs. total	C-07301.0	004176	\$40.00/hr.	100%
71 #	Elizabeth	Garcia	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Mayflower	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
72 #	Kimberly	Gero	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Bradoaks	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
73 #	Kimberly	Gero	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Bradoaks	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
74 #	Michael	Gibson	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Santa Fe	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
75 #	Michael	Gibson	Teacher	Complete additional IEP's due to vacancy.	8/29/22-6/30/22	Santa Fe	Hrly, as needed.	C-65000.0	003011	\$40.00/hr.	100%
76 #	Alicia	Glass	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Mayflower	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
77 #	Karen	Go	Teacher	Professional Development	7/1/22-6/30/23	CELC	NTE: 8 hrs. total	C-65000.0	003013	\$40.00/hr.	100%
78 #	Sara	Gonzalez Castro	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Bradoaks	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
79 #	Sara	Gonzalez Castro	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Bradoaks	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
80 #	Lafayette	Gooler	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Santa Fe	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
81 #	Emily	Gray	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Mayflower	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
82 #	Leticia	Guerrero	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Mayflower	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
83 #	Isabella	Guzman	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Monroe	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
84 #	Rachel	Hadden	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Wild Rose	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
85 #	Rachel	Hadden	Teacher	Capturing Kids' Hearts	8/11/22	Wild Rose	NTE: 7 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
86 #	David	Hart	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Santa Fe	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
87 #	Karen	Harvey	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Plymouth	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%

#-Ratification

C-Categorical Fund G-General Fund

B. Supplemental Hours/Special Assignments (continued)

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
88 #	Micaela	Hedden	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Monroe	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
89 #	Micaela	Hedden	Teacher	Ed. Tech: Paper/Digital Citizenship/Edu Protocols	8/1/22	Monroe	NTE: 3 hrs. total	C-07301.0	004176	\$40.00/hr.	100%
90 #	Micaela	Hedden	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Monroe	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
91 #	Anna	Hemingway	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Santa Fe	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
92 #	Andres	Hernandez	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Mayflower	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
93 #	Ivy	Hernandez	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Monroe	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
94 #	Monica	Hernandez	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Wild Rose	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
95 #	Monica	Hernandez	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Wild Rose	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
96 #	Tina	Hernandez	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Mayflower	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
97 #	Miriam	Herrera	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Monroe	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
98 #	Cynthia	High	Adult Ed Teacher	WASC Planning	9/15/22-4/30/23	Adult Ed.	NTE: 32 hrs. total	G-00000.0	003226	\$46.83/hr.	100%
99 #	Katrina	Ho	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Plymouth	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
100 #	Emily	Horn	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Monroe	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
101 #	Emily	Horn	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Monroe	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
102 #	Rebecca	Hsu	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Plymouth	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
103 #	Shannon	Hsu	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Plymouth	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
104 #	John-Damien	Huntley	Teacher	Edu Protocols	8/2/22	Santa Fe	NTE: 1 hr.	C-07301.0	004176	\$40.00/hr.	100%
105 #	Alicia	Ibarra	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Monroe	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
106 #	Erin	Iler	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Wild Rose	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
107 #	Erin	Iler	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Wild Rose	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
108 #	Gladys	Inda	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Monroe	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
109 #	Ronelle	Iniego	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Mayflower	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
110 #	Cendy	Iraheta	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Monroe	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%

B. Supplemental Hours/Special Assignments (continued)

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
111 #	Cendy	Iraheta	Teacher	Induction Mentor for new teacher	9/1/22-6/30/23	Monroe	NTE: 10 hrs./wk.	C-62660.0	004179	\$40.00/hr.	100%
112 #	Cendy	Iraheta	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Monroe	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
113 #	Adriana	Jacobo	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Bradoaks	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
114 #	Sarah	Jaramillo	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Wild Rose	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
115 #	Sarah	Jaramillo	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Wild Rose	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
116 #	Shannon	Johnson	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Bradoaks	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
117 #	Shannon	Johnson	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Bradoaks	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
118 #	Marina	Kagel-Dowling	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Mayflower	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
119 #	Maria	Keeth	Substitute Adult Ed Teacher	To substitute as needed.	9/6/22-6/8/23	Adult Ed.	Hrly, as needed.	C-63910.0	004165	\$40.00/hr.	100%
120 #	Kathleen	Kennedy	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Mayflower	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
121 #	Kawsaar	Kobaissi	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Wild Rose	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
122 #	Judith	Krauletz	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Clifton	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
123 #	Helen	Lee	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Bradoaks	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
124 #	Helen	Lee	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Bradoaks	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
125 #	Jill	Levengood	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Bradoaks	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
126 #	Jill	Levengood	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Bradoaks	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
127 #	Lorena	Loera	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Monroe	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
128 #	Lorena	Loera	Teacher	Elementary substitute coverage rate.	8/17/22-6/7/23	Wild Rose	As needed.	G-00000.0	004180	\$70.00/d.	100%
129 #	Lorena	Loera	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Monroe	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
130 #	Silvia	Loera Velasco	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Monroe	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
131 #	Silvia	Loera Velasco	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Monroe	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
132 #	Silvia	Loera Velasco	Teacher	Elementary substitute coverage rate.	8/26/22-6/7/23	Monroe	As needed.	G-00000.0	004100	\$70.00/d.	100%
133 #	Geovanna	Loeza	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Wild Rose	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%

B. Supplemental Hours/Special Assignments (continued)

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
134 #	Geovanna	Loeza	Teacher	Capturing Kids' Hearts	8/11/22	Wild Rose	NTE: 7 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
135 #	Maria	Lomelin	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Wild Rose	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
136 #	Maria	Lomelin	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Wild Rose	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
137 #	Maria	Lomelin	Teacher	Induction Mentor for new teacher	9/1/22-6/30/23	Wild Rose	NTE: 10 hrs./wk.	C-62660.0	004179	\$40.00/hr.	100%
138 #	Rhonda	Luna	Counselor	WASC Planning	9/15/22-4/30/23	Adult Ed.	NTE: 32 hrs. total	G-00000.0	003226	\$46.83/hr.	100%
139 #	Rhonda	Luna	Adult Ed Counselor	Adult Ed Counselor during evening hours.	8/23/22-4/27/23	Adult Ed.	NTE: 16 hrs./wk.	C-63910.0	003574	\$46.83/hr.	100%
140 #	Caitlin	Macdonald	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Mayflower	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
141 #	Caitlin	Macdonald	Teacher	Induction Mentor for new teacher	9/1/22-6/30/23	Mayflower	NTE: 10 hrs./wk.	C-62660.0	004179	\$40.00/hr.	100%
142 #	Teresa	Macias	Teacher	Capturing Kids' Hearts	8/12/22	Bradoaks	NTE: 7 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
143 #	Teresa	Macias	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Bradoaks	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
144 #	Christina	Malette	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Monroe	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
145 #	Christina	Malette	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Monroe	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
146 #	Paula	Mariscal	Teacher	Induction Mentor for new teacher	9/1/22-6/30/23	MHS	NTE: 10 hrs./wk.	C-62660.0	004179	\$40.00/hr.	100%
147 #	Jennifer	Mata	Teacher	Restorative Practice Day 1 and 2	8/11/22-8/12/22	Plymouth	NTE: 13 hrs. total	C-07301.0	004176	\$40.00/hr.	100%
148 #	Jennifer	Mata	Teacher	EL Supports and Scaffolds	8/2/22	Plymouth	NTE: 1 hr.	C-07105.0	004175	\$40.00/hr.	100%
149 #	Jennifer	Mata	Teacher	Curriculum Instruction Assessment Committee	9/1/22-6/30/23	Plymouth	NTE: 16 hrs. total	C-40350.0	002904	\$40.00/hr.	100%
150 #	Jennifer	Mata	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Plymouth	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
151 #	Kyle	McClure	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Mayflower	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
152 #	Randy	Medina	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Wild Rose	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
153 #	Randy	Medina	Teacher	Capturing Kids' Hearts	8/12/22	Wild Rose	NTE: 7 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
154 #	Randy	Medina	Teacher	Ed. Tech: Paper	8/1/22	Wild Rose	NTE: 1 hr.	C-07301.0	004176	\$40.00/hr.	100%
155 #	Alison	Meloserdoff	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Wild Rose	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
156 #	Alison	Meloserdoff	Teacher	Elementary substitute coverage rate.	8/17/22-6/7/23	Wild Rose	As needed.	G-00000.0	004180	\$70.00/d.	100%

B. Supplemental Hours/Special Assignments (continued)

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
157 #	Alison	Meloserdoff	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Wild Rose	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
158 #	Jennifer	Menlove	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Wild Rose	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
159 #	Jennifer	Menlove	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Wild Rose	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
160 #	Chad	Miller	Adult Ed Teacher	WASC Planning	9/15/22-4/30/23	Adult Ed.	NTE: 32 hrs. total	G-00000.0	003226	\$38.68/hr.	100%
161 #	Chad	Miller	Teacher	Curriculum Instruction Assessment Committee	8/1/22-6/30/23	Mountain Park	NTE: 16 hrs. total	C-40350.0	002615	\$38.68/hr.	100%
162 #	Jennifer	Miura	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Plymouth	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
163 #	Sharon	Naugle	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Wild Rose	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
164 #	Sharon	Naugle	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Wild Rose	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
165 #	Sharron	Naugle	Teacher	Induction Mentor for new teacher	9/1/22-6/30/23	Wild Rose	NTE: 10 hrs./wk.	C-62660.0	004179	\$40.00/hr.	100%
166 #	Aimee	Newell	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Mayflower	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
167 #	Robin	Noble Dolan	Adult Ed Teacher	WASC Planning	9/15/22-4/30/23	Adult Ed.	NTE: 32 hrs. total	G-00000.0	003226	\$46.83/hr.	100%
168 #	Ross	October	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Bradoaks	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
169 #	Derek	Ong	Teacher	Restorative Practice Day 1 and 2	8/11/22-8/12/22	MHS	NTE: 13 hrs. total	C-07301.0	004176	\$40.00/hr.	100%
170 #	Marlen	Ordaz	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Monroe	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
171 #	Marlen	Ordaz	Teacher	Edu Protocols	8/2/22	Monroe	NTE: 1 hr.	C-07301.0	004176	\$40.00/hr.	100%
172 #	Marlen	Ordaz	Teacher	EL Supports and Scaffolds	8/2/22	Monroe	NTE: 1 hr.	C-07105.0	004175	\$40.00/hr.	100%
173 #	Marlen	Ordaz	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Monroe	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
174 #	Alma	Padilla	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Bradoaks	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
175 #	Alma	Padilla	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Bradoaks	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
176 #	Henry	Paiz	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Monroe	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
177 #	Heather	Povinelli	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Bradoaks	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
178 #	Heather	Povinelli	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Bradoaks	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
179 #	Joanna	Prather	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Wild Rose	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%

B. Supplemental Hours/Special Assignments (continued)

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
180 #	Joanna	Prather	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Bradoaks	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
181 #	Jennifer	Pratt	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Mayflower	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
182 #	Eileen	Purtell	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Mayflower	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
183 #	Virginia	Recendez	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Monroe	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
184 #	Virginia	Recendez	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Monroe	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
185 #	Sheela	Reed	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Bradoaks	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
186 #	Sheena	Rehaume	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Plymouth	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
187 #	Susana	Reveles	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Plymouth	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
188 #	John	Riccio	Adult Ed Teacher	WASC Planning	9/15/22-4/30/23	Adult Ed.	NTE: 32 hrs. total	G-00000.0	003226	\$46.83/hr.	100%
189 #	Traci	Robinson	Teacher	2/Ed Tech: Paper/Digital Citizenship/Edu Protocols	8/1/22-8/12/22	Plymouth	NTE: 16 hrs. total	C-07301.0	004176	\$40.00/hr.	100%
190 #	Traci	Robinson	Teacher	EL Supports and Scaffolds	8/2/22	Plymouth	NTE: 1 hr.	C-07105.0	004175	\$40.00/hr.	100%
191 #	Traci	Robinson	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Plymouth	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
192 #	Raylynn	Roland	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Mayflower	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
193 #	Darcy	Ross	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Wild Rose	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
194 #	Darcy	Ross	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Wild Rose	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
195 #	David	Ross	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Bradoaks	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
196 #	David	Ross	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Bradoaks	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
197 #	Tedese	Ross	Adult Ed Teacher	WASC Planning	9/15/22-4/30/23	Adult Ed.	NTE: 32 hrs. total	G-00000.0	003226	\$46.83/hr.	100%
198 #	Danyelle	Rucker	Adult Ed Teacher	WASC Planning	9/15/22-4/30/23	Adult Ed.	NTE: 32 hrs. total	G-00000.0	003226	\$38.68/hr.	100%
199 #	Danyelle	Rucker	Teacher	Induction Mentor for new teacher	9/1/22-6/30/23	MHS	NTE: 10 hrs./wk.	C-62660.0	004179	\$40.00/hr.	100%
200 #	Mackenzie	Salsman	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Mayflower	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
201 #	Jackie	Sanchez	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Mayflower	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
202 #	Tamara	Sharova	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Plymouth	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%

B. Supplemental Hours/Special Assignments (continued)

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
203 #	Tamara	Sharova	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Mayflower	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
204 #	Rebecca	Shaver	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Mayflower	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
205 #	Tonya	Sherman	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Bradoaks	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
206 #	Tonya	Sherman	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Bradoaks	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
207 #	Tonya	Sherman	Teacher	EL Supports and Scaffolds	8/2/22	Bradoaks	NTE: 1 hr.	C-07105.0	004175	\$40.00/hr.	100%
208 #	Tonya	Sherman	Teacher	Edu Protocols	8/2/22	Bradoaks	NTE: 1 hr.	C-07301.0	004176	\$40.00/hr.	100%
209 #	Carol	Sieh	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Plymouth	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
210 #	Diana	Soto	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Monroe	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
211 #	Diana	Soto	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Monroe	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
212 #	Wendy	Stewart	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Plymouth	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
213 #	Charles	Taddei	Substitute Adult Ed Teacher	To substitute as needed.	8/29/22-6/5/23	Adult Ed.	Hrly, as needed.	C-63910.0 C-39050.0	004165	\$44.74/hr.	50% 50%
214 #	Richard	Thibault	Adult Ed Teacher	WASC Planning	9/15/22-4/30/23	Adult Ed.	NTE: 32 hrs. total	G-00000.0	003226	\$42.62/hr.	100%
215 #	Ana	Torres	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Monroe	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
216 #	Mark	Tremper	Adult Ed Teacher	WASC Planning	9/15/22-4/30/23	Adult Ed.	NTE: 32 hrs. total	G-00000.0	003226	\$46.83/hr.	100%
217 #	Karina	Trujillo	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Monroe	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
218 #	Jennifer	Tubbs	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Wild Rose	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
219 #	Jennifer	Tubbs	Teacher	Restorative Practice Day 1	8/11/22	Wild Rose	NTE: 7 hrs. total	C-07301.0	004176	\$40.00/hr.	100%
220 #	Jennifer	Tubbs	Teacher	Edu Protocols	8/2/22	Wild Rose	NTE: 1 hr.	C-07301.0	004176	\$40.00/hr.	100%
221 #	Jennifer	Tubbs	Teacher	EL Supports and Scaffolds	8/2/22	Wild Rose	NTE: 1 hr.	C-07105.0	004175	\$40.00/hr.	100%
222 #	Jennifer	Tubbs	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Wild Rose	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
223 #	Wendy	Urban	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Monroe	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
224 #	Wendy	Urban	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Monroe	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
225 #	Shannon	Varner	Teacher	Restorative Practice Day 1 and 2	8/11/22-8/12/22	Plymouth	NTE: 13 hrs. total	C-07301.0	004176	\$40.00/hr.	100%

B. Supplemental Hours/Special Assignments (continued)

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
226 #	Shannon	Varner	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Plymouth	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
227 #	Amanda	Velez-Buck	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Wild Rose	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
228 #	Amanda	Velez-Buck	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Wild Rose	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
229 #	Kathy	Watchman	Teacher	Capturing Kids' Hearts	8/11/22-8/12/22	Bradoaks	NTE: 14 hrs. total	C-07102.0	004174	\$40.00/hr.	100%
230 #	Kathy	Watchman	Teacher	Ed. Tech: Paper/Digital Citizenship/Edu Protocols	8/1/22-8/2/22	Bradoaks	NTE: 3 hrs. total	C-07301.0	004176	\$40.00/hr.	100%
231 #	Kathy	Watchman	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Bradoaks	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
232 #	Trinity	Wedgworth	Teacher	Restorative Practice Day 1 and 2	8/11/22-8/12/22	MHS	NTE: 13 hrs. total	C-07301.0	004176	\$40.00/hr.	100%
233 #	Alan	Whitaker	Adult Ed Teacher	WASC Planning	9/15/22-4/30/23	Adult Ed.	NTE: 32 hrs. total	G-00000.0	003226	\$46.83/hr.	100%
234 #	Jennifer	Wiley-Magana	Teacher	Complete additional IEP's due to vacancy.	8/29/22-6/30/22	Santa Fe	Hrly, as needed.	C-65000.0	003011	\$40.00/hr.	100%
235 #	Dana	Williams	Teacher	Induction Mentor for new teacher	9/1/22-6/30/23	MHS	NTE: 10 hrs./wk.	C-62660.0	004179	\$40.00/hr.	100%
236 #	Dana	Williams	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Plymouth	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
237 #	Gloria	Yingling	Teacher	Fluency & MAP Growth Assessments	9/1/22-9/30/22	Wild Rose	NTE: 2.5 hrs./wk.	C-07102.0	003763	\$40.00/hr.	100%
238 #	Sheng	Zhang	Teacher	Restorative Practice Day 1	8/11/22	Santa Fe	NTE: 7 hrs. total	C-07301.0	004176	\$40.00/hr.	100%

C. Leaves of Absences

First Name	Last Name	Classification	Action	Effective	Site
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None

D. Terminations

	First Name	Last Name	Classification	Action	Effective	Site
239 #	Fabiola	De La Torre-Sanchez	Teacher	Voluntary resignation.	9/30/22	M.H.S.

E. Other

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
240 #	Douglas	Butler	Teacher	Approve stipend Master Teacher (Cal Poly, Pomona Student).	Spring 2022 semester	M.H.S.		G-00000.0	000002	NTE \$350. stipend	100%
241 #	Robert	Cady	Teacher	Approve 6th Period Assignment	8/17/22-6/7/23	Clifton		G-00000.0	001295	Equivalent preparation time to take place outside the regular work day. Salary will increase 16.67%. (MTA contract)	
242 #	Brandon	Equils	Teacher	Approve stipend Master Teacher (USC Student).	Spring 2022 semester	M.H.S.		G-00000.0	000002	NTE \$500. stipend	100%
243 #	Maria	Lomelin	Teacher	Approve stipend Master Teacher (University of LaVerne Student).	Spring 2022 semester	Wild Rose		G-00000.0	000001	NTE \$400. stipend	100%
244 #	Alison	Meloserdoff	Teacher	Approve stipend Master Teacher (University of LaVerne Student).	Spring 2022 semester	Wild Rose		G-00000.0	000001	NTE \$300. stipend	100%
245 #	Rochelle	Munoz	Teacher	Approve transfer from COHS.	8/22/2022	Plymouth		G-00000.0	000199	T-006/15	100%

E. Other - Volunteers

	First Name	Last Name	Classification	Action	Effective	Site
246 #	Melanie	Ameele	Volunteer I	Approve	9/23/2022	Clifton MS, Monroe ES
247 #	Adam	Bain	Volunteer I	Approve	9/27/2022	Mayflower ES
248 #	Nicole	Buono	Volunteer I	Approve	9/19/2022	Clifton MS, Mayflower ES
249 #	William	Card	Volunteer II	Approve	9/27/2022	Clifton MS
250 #	Mary Anne	Carnahan	Volunteer I	Approve	9/23/2022	Wild Rose ES
251 #	Douglas	Castilleja	Volunteer II	Approve	9/20/2022	Clifton MS, MHS
252 #	Robin	Chicca	Volunteer I	Approve	9/27/2022	MHS, Wild Rose ES
253 #	Pamela	Cornejo	Volunteer I	Approve	9/22/2022	Plymouth ES, Village
254 #	Heidi	Crow	Volunteer I	Approve	9/28/2022	Mayflower ES, MHS
255 #	George	Cruz	Volunteer I	Approve	9/22/2022	Clifton MS, Mayflower ES
256 #	Kyla	Davis-Burton	Volunteer I	Approve	9/23/2022	Monroe ES
257 #	Daniele	Deets	Volunteer I	Approve	9/23/2022	Clifton MS, Mayflower ES

E. Other - Volunteers (continued)

	First Name	Last Name	Classification	Action	Effective	Site
258 #	Brandon	Dunn	Volunteer I	Approve	9/28/2022	Mayflower ES
259 #	Kira	Feik	Volunteer I	Approve	9/23/2022	Monroe ES, Wild Rose ES
260 #	Tanida	Huang	Volunteer II	Approve	9/21/2022	Clifton MS, MHS
261 #	Tiffany	Jackson	Volunteer I	Approve	9/27/2022	Wild Rose ES
262 #	Vitria	Karyoatmodjo	Volunteer I	Approve	9/22/2022	Mayflower ES
263 #	Alison	Kizu-Blair	Volunteer I	Approve	9/26/2022	Plymouth ES
264 #	Jennifer	Overhoff	Volunteer I	Approve	9/27/2022	Clifton MS, MHS
265 #	Jenna	Oylite	Volunteer I	Approve	9/26/2022	Village, Wild Rose ES
266 #	Dale	Slaughter	Volunteer I	Approve	9/26/2022	Clifton MS
267 #	Lia	Strano	Volunteer I	Approve	9/22/2022	Clifton MS, Mayflower ES
268 #	Lawren	Ward	Volunteer I	Approve	9/19/2022	Wild Rose ES
269 #	Tiffany	Westra	Volunteer I	Approve	9/22/2022	Clifton MS, MHS, Monroe ES
270 #	Carolina	Wisda	Volunteer I	Approve	9/19/2022	CELC
271 #	Natalie	Yohn	Volunteer I	Approve	9/19/2022	Bradoaks ES

MONROVIA UNIFIED SCHOOL DISTRICT
Personnel Assignment Report #6

EMPLOYMENTS, LEAVES OF ABSENCE, RESIGNATIONS, CHANGES OF STATUS, OTHER (CLASSIFIED)

A. Employments

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
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None

B. Supplemental Hours/Special Assignments

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
1	# Maria	Ayala	Provisional Preschool Developmental Aide	CELC	Employ: Provisional assignment to fill a vacancy.	\$20.26/hr.	15	6	NTE: 3 hours daily; NTE: 90 days total.	10/3/22-3/3/23	002243	C 61050.0	100%
2	# Victoria	Banuelos	Substitute Senior Account Clerk	Fiscal Services	Employ: To substitute in vacant payroll position as needed.	\$25.32/hr.	26	5	NTE: 80 hours as needed.	10/1/22-12/31/22	003495	G 00000.0	100%
3	# Maria	Barnes	Lead Bus Driver Extra Hours	M.H.S.	Employ: Monitor parking for TPAC Rental - Fellowship Sunday church service.	\$27.94/hr.	28	6	NTE: 300 hours total.	9/18/22-6/25/23	003495	C 90221.0	100%
4	# Maria	Beller	Provisional Preschool Developmental Aide	CELC	Employ: Provisional assignment to fill a vacancy.	\$20.26/hr.	15	6	NTE: 3 hours daily; NTE: 90 days total.	10/3/22-3/3/23	002243	C 61050.0	100%
5	# Araceli	Briones	School Office Manager Extra Hours	Monroe	Employ: Start of school, registration, end of school closing, and as needed.	\$24.10/hr.	26	4	NTE: 8 hours per day.	8/1/22-6/30/23	004173	C 32170.0	100%
6	# Araceli	Briones	School Office Manager Extra Hours	Monroe	Employ: Instructional preparation - distribute curriculum, supplies and classroom set up.	\$24.10/hr.	26	4	NTE: 8 hours per day.	8/1/22-8/17/22	004173	C 32170.0	100%
7	# Marlene	Castillo	Provisional Preschool Developmental Aide	CELC	Employ: Provisional assignment to fill a vacancy.	\$21.89/hr.	5-D	6	NTE: 3 hours daily; NTE: 90 days total.	10/3/22-3/3/23	002243	C 61050.0	100%
8	# Christine	Caudillo	Provisional Preschool Developmental Aide	CELC	Employ: Provisional assignment to fill a vacancy.	\$21.89/hr.	5-D	6	NTE: 3 hours daily; NTE: 90 days total.	10/3/22-3/3/23	002243	C 61050.0	100%
9	# Hailee	Chiu	Student Worker	M.H.S.	Employ: Transition Partnership Program	\$15.00/hr.	Flat	Rate	NTE: 100 hours total.	9/15/22-12/30/22	002441	C 34100.0	100%
10	# Mauro	Dela Torre	Head Custodian III Extra Hours	M.H.S./ T-PAC	Employ: Fellowship Monrovia Church Services and T-PAC rental events.	\$28.64/hr.	29	6	Hourly, as needed.	7/1/22-6/30/23	002726	C 90221.0	100%
11	# Adriana	Florio	Custodian Extra Hours	Monroe	Employ: Alarm calls.	\$23.51/hr.	21	6	Hourly, as needed.	8/17/22-6/30/23	002852	G 00000.0	100%
12	# Adriana	Florio	Custodian Extra Hours	Monroe	Employ: School events.	\$23.51/hr.	21	6	Hourly, as needed.	8/1/22-6/30/23	003697	C 07102.0	100%
13	# Steven	Fonseca	Instructional Aide - Severe Disabilities Extra Hours	Santa Fe	Employ: Summer Music & Theater Institute Program.	\$17.90/hr.	18	2	NTE: 4 hours per day.	8/8/22-8/12/22	003842	C 65000.0	100%
14	# Nicholas	Gimenez	School/Community Liaison Extra Hours	Monroe	Employ: Additional office support as needed.	\$18.35/hr.	19	2	NTE: 8 hours per day.	8/1/22-6/30/23	004169	C 32170.0	100%

Ratification
* Correction
G General Fund
C Categorical Fund

B. Supplemental Hours/Special Assignments (continued)

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
15	# Nicholas	Gimenez	School/Community Liaison Extra Hours	Monroe	Employ: Instructional preparation - distribute curriculum, supplies and classroom set up.	\$18.35/hr.	19	2	NTE: 8 hours per day.	8/1/22-8/17/22	004170	C 32170.0	100%
16	# Veronica	Gonzalez	Head Custodian II Extra Hours	District-wide	Employ: Community service.	\$22.93/hr.	26	3	Hourly, as needed.	9/7/22-6/30/23	003237	G 00000.0	100%
17	# Isaiah	Gutierrez	Student Worker	M.H.S.	Employ: WorkAbility I	\$15.00/hr.	Flat	Rate	NTE: 50 hours total.	9/12/22-12/30/22	002431	C 65200.0	100%
18	# Helen	Hernandez	Library Technician I Extra Hours	Wild Rose	Employ: Barcoding, cataloging, organizing student library materials in vacant position.	\$24.10/hr.	22	6	NTE: 5 hours per day.	9/1/22-6/7/23	004178	G 00000.0	100%
19	# Diana	Hernandez Hernandez	Substitute Instructional Aide - Kindergarten	Wild Rose	Employ: To substitute as needed during the 2022-23 school year.	\$16.63/hr.	15	2	NTE: 5 hours per day.	9/1/22-6/7/23	004055	G 00000.0	100%
20	# Maria	Hernandez Martinez	Student Worker	M.H.S.	Employ: WorkAbility I	\$15.00/hr.	Flat	Rate	NTE: 50 hours total.	9/13/22-12/30/22	002431	C 65200.0	100%
21	# Aja	Jones	Health Assistant II Extra Hours	VESP	Employ: Assist with medical care of student enrolled in VESP.	\$25.32/hr.	26	5	NTE: 5 hours per week.	9/12/22-6/7/23	004177	C 60100.0	100%
22	# Brian	Jones	Substitute Preschool Developmental Aide	CELC	Employ: To substitute as needed during the 2022-23 school year.	\$20.26/hr.	15	6	NTE: 6 hours per day.	9/12/22-6/30/23	000678	C 61050.0	100%
23	# Diana	Lee	Ltd. Term Assistant Food Service Manager Extra Hours	M.H.S.	Employ: Additional support as needed during the 2022-23 school year.	\$20.26/hr.	19	4	NTE: 8 hours per day.	8/15/22-6/7/23	002830	C 53100.0	100%
24	# Suzanne	Linder	Substitute After School Activity Leader	VESP	Employ: To substitute as needed during the 2022-23 school year.	\$16.63/hr.	15	2	NTE: 13.75 hours per week.	9/12/22-6/7/23	000299	C 60100.0	100%
25	# Cynthia	Liska	Provisional Instructional Aide - Special Education	District-wide	Employ: Provisional assignment to fill a vacancy.	\$21.29/hr.	17	6	NTE: 3 hours daily; NTE: 90 days total.	10/3/22-3/6/23	003995	C 61050.0	100%
26	# Rocio	Magdaleno-Andrade	Substitute Instructional Aide - Kindergarten	Bradoaks	Employ: To substitute as needed during the 2022-23 school year and to assist with assessment and prep.	\$20.26/hr.	15	6	NTE: 3 hours per day.	8/17/22-6/9/23	002808	C 30100.0	100%
27	# Rosa	Manriquez	Ltd. Term Assistant Food Service Manager Extra Hours	M.H.S.	Employ: Additional support as needed during the 2022-23 school year.	\$20.65/hr.	10-G	2	NTE: 8 hours per day.	8/15/22-6/7/23	002830	C 53100.0	100%
28	# Kayla	Monterroza	Provisional Preschool Developmental Aide	CELC	Employ: Provisional assignment to fill a vacancy.	\$19.09/hr.	3-D	4	NTE: 3 hours daily; NTE: 90 days total.	10/3/22-3/3/23	002243	C 61050.0	100%
29	# Imanol	Moreno	Student Worker	M.H.S.	Employ: WorkAbility I	\$15.00/hr.	Flat	Rate	NTE: 50 hours total.	9/12/22-12/30/22	002431	C 65200.0	100%

Ratification
* Correction
G General Fund
C Categorical Fund

B. Supplemental Hours/Special Assignments (continued)

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
30	# Sonia	Obregon	Campus Assistant Extra Hours	Monroe	Employ: Additional support as needed during the 2022-23 school year.	\$19.28/hr.	15	5	NTE: 46 hours total.	8/17/22-6/8/23	004164	C 32170.0	100%
31	# Maria	Ornelas	Campus Assistant Extra Hours	Monroe	Employ: Additional support as needed during the 2022-23 school year.	\$20.26/hr.	15	6	NTE: 46 hours total.	8/17/22-6/8/23	004164	C 32170.0	100%
32	# Barbara	Orozco	Substitute School Office Manager	Plymouth	Employ: To substitute as needed during the 2022-23 school year.	\$20.77/hr.	22	3	NTE: 2 hours per day.	8/17/22-6/14/23	000682	G 00000.0	100%
33	# Barbara	Orozco	Clerical Assistant III Extra Hours	Plymouth	Employ: Interpreter for Parent Teacher conferences.	\$20.77/hr.	22	3	NTE: 3 hours per day.	10/3/22-3/10/23	003382	C 07102.0	100%
34	# Elizabeth	Orozco	Clerical Assistant III Extra Hours	Santa Fe	Employ: To assist with COVID reporting.	\$22.93/hr.	22	5	Hourly, as needed.	8/17/22-6/7/23	004083	C 58300.0	100%
35	# Natalie	Ridley	Provisional Instructional Aide - Special Education	District-wide	Employ: Provisional assignment to fill a vacancy.	\$21.29/hr.	17	6	NTE: 3 hours daily; NTE: 90 days total.	10/3/22-3/3/23	003995	C 61050.0	100%
36	# Brenda	Rojas	Campus Assistant Extra Hours	Monroe	Employ: Instructional preparation - distribute curriculum, supplies and classroom set up.	\$15.53/hr.	4	6	NTE: 8 hours per day.	8/1/22-8/17/22	004164	C 32170.0	100%
37	# Yoceli	Romero	Substitute After School Activity Leader	VESP	Employ: To substitute as needed during the 2022-23 school year.	\$16.63/hr.	15	2	NTE: 3.5 hours per day.	9/15/22-6/7/23	000299	C 60100.0	100%
38	# Frederick	Saiz	Head Custodian I Extra Hours	Monroe	Employ: School events.	\$25.32/hr.	24	6	Hourly, as needed.	8/17/22-6/30/23	004171	C 07102.0	100%
39	# Frederick	Saiz	Head Custodian I Extra Hours	Monroe	Employ: Alarm calls.	\$25.32/hr.	24	6	Hourly, as needed.	8/17/22-6/30/23	003723	G 00000.0	100%
40	# Lydia	Sanchez	Instructional Aide - Kindergarten Extra Hours	Monroe	Employ: Instructional preparation - distribute curriculum, supplies and classroom set up.	\$16.63/hr.	15	2	NTE: 8 hours per day.	8/1/22-8/17/22	004164	C 32170.0	100%
41	# Diane	Sandoval	Library Technician I Extra Hours	Monroe	Employ: Additional support as needed during the 2022-23 school year.	\$24.10/hr.	22	6	NTE: 8 hours per day.	8/1/22-6/30/23	004172	C 32170.0	100%
42	# Maria	Secaira-Molina	Campus Assistant Extra Hours	Monroe	Employ: Instructional preparation - distribute curriculum, supplies and classroom set up.	\$15.53/hr.	4	6	NTE: 8 hours per day.	8/1/22-8/17/22	004164	C 32170.0	100%
43	# Jose	Simuta	Custodian Extra Hours	District-wide	Employ: Community service.	\$23.51/hr.	21	6	Hourly, as needed.	7/1/22-6/30/23	003237	G 00000.0	100%
44	# Jose	Simuta	Interpreter	District-wide	Employ: Interpret for Special Ed parent meetings, IEPs, Assessments, etc.	\$27.00/hr.	Flat	Rate	Hourly, as needed.	9/6/22-6/30/23	002853	C 65000.0	100%

B. Supplemental Hours/Special Assignments (continued)

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
45	# Patti	Stevenson	Campus Assistant Extra Hours	Monroe	Employ: Instructional preparation - distribute curriculum, supplies and classroom set up.	\$15.53/hr.	4	6	NTE: 8 hours per day.	8/1/22-8/17/22	004164	C 32170.0	100%
46	# Rosemary	Torres	Clerical Assistant I Extra Hours	Monroe	Employ: Additional support as needed during the 2022-23 school year.	\$21.29/hr.	17	6	Hourly, as needed.	8/17/22-6/30/23	004170	C 32170.0	100%
47	# Jonathan	Trujillo	Custodian Extra Hours	District-wide	Employ: Community service.	\$19.28/hr.	21	2	Hourly, as needed.	7/1/22-6/7/23	000590	G 00000.0	100%
48	# Nasim	Vaid	Provisional Instructional Aide - Special Education	District-wide	Employ: Provisional assignment to fill a vacancy.	\$20.26/hr.	17	5	NTE: 3 hours daily; NTE: 90 days total.	10/3/22-3/3/23	003995	C 61050.0	100%
49	# Kim	Wilson-Petulla	Substitute Instructional Aide - Special Education	District-wide	Employ: To substitute as needed during the 2022-23 school year.	\$21.29/hr.	17	6	NTE: 3 hours per day.	8/17/22-6/7/23	002246	C 65000.0	100%

C. Leaves of Absence

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
50	# Laura	Fata	Instructional Aide - Special Ed.	M.H.S.	Approve: Unpaid Leave of Absence.	\$2767.59/mo	17	6	6 hr./d.; 9 mo./yr.	9/19/22-12/12/22	003483	C 65000.0	100%

D. Resignations

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
51	# Victoria	Banuelos	Senior Account Clerk	Fiscal Services	Voluntary resignation.	\$4412.05/mo	26-H	5	8 hr./d.; 12 mo./yr.	9/30/2022	000083	G 00000.0	100%
52	# Claudia	Garcia	Clerical Assistant I	Mayflower	Voluntary resignation.	\$19.28/hr.	17	4	3 hr./d.; 9 mo./yr.	9/22/2022	000869	G 00000.0	100%

E. Changes of Status

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
53	# Alicia	Escobedo	Production Center Manager - MHS	M.H.S.	Increase in number of months worked based on site need.	\$5345.18/mo	60-G	6	8 hr./d.; 12 mo./yr.	9/20/2022	000380	C 53100.0	100%
54	# Gustavo	Olguin	Public Information Officer	Supt. Office	Change of funding.	\$7530.22/mo	25-S	3	8 hr./d.; 12 mo./yr.	7/1/2022	004066	C 07303.0	100%

Ratification
* Correction
G General Fund
C Categorical Fund

F. Other

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Effective	Position	Program	Percent
	None									

Agenda Item Details

Meeting Date: 2022-10-12 18:30:00

AGENDA ITEM TITLE:

9. 22/23-3029 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL

RECOMMENDATION

The Board of Education is requested to approve Travel and Conference Report #6.

Rationale:

All personnel travel and conference/in-service attendance are routinely reviewed and approved by the Board of Education.

ATTACHMENTS

- [10122022TravelConference.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT
Conference/Inservice Attendance and Travel
Report # 6

GROUP A (Within budget. For maintenance and/or improvement of district programs)

- 1/ CSBA Brown Act Training.
Annual Conference
October 20, 2022; Rancho Cucamonga, CA
Account#: 01.0-00000.0.00000-71500-5220-6010012
Estimated cost: \$285.38
(Registration: \$250.00; Mileage: \$35.38)

Liana Beserra, Administrative Assistant to the Superintendent.

GROUP B (Not within budget. Budget transfer required)

None

GROUP C (Within budget of Federal/Special programs)

- 2/ Student Records Compliance Workshop
Sherman Garnett & Associates
October 26, 2022; San Gabriel USD.
Account#: 01.4-07301.0.00000-27000-5220-6003500
Estimated cost: \$205.25
(Registration: \$200.00; Mileage: \$5.75)

Araceli Briones, School Office Manager, Monroe, ES.
Thomas Bogdon, School Office Manager, Wild Rose, ES.
Dr. Kimberly Cabrera, Director of Student Support Services, ES.
Kristine Gomez-Brenes, Clerical Assistant III, Clifton MS.
Desiree Harbaugh, Library Technician, Plymouth ES.
Amy Martinez, School Office Manager, CELC.
Carolyn Mendez, School Office Manager, Bradoaks ES.
Tamara Morrison, School Office Manager, Mayflower, ES.
Barbara Orozco, Clerical Assistant III, Canyon Oaks High School.
Elizabeth Orozco, Clerical Assistant III, Santa Fe MS.
Eva Puccio, Clerical Assistant III, Dept. of Special Education.
Felicia Richardson, High School Registrar, Monrovia HS.
Luisa Sanchez, Clerical Assistant III, Canyon Oaks High School.

GROUP D

(No cost to District)

Agenda Item Details

Meeting Date: 2022-10-12 18:30:00

AGENDA ITEM TITLE:

10. 22/23-3032- QUARTERLY UNIFORM COMPLAINT

RECOMMENDATION

The Board of Education is requested to receive a quarterly Williams Uniform Complaint report.

Rationale:

This quarterly report to the Board of Education will be used to summarize any complaints addressing insufficient instructional materials, teacher vacancies and/or misassignment, and emergency or urgent facility conditions for the period of July 1 to September 30, 2022.

Background:

Education Code 35186 requires school districts to report publicly on a quarterly basis at a regularly scheduled meeting of the Governing Board any Uniform Complaints addressing insufficient instructional materials, teacher vacancies and/or misassignment, and emergency or urgent facility conditions reported to the District. A copy of this report will be sent to the county superintendent.

Additional Information:

A copy of the report is attached.

ATTACHMENTS

- [1ST QUARTER 2022 UCP Reporting Form .pdf](#)



**Los Angeles County
Office of Education**
Serving Students • Supporting Communities
Leading Educators

**Williams Lawsuit Settlement
Quarterly Report on Uniform Complaints 2022-2023**

District Name: Monrovia Unified School District

Date: 10/04/2022

Person completing this form: Greg Puccia Ed. D

Title: Assistant Superintendent, HR

Quarter covered by this report (Check One Below):

- 1st QTR July 1 to September 30 Due 14-Oct 2022
- 2nd QTR October 1 to December 31 Due 13- Jan 2023
- 3rd QTR January 1 to March 31 Due 14-Apr 2023
- 4th QTR April 1 to June 30 Due 14-Jul 2023


Date for information to be reported publicly at governing board meeting: 10/12/2022

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 Ryan D. Smith, Ed. D.

Signature of District Superintendent 

Date 10/5/22

Return the **Quarterly Summary** to:
Williams Legislation Implementation Project
Los Angeles County Office of Education
c/o Astrid Gonzalez, Williams Settlement Legislation
9300 Imperial Highway, ASM/Williams ECW 283
Downey, CA 90242

Telephone: (562) 922-6393
FAX: (562) 803-8325
E-Mail: Gonzalez_Astrid@lacoed.edu

Agenda Item Details

Meeting Date: 2022-10-12 18:30:00

AGENDA ITEM TITLE:

11. 22/23 3033- APPROVAL OF CONTRACT WITH SYTECH SOLUTIONS

RECOMMENDATION

The Board of Education is requested to approve the quote from Sytech Solutions for records management services for the District.

Rationale:

SyTech Solutions (SyTech) is a leading document management solutions provider and has over 22 years of experience completing conversion projects for public and private agencies statewide. SyTech utilizes a streamlined conversion process that maximizes image quality and batch management, all while providing efficient project management.

Background:

SyTech will provide document management services, including converting and hosting student records currently stored at the Warehouse and Human Resources Dept. SyTech Solutions (SyTech) will scan and electronically organize these records into an efficient, streamlined & manageable database and upload them to the vendor software platform "1DocStop" for district access and use. This process will save valuable storage space, provide a backup copy of vital information, and allow staff to access records efficiently.

Additional Information:

A copy of the quote is attached.

ATTACHMENTS

- [Sytech pricing.pdf](#)



PRICE QUOTE A

SyTech Solutions
 Casey Morris
 8930 Big Horn Blvd
 Elk Grove CA 95758
 (916) 381-3010 x224

cmorris@sytechsolutions.com
www.sytechsolutions.com

Customer: Monrovia Unified School District
Contact: Greg Puccia
Date: 9/19/2022

Project Description

SyTech will provide scanning and indexing of an estimated 300 boxes of student records located in the warehouse (278 boxes) and the spare office (22 boxes). Records will be indexed by first name, last name, and date of birth. It is okay to cut folders for processing. Records will be uploaded to 1DocStop. Scanning to take place at SyTech's Elk Grove facility.

Student Records

Quantity	Units	Service or Product	Unit Price	Extended Price
1	Instance	Courier Service	\$150.00	\$150.00
40	Boxes	(Optional) Boxing of records in file cabinets and providing boxes	\$4.50	\$180.00
1,200	Hours	Document Preparation	\$18.00	\$21,600.00
765,000	Images	Document Scanning	\$0.055	\$42,075.00
535,500	Keystrokes	Indexing (FN, LN, DOB)	\$0.005	\$2,677.50
300	Boxes	(Optional) Box Destruction	\$6.00	\$1,800.00
	Month	(Optional) Box Storage (per box/month)	\$1.00	
12	Months	1DocStop (additional department)	\$175.00	\$2,100.00
			Total	\$70,582.50

The pricing specified above is based on the quantity estimated. Should the actual quantities change, pricing will be adjusted accordingly. SyTech offers additional technical services and support. A complete SyTech pricing list for service and installation upgrade options can be provided upon request. Pricing does not include any applicable taxes.

Agenda Item Details

Meeting Date: 2022-10-12 18:30:00

AGENDA ITEM TITLE:

12. 22/23-5020 AGREEMENT WITH LEARNER-CENTERED COLLABORATIVE

RECOMMENDATION

The Board of Education is requested to ratify an agreement with Learner-Centered Collaborative to organize and facilitate two days of school visits to inspire learner-centered practices.

Rationale:

Learner-Centered Collaborative will organize and facilitate two days of school visits for 8-10 members of the Monrovia USD team, including up to 2 School Board Members, to inspire learner-centered practices. The first visit will coincide with the CSBA Annual Education Conference (December 1-3). The second visit will occur in January 2023, with dates and final visit details to be agreed upon by Monrovia leadership. Learner-Centered Collaborative will also facilitate a group debrief to capture insights and opportunities at the end of the school visits.

Budget Implication (\$ Amount):

School visits for 8-10 people, including planning and facilitation, and group debrief \$13,000.00. Fees for school tours NTE \$5,000.00.

Legal References:

Education Code Section 17604 requires all contracts and agreements to be approved or ratified by the Board of Education.

Additional Information:

A copy of the agreement is attached.

ATTACHMENTS

- [Monrovia School Visits v2.pdf](#)

Monrovia USD School Visits Learner-Centered Collaborative

September 2022



Learner-Centered
COLLABORATIVE

An Introduction to Learner-Centered Collaborative

As an organization, **Learner-Centered Collaborative** is driven by our mission to partner with educators to define whole-learner outcomes, design meaningful learning experiences, and create the enabling conditions for their unique journey to inclusive and equitable learner-centered education.

We envision education ecosystems that empower all learners to know who they are, thrive in community, and actively engage in the world as their best selves.

Our Vision

Our dedicated team is composed of passionate educators with vast experience from the classroom to superintendency. We have the honor of supporting over 150+ partnerships with states, districts, charter and private schools across the United States, including Hawai'i and Alaska. This first-hand knowledge translates to a deep understanding of what is working, what is challenging, and ultimately what is possible.

We are both theorists and practitioners who can bring expertise and leadership to support your state to develop a community of learners who are prepared to live, work and contribute to an ever-changing society. We hope to collaborate with your teams to bring about transformative, learner-centered change that will ultimately empower learners with agency, enable all learners to reach their full potential, and ensure success of your strategic priorities.

Devin Vodicka
Chief Executive Officer
devin@learnercentered.org

Katie Martin
Chief Impact Officer
katie@learnercentered.org

Scope of Work

Learner-Centered Collaborative will organize and facilitate two days of school visits for 8-10 members of the Monrovia USD team (including up to 2 School Board Members) to inspire learner-centered practices.

Depending on availability, schools to prioritize include:

- Design 39 Campus (Poway USD)
- High Tech High (San Diego USD)
- Vista Innovation & Design Academy (Vista USD)
- Encinitas Farm Lab (Encinitas Union SD)
- San Diego Met (San Diego USD)
- LaunchPad (Cajon Valley Union SD)

Ideally the first visit will be organized to coincide with the CSBA Annual Education Conference (December 1-3) and the second visit would occur in January 2023 with dates and final visit details to be agreed upon by Monrovia leadership. We have found that 2-3 schools can be visited in one-day depending on transportation and timing. We will also facilitate a group debrief to capture insights and opportunities at the end of the school visits.

Pricing

Deliverable	Price
School Visits <ul style="list-style-type: none"> • Two days of school visits for 8-10 people • Includes planning & facilitation (in-person) • Group debrief 	\$6,500 per day x 2 = \$13,000
Fees for School Tours <ul style="list-style-type: none"> • Depends on availability and final schedule, see here for High Tech High process 	TBD Not to exceed \$5,000
TOTAL	\$13,000 + TBD School Tour Fees

Our LCC Team

Devin Vodicka, Ed.D. – Chief Executive Officer

Over the past 20 years, Devin’s vision for how to drive high-quality student outcomes enabled him to quickly ascend to the roles of educator, school principal, district administrator, and superintendent. During his tenure serving Vista Unified’s more than 25,000 students, Devin was recognized as California Superintendent of the year in 2016 (AASA), 2015 (ACSA), 2015 (Pepperdine University). In 2014, he received Classroom of the Future Foundation’s “Innovative Superintendent of the Year” award. After joining Vista in 2012, he was invited to the White House nine times, both in recognition of district-wide achievements and to partner on national efforts with the U.S. Department of Education Office of Educational Technology and the Digital Promise League of Innovative Schools. He is the author of **Learner-Centered Leadership**.

Katie Martin, Ph.D. – Chief Impact Officer

As CIO, Katie is developing professional learning programs to support schools and districts in their shift to learner-centered education. Katie began her career as a middle school English language arts teacher and instructional coach. Katie is recognized internationally for her approach to learning for both educators and students. She has worked directly with thousands of teachers and administrators to understand what has worked, what has been challenging, and what is possible for effective and engaging learning for students, any time, anywhere. Katie is the author of both **Evolving Education: Shifting to a Learner-Centered Paradigm** and **Learner-Centered Innovation: Spark Curiosity, Ignite Passion and Unleash Genius**. She earned her Master of Education in middle school education and Ph.D. in curriculum and instruction.

Catina Hancock, MS, Educational Admin – VP of Strategic Partnerships

A lifelong educator, Catina is in her 23rd year working in education and currently serves as Vice President of Leadership and Learning at LCC. A strong collaborator who believes in growing team culture and capacity, Catina designs, delivers, and coaches school leaders and teams. Prior to joining our team, she was the proud Principal of the Vista Academy of Visual and Performing Arts, an International Baccalaureate magnet school with a VAPA focus. During her tenure there, she led the school out of program improvement to be one of only 3 schools in CA to earn the state’s top recognitions (Title I High Achieving, Excellence in the Arts, and CA Gold Ribbon).

Our LCC Team

Brittany Griffin – Director of Strategic Partnerships

Brittany Griffin is an education change-maker who began her journey in education as a high school French teacher. During that time she earned her MEd in Instructional Technology and co-authored a top-selling AP French textbook. She consulted with districts on personalized learning, competency-based education, change management, & organizational design at Education Elements. She joined Learner-Centered Collaborative in 2018 to explore the ideal hybrid of her consultative and edtech experiences, and she continues to support schools and districts as they affect transformational change.

J. César Morales – Director of Strategic Partnerships

César has over 20 years of experience in education that spans PreK-12 grades and incorporates both public and private settings. César was the founding Principal of Sage Creek High School in Carlsbad, California, and with a team of dedicated professionals successfully implemented a S.T.E.M. focused, college and career readiness academic experience for students that was anchored in a strong sense of community, innovation, and self-actualization. He earned his MA in Latin American Studies and is currently earning his EdD in Educational Leadership from the University of Southern California.

Brianna Hodges – Director of Strategic Partnerships

Bri is a passionate change agent and educational leader with demonstrated success promoting and leveraging the practical application of digitally enhanced pedagogy to facilitate innovative learning experiences. She brings prior experience in the corporate sector with exposure to strategic planning, budgetary oversight and analysis, staff leadership and training, high-level relationship development, and communications.

Bryanna Hanson – Strategic Partnerships Lead

A former Spanish teacher and instructional and technology coach, Bryanna is a lifelong learner. Bryanna has elementary and secondary experience in the classroom and has worked with leaders and educators from a variety of school settings. Her passion for education lies in equitable Competency-Based Assessment practices. She has supported schools and districts in developing competencies and assessment strategies as well as provided professional development to empower educators to make the shift.

Evidence of Work

Our Work | Links

Learner-Centered Collaborative Blog - [link](#)

Devin Vodicka Blog - [link](#)

Katie Martin Blog - [link](#)

Texas Learning Exchange Project - [link](#)

Our Work | Publications

Learner-Centered Leadership: A Blueprint for Transformational Change in Learning Communities by Devin Vodicka

Evolving Education: Shifting to a Learner-Centered Paradigm by Katie Martin

Learner-Centered Innovation: Spark Curiosity, Ignite Passion, and Unleash Genius by Katie Martin

Our Work | Attached Case Studies and Reports

Logan County Schools: Creating and Realizing a Profile of Success Throughout a District - [link](#)

El Segundo Unified School District: Realizing Personalized, Student-Centered Learning - [link](#)

"A Question of Trust: The Arcadia Unified Better Together Project" - [link](#)

Agenda Item Details

Meeting Date: 2022-10-12 18:30:00

AGENDA ITEM TITLE:

13. 22/23-5021 CONCLUSION OF POLICY REVIEW COMMITTEE

RECOMMENDATION

The Board of Education is requested to dissolve the Policy Review Committee now that it has completed its duties.

Rationale:

The purpose of the policy review committee was to review the District's policies, procedures, and practices for possible structural inequity and recommend to the Board of Education solutions to remove barriers to equity in Board policy. The Policy Review Committee has completed its duties.

ATTACHMENTS

Agenda Item Details

Meeting Date: 2022-10-12 18:30:00

AGENDA ITEM TITLE:

14. 22/23-5022- BOARD POLICY 4112.2, *CERTIFICATION* & ITS ACCOMPANYING ADMINISTRATIVE REGULATION

RECOMMENDATION

The Board of Education is requested to adopt Board policy 4112.2, *Certification*, and its accompanying administrative regulation as recommended by the California School Boards Association (CSBA).

Rationale:

As part of the Board of Education's commitment to review and update all MUSD Board Policies and Administrative Regulations, Human Resources has conducted its annual review of the department's Board Policies and Administrative Regulations and is presenting another policy for review and approval. Additionally, Board Vice-President Gholar has reviewed the policy and AR and has made no further edits.

Background:

Major changes to the policy and AR clarify the hiring hierarchy if the district is unable to hire a person who possesses a clear or preliminary credential, including one who is approved for a limited assignment option.

Additional Information:

A copy of the proposed Board policy and administrative regulation are attached.

ATTACHMENTS

- [BP 4112.2 Certification.pdf](#)
- [AR 4112.2 Certification.pdf](#)

CERTIFICATION

~~The Superintendent or designee shall ensure that persons employed in positions requiring certification qualifications possess the appropriate credential or permit from the Commission on Teacher Credentialing (CTC) authorizing their employment in such positions.~~

~~When a fully credentialed teacher is not available, the district may employ a person with a short-term staff permit or provisional internship permit under the conditions and limitations provided in state and federal law.~~

~~As necessary, all teachers of core academic subjects shall meet the requirements of the No Child Left Behind Act.~~

The Governing Board recognizes that the district's ability to provide a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and in the subject matter to be taught. The Superintendent or designee shall ensure that persons employed to fill positions requiring certification qualifications possess the appropriate credential, permit, or other certification document from the Commission on Teacher Credentialing (CTC) and fulfill any additional state, federal, or district requirements for the position.

(cf. 4111/4211/4311 - Recruitment and Selection)
(cf. 4112.21 - Interns)
(cf. 4112.22 - Staff Teaching English Learners)
(cf. 4112.23 - Special Education Staff)
(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)
(cf. 4113 - Assignment)
(cf. 4121 - Temporary/Substitute Personnel)
(cf. 5148 - Child Care and Development)
(cf. 6178 - Career Technical Education)
(cf. 6200 - Adult Education)

The Superintendent or designee shall provide assistance and support to teachers holding preliminary credentials to enable them to meet the qualifications required for the clear credential.

(cf. 4131 - Staff Development)
(cf. 4131.1 - Teacher Support and Guidance)

Priorities for Hiring Based on Unavailability of Credentialed Teacher

The Superintendent or designee shall make reasonable efforts to recruit a fully prepared teacher who is authorized in the subject or setting for each assignment or, when necessary, a fully prepared teacher serving on a local assignment option. Whenever a teacher with a clear or preliminary credential is not available, the Superintendent or

designee shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)

1. A candidate who enrolls in an approved intern program in the region of the district and possesses an intern credential
2. A candidate who is scheduled to complete preliminary credential requirements within six months and who is granted a provisional internship permit (PIP) or short-term staff permit issued by the CTC

The Board shall approve, as an action item at an open Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1)

3. An individual who has been granted a credential waiver by the CTC

Prior to requesting that the CTC issue an emergency permit or a limited assignment permit, the Board shall annually approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled open Board meeting, with the entire Declaration of Need being included in the Board agenda. (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) and that the district has made reasonable efforts to recruit individuals who meet the qualifications specified in items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits that the district estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the Declaration of Need. (5 CCR 80026)

Whenever it is necessary to employ noncredentialed teachers to fill a position requiring certification qualifications, the Superintendent or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional program.

National Board for Professional Teaching Standards Certification

The Superintendent or designee shall promote a career continuum that includes participation of district teachers in professional learning that supports their completion of advanced certification awarded by the National Board for Professional Teaching Standards (NBPTS). The Superintendent or designee may coordinate a cohort of teachers through school or district programs or other available networks.

With Board approval and funding, and consistent with the collective bargaining

agreement and applicable law, the Superintendent may provide an incentive program for teacher participation in NBPTS certification, which may include:

1. Defraying, subsidizing, or reimbursing the registration, certification, or maintenance fees for NBPTS certification
2. Providing bonuses, step increases, or differential pay for teachers who maintain their certification and continue to teach in the district, with priority given to teachers at Title I schools and schools serving a majority of low-income students
3. Providing substitute teachers to provide release time for participating teachers
4. Providing stipends for teacher participation that match other professional development stipends
5. Compensating mentor teachers who support other teachers' professional learning aligned to NBPTS standards

(cf. 4161.3 - Professional Leaves)

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall notify the parents/guardians of each student attending a school receiving Title I funds that they may request information regarding the professional qualifications of their child's classroom teacher including, but not limited to, whether the teacher: (20 USC 6312)

1. Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
2. Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
3. Is teaching in the field of discipline of the teacher's certification

(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall notify parents/guardians in a timely manner whenever their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area to which the teacher has been assigned. (20 USC 6312)

Legal Reference:

EDUCATION CODE

8360-8370 Qualifications of child care personnel

32340-32341 Unlawful issuance of a credential

35186 Complaints regarding teacher vacancy or mis assignment

44066 Limitations on certification requirements

44200-44399.1 Teacher credentialing, especially:

44250-44277 Credential types; minimum requirements

44300-44302 Emergency permit

44325-44328 District interns

44330-44355 Certificates and credentials

44420-44440 Revocation and suspension of credentials

44450-44468 University intern program

44830-44929 Employment of certificated persons; requirement of proficiency in basic skills

56060-56063 Substitute teachers in special education

CODE OF REGULATIONS, TITLE 5

80001-80674.6 Commission on Teacher Credentialing

UNITED STATES CODE, TITLE 20

6312 Title I local educational agency plans; notifications regarding teacher qualifications

CODE OF FEDERAL REGULATIONS, TITLE 34

200.48 Parent notification regarding teacher qualifications

COURT DECISIONS

Association of Mexican-American Educators et al. v. State of California and the Commission on Teacher Credentialing, (1993) 836 F.Supp. 1534

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

CL-667 Basic Skills Requirement

CL-856 Provisional Internship Permit

CL 858 Short-Term Staff Permit

Credential Information Guide

Approved Addition and Amendments to Title 5 of the California Code of Regulations Pertaining to Teaching Permit for Statutory Leave (TPSL), Coded Correspondence 16-10, August 23, 2016

Waiver Requests Guidebook, 2015

Hiring Hierarchy in Education Code 44225.7, Coded Correspondence 13-01, January 30, 2013

Subject Matter Authorization Guideline Book, 2012

Supplementary Authorization Guideline Book, 2012

California Standards for the Teaching Profession, 2009

The Administrator's Assignment Manual, rev. September 2007

NATIONAL BOARD FOR PROFESSIONAL TEACHING STANDARDS PUBLICATIONS

Considerations for Using Federal Funds to Support National Board Certification, 2018

WEB SITES

CSBA: <http://www.csba.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Commission on Teacher Credentialing, Credential Information Guide (for employers' use only): <http://www.ctc.ca.gov/credentials/cig>

National Board for Professional Teaching Standards: <http://www.nbpts.org>

National Board Resource Center: nbcalistrong.net

U.S. Department of Education: <http://www.ed.gov>

Revised: September 28, 2022

CERTIFICATION~~Registration~~

Verification of Credentials

The Superintendent or designee shall verify that each employee in a position requiring certification qualifications possesses a valid certification document issued by the Commission on Teacher Credentialing (CTC). Such verification shall occur not later than 60 days after the commencement of employment or the renewal of a credential. (Education Code 44857)

(cf. 4112.21 - Interns)
(cf. 4112.22 - Staff Teaching English Learners)
(cf. 4112.23 - Special Education Staff)
(cf. 4121 - Temporary/Substitute Personnel)
(cf. 5148 - Child Care and Development)
(cf. 6178 - Career Technical Education)
(cf. 6200 - Adult Education)

The Superintendent or designee shall verify that any person who is employed by the district while their application for certification is being processed by the CTC possesses a temporary certificate based on a demonstration of basic skills and completion of a criminal background check. (Education Code 44332, 44332.5, 44332.6)

The Superintendent or designee shall maintain records of the appropriate certification of all employees serving in certificated positions.

(cf. 3580 - District Records)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)

~~Each person employed by the district for a position requiring certification qualifications shall, within 60 days after beginning employment, register with the county office of education a valid credential authorizing the person to work in that position. Certificated employees also shall register renewed credentials within 60 days after the renewal.~~

Basic Skills Proficiency Test

~~Prior to being hired by the Board of Education, all certificated persons, whether hired on a permanent, temporary, or substitute basis, shall demonstrate basic skills proficiency in reading, writing, and mathematics, unless specifically exempted from their requirement by Education Code 44830.~~

~~Persons holding a designated subjects/special subjects credential or vocational designated subject credential shall not be required to take the state basic skills~~

~~proficiency test unless their specific credential requires the possession of a baccalaureate degree. Instead, these persons shall be assessed with district proficiency criteria established by the Board for these credentials, which shall be at least equivalent to the district test required for graduation from high school.~~

The district shall not initially hire a person in a position requiring certification, on a permanent, temporary, or substitute basis, unless that person has demonstrated basic skills proficiency in reading, writing, and mathematics or is specifically exempted from the requirement by law. (Education Code 44252, 44252.6, 44830)

The district may hire a certificated employee who has not taken a test of basic skills proficiency if he/she has not yet been afforded the opportunity to take the test, provided that he/she takes the test at the earliest opportunity. The employee may remain employed by the district pending the receipt of their test results. (Education Code 44830)

An out-of-state prepared teacher shall meet the basic skills requirement within one year of being issued a California preliminary credential by the CTC unless he/she has completed a basic skills proficiency test in another state or is otherwise exempted by law. The district shall develop a basic skills proficiency test, which shall be at least equivalent to the district test required for high school graduation, for purposes of assessing out-of-state prepared teachers pending completion of the basic skills requirement. (Education Code 44252, 44274.2; 5 CCR 80071.4, 80413.3)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.2 - Certificate of Proficiency)

(cf. 6162.5 - High School Exit Examination)

Any person holding or applying for a "designated subjects special subjects" credential which does not require possession of a bachelor's degree shall pass a district proficiency test in lieu of meeting the state basic skills proficiency requirement. (Education Code 44252, 44830)

The district may charge a fee to cover the costs of developing, administering, and grading the district proficiency test. (Education Code 44252, 44830)

Short-Term Staff Permit

The district may request that the CTC issue a short-term staff permit (STSP) to a qualified applicant whenever there is a need to immediately fill a classroom based on unforeseen circumstances, including, but not limited to: (5 CCR 80021)

1. Enrollment adjustments requiring the addition of another teacher
2. Inability of the teacher of record to finish the school year due to approved leave

or illness

3. The applicant's need for additional time to complete preservice requirements for enrollment into an approved intern program
4. Inability of the applicant to enroll in an approved intern program due to timelines or lack of space in the program
5. Unavailability of a third-year extension of an intern program or the applicant's withdrawal from an intern program

The Superintendent or designee shall ensure that the applicant possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021 for the multiple subject, single subject, or education specialist STSP as appropriate. (5 CCR 80021)

When requesting issuance of an STSP, the Superintendent or designee shall submit to the CTC: (5 CCR 80021)

1. Verification that the district has conducted a local recruitment for the permit being requested
2. Verification that the district has provided the permit holder with orientation to the curriculum and to instruction and classroom management techniques and has assigned a mentor teacher for the term of the permit

(cf. 4131 - Staff Development)
(cf. 4131.1 - Teacher Support and Guidance)

3. Written justification for the permit signed by the Superintendent or designee

The holder of an STSP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021)

Provisional Internship Permit

Before requesting that the CTC issue a provisional internship permit (PIP), the district shall conduct a diligent search for a suitable credentialed teacher or intern, including, but not limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media. (5 CCR 80021.1)

(cf. 4111/4211/4311 - Recruitment and Selection)

Whenever a suitable credentialed teacher cannot be found after a diligent search, the Superintendent or designee may request that the CTC issue a PIP to an applicant who possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021.1 for the multiple subject, single subject, or education specialist PIP as appropriate. (5 CCR 80021.1)

When submitting the request for a PIP, the district shall provide verification of all of the following: (5 CCR 80021.1, 80026.5)

1. A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern as evidenced by documentation of the search.
2. Orientation, guidance, and assistance shall be provided to the permit holder as specified in 5 CCR 80026.5.

The orientation shall include, but not be limited to, an overview of the curriculum the permit holder is expected to teach and effective instruction and classroom management techniques at the permit holder's assigned level. The permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or county office of education and who has completed at least three years of full-time classroom teaching experience.

3. The district shall assist the permit holder in developing a personalized plan through a district-selected assessment that would lead to subject-matter competence related to the permit.
4. The district shall assist the permit holder to seek and enroll in subject-matter training, such as workshops or seminars and site-based courses, along with training in test-taking strategies, and shall assist the permit holder in meeting the credential subject-matter competence requirement related to the permit.
5. A notice of intent to employ the applicant in the identified position has been made public.

The district shall submit a copy of the agenda item presented at a public Governing Board meeting which shall state the name of the applicant, the assignment in which the applicant will be employed including the name of the school, subject(s), and grade(s) that he/she will be teaching, and that the applicant will be employed on the basis of a PIP. The district also shall submit a signed statement from the Superintendent or designee that the agenda item was acted upon favorably.

6. The candidate has been apprised of steps to earn a credential and enroll in an intern program.

The holder of a PIP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021.1)

Teaching Permit for Statutory Leave

Whenever there is an anticipated need for the district to temporarily fill the teaching assignment of a teacher of record who will be on sick leave, differential sick leave, industrial accident or illness leave, pregnancy disability leave, or family care and medical leave under the federal Family and Medical Leave Act or California Family Rights Act, the Superintendent or designee may request that the CTC issue a Teaching Permit for Statutory Leave (TPSL) to a qualified individual who will be serving as the interim teacher of record. Prior to submitting an application to the CTC, the district shall provide the applicant with 45 hours of preparation in the content areas listed in 5 CCR 80022. (5 CCR 80022)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

A request for the TPSL shall only be submitted if the district has made reasonable efforts to hire a substitute with a full teaching credential that matches the setting and/or subject for the statutory leave position and no such candidate is available. (5 CCR 80022)

The district shall verify to the CTC that it will provide the interim teacher: (5 CCR 80022)

1. An orientation to the assignment before or during the first month of service in the statutory leave assignment
2. An average of two hours of mentoring, support, and/or coaching per week through a system of support coordinated and/or provided by a mentor who possesses a valid life or clear credential that would also authorize service in the statutory leave assignment
3. Lesson plans for the first four weeks of the assignment as well as continued assistance in the development of curriculum, lesson planning, and individualized education programs

~~Out-of-State/Country Credentials~~

~~The district may employ an out-of-state applicant who has met the Education Code requirements and obtained a preliminary or professional clear credential from the Commission on Teacher Credentialing (CTC).~~

~~To be eligible for a professional clear credential, teachers prepared out of state or out of the country must meet legal requirements for basic skill proficiency, subject matter competence, course completion, and either a fifth-year postsecondary program or an induction program for beginning teachers.~~

~~Emergency Substitute Teaching Permits~~

~~The district may employ, at any grade level, a person with an emergency substitute permit issued by the CTC with the following restrictions:~~

- ~~1. A person with a 30-day emergency substitute permit shall not serve as a substitute for more than 30 days for any one teacher during the school year.~~
- ~~2. A person with an emergency career substitute teaching permit shall not serve as a substitute for more than 60 days for any one teacher during the school year.~~
- ~~3. A person with an emergency substitute permit for prospective teachers shall not serve as a substitute for more than 30 days for any one teacher during the school year and not more than 90 days total during the school year.~~
- ~~4. A person authorized for day-to-day substitute teaching shall not serve as a special education substitute for more than 20 days for any one teacher during the school year.~~
- ~~5. A person with an emergency substitute permit for vocational education shall not serve as a substitute for more than 30 days for any one teacher during the school year.~~

~~Before employing any person pursuant to 5 CCR 80025 or 80025.5, the Superintendent or designee shall prepare and keep on file a signed statement of need. The statement of need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit holder and state either that a credentialed person is not available or that the available credentialed person does not meet the district's specified employment criteria.~~

~~Short-Term and Provisional Internship Permits~~

~~Whenever there is a need to fill a classroom immediately based on an unforeseen need, the district may request that the CTC issue a short-term staff permit to an applicant who meets the qualifications specified in 5 CCR 80021. In such cases, the district shall:~~

- ~~1. Verify that it has conducted a local recruitment for the short-term staff permit being requested~~

~~2. Verify that it has provided the permit holder with orientation to the curriculum and to instruction and classroom management techniques, and has assigned a mentor teacher for the term of the permit~~

~~3. Submit written justification for the permit signed by the Superintendent or designee~~

~~The district may request that the CTC issue a provisional internship permit to an applicant who meets the qualifications specified in 5 CCR 80021.1 whenever a suitable credentialed teacher cannot be found after a diligent search. The district shall verify each of the following:~~

~~1. That a diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern as evidenced by documentation of the search~~

~~The search shall include, but not be limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media.~~

~~2. That orientation, guidance, and assistance will be provided to the permit holder as specified in 5 CCR 80026.5 The orientation shall include, but not be limited to, an overview of the curriculum the teacher is expected to teach and effective instruction and classroom management techniques at the permit holder's assigned level. The Superintendent or designee shall assign an experienced educator to guide and assist each permit holder.~~

~~3. That the district will assist the permit holder in developing a personalized plan through a district-defined assessment that would lead to subject matter competence related to the permit~~

~~4. That the district will assist the permit holder to seek and enroll in subject matter training, such as workshops or seminars and site-based courses, along with training in test-taking strategies, and will assist the permit holder in meeting the credential subject-matter competence requirement related to the permit~~

~~5. That a notice of intent to employ the applicant in the identified position has been made public~~

~~The district shall submit a copy of the agenda item presented at a public Board meeting which shall state the name of the applicant, the assignment in which the applicant will be employed including the name of the school, subject(s), and grade(s) that he/she will be teaching, and that the applicant will be employed on the basis of a provisional internship permit. The district also shall submit a signed statement from the Superintendent or designee that the agenda item was acted upon favorably.~~

~~6. That the candidate has been apprised of steps to earn a credential and enroll in an~~

internship program

The holder of the TPSL may serve as the interim teacher of record for up to the full length of the leave(s) during the school year. (5 CCR 80022)

The Superintendent or designee shall maintain documentation on the assignment in accordance with 5 CCR 80022. He/she shall annually report data on the use of the TPSL to the County Superintendent of Schools for assignment monitoring pursuant to Education Code 44258.9. (5 CCR 80022)

(cf. 4113 - Assignment)

The Superintendent or designee may annually request renewal of the TPSL, provided that no substitute with a full teaching credential is available for the assignment. The application for each reissuance shall include verification that the interim teacher has completed an additional 45 hours of preparation and the district is continuing to provide mentoring in accordance with items #2-3 above. (5 CCR 80022)

Long-Term Emergency Permits

As necessary, the Superintendent or designee may request that the CTC issue an emergency resource specialist permit, emergency teacher librarian services permit, emergency cross-cultural language and academic development permit, or emergency bilingual authorization permit. (5 CCR 80024.3.1, 80024.6, 80024.7, 80024.8)

The Superintendent or designee shall provide any first-time recipient of an emergency teaching permit with an orientation which, to the extent reasonably feasible, shall occur before he/she begins a teaching assignment. The Superintendent or designee may vary the nature, content, and duration of the orientation to match the amount of training and experience previously completed by the emergency permit teacher. The orientation shall include, but not be limited to, the curriculum the teacher is expected to teach and effective techniques of classroom instruction and classroom management at the assigned grade-level span. The emergency permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or county office of education and who has completed at least three years of full-time classroom teaching experience. (5 CCR 80026.5)

(cf. 4117.14/4317.14 - Postretirement Employment)

Substitute Teaching Permits

The district may employ a person whose credential or permit authorizes substitute teaching services, provided that:

1. A person holding an emergency 30-day substitute teaching permit, STSP, PIP, TPSL, or any valid teaching or services credential that requires at least a bachelor's degree and completion of the California Basic Educational Skills Test, shall not serve as a substitute for more than 30 days for any one teacher during the school year. They shall not serve as a substitute in a special education classroom for more than 20 days for any one teacher during the school year. (5 CCR 80025, 80025.3, 80025.4)
2. A person with an emergency career substitute teaching permit shall not serve as a substitute for more than 60 days for any one teacher during the school year. (5 CCR 80025.1)
3. A person with an emergency substitute teaching permit for prospective teachers shall not serve as a substitute for more than 30 days for any one teacher during the school year and not more than 90 days total during the school year. (5 CCR 80025.2)
4. A person with an emergency designated subjects 30-day substitute teaching permit for career technical education shall teach only in a program of technical, trade, or vocational education and shall not serve as a substitute for more than 30 days for any one teacher during the school year. (5 CCR 80025.5)

Before employing a person with an emergency substitute permit pursuant to item #1 or 4 above, the Superintendent or designee shall prepare and keep on file a signed Statement of Need for the school year. The Statement of Need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit holder and state either that a credentialed person is not available or that the available credentialed person does not meet the district's specified employment criteria. (5 CCR 80025, 80025.5)

(7/11 8/14) 7/17

Revised: September 28, 2022

Agenda Item Details

Meeting Date: 2022-10-12 18:30:00

AGENDA ITEM TITLE:

15. 22/23-5023 - BOARD POLICY 4112.9, *EMPLOYEE NOTIFICATIONS*

RECOMMENDATION

The Board of Education is requested to adopt Board policy 4112.9, *Employee Notifications*, as recommended by the California School Boards Association (CSBA).

Rationale:

As part of the Board of Education's commitment to review and update all MUSD Board Policies and Administrative Regulations, Human Resources has conducted its annual review of the department's Board Policies and Administrative Regulations and is presenting another policy for review and approval. Additionally, Board Vice-President Gholar has reviewed the policy and has made no further edits.

Background:

MUSD currently has no adopted board policy, and this policy mirrors the CSBA recommendation. The policy enforces the position of the Board that the superintendent or designee shall provide district employees with all notifications required by law and any other notifications the Superintendent or designee believes will promote staff knowledge of the district's policies, programs, activities, and operations.

Additional Information:

A copy of the proposed Board policy is attached.

ATTACHMENTS

- [BP 4112.9 Employee Notifications.pdf](#)

EMPLOYEE NOTIFICATIONS

The Governing Board believes that providing clear communications to staff is essential to establishing a professional, positive work environment and enhancing their job performance. The Superintendent or designee shall provide district employees all notifications required by law and any other notifications the Superintendent or designee believes will promote staff knowledge of the district's policies, programs, activities, and operations.

When required by law, Board policy, or administrative regulation, district employees shall be asked to sign an acknowledgment indicating receipt of the notification. Such acknowledgments shall be retained in each employee's personnel file.

Reviewed: September 28, 2022

Agenda Item Details

Meeting Date: 2022-10-12 18:30:00

AGENDA ITEM TITLE:

16. 22/23-5024 - BOARD POLICY 4119.22, *DRESS AND GROOMING*

RECOMMENDATION

The Board of Education is requested to adopt Board policy 4119.22, *Dress and Grooming*, as recommended by the California School Boards Association (CSBA).

Rationale:

As part of the Board of Education's commitment to review and update all MUSD Board Policies and Administrative Regulations, Human Resources has conducted its annual review of the department's Board Policies and Administrative Regulations and is presenting another policy for review and approval. Additionally, Board Vice-President Gholar has reviewed the policy and has made no further edits.

Background:

Major updates to the policy include language that states the district shall allow employees to appear and dress in a manner consistent with their gender identity or gender expression, states employees will not be discriminated against on the basis of hair texture and protective hairstyles, and that the district will not dismiss an employee, discriminate against an employee, or refuse to hire a job applicant on the basis of religious dress or grooming practices.

Additional Information:

A copy of the proposed Board policy is attached.

ATTACHMENTS

- [BP 4119.22 Dress And Grooming.pdf](#)

DRESS AND GROOMING

The Board of Education believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

Standards of dress are defined as clean, neat clothing appropriate to the assignment, grade level, weather, and cleanliness of the work conditions. Examples of clothing items that are not considered professional include: short shorts, thong sandals (flip-flops), revealing, tight-fitting or provocative clothing, leggings, cut-offs, or underclothes as outerwear.

Employees are required to wear protective clothing and/or equipment as required under the Cal OSHA regulations or to dress as reasonably necessary to ensure safe performance of job assignments.

Employees shall not be required to wear uniforms adopted for student dress at a school. Employees are expected to adhere to dress guidelines established for students as they reasonably apply to the employee's professional assignment and adult status.

The Board may require the wearing of a distinctive uniform by some classified personnel. The cost of the purchase, lease or rental of uniforms, equipment, identification badges, emblems, and cards required by the district shall be borne by the district.

The district shall allow employees to appear and dress in a manner consistent with their gender identity or gender expression. (Government Code 12949)

The district shall not discriminate against employees based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Government Code 12926)

The district shall not dismiss an employee, discriminate against an employee in compensation or in terms, conditions, or privileges of employment, or refuse to hire a job applicant on the basis of religious dress or grooming practices. (Government Code 12926, 12940)

This policy shall be presented to employees upon employment, through the employee handbook or other appropriate means, and may be periodically reviewed with all employees as necessary.

Revised: September 28, 2022

~~Adopted: August 22, 2007~~

~~(Replaces: BP 4116.4 Employee Dress)~~

Agenda Item Details

Meeting Date: 2022-10-12 18:30:00

AGENDA ITEM TITLE:

17. 22/23-5025 - ADMINISTRATIVE REGULATION 4217.3, *LAYOFF/ REHIRE*

RECOMMENDATION

The Board of Education is requested to adopt Administrative Regulation 4217.3, *Layoff/Rehire*, as recommended by the California School Boards Association (CSBA).

Rationale:

As part of the Board of Education's commitment to review and update all MUSD Board Policies and Administrative Regulations, Human Resources has conducted its annual review of the department's Board Policies and Administrative Regulations and is presenting another policy for review and approval. Additionally, Board Vice-President Gholar has reviewed the policy and has made no further edits.

Background:

MUSD currently has no such administrative regulation, and this AR mirrors the CSBA recommendation. The AR has been updated to add descriptions to the headings for the determination of "length of service" for order of layoff purposes, and reflects changes to the law (AB 438, passed in 2021) which, for both merit and non-merit districts, specifies notice requirements and hearing rights districts must provide to permanent classified employees, who are subject to layoff due to lack of work or lack of funds, and that notice be given no later than March 15.

Additional Information:

A copy of the proposed administrative regulation is attached.

ATTACHMENTS

- [AR 4217.3 Layoff Rehire.pdf](#)

LAYOFF/ REHIRE

In order to be fair and equitable when reducing staff for lack of funds or lack of work, the Superintendent or designee shall maintain a current determination of each employee's seniority in the district.

Classified employees shall be subject to layoff for lack of work or lack of funds. (Education Code 45114, 45308)

A classified employee shall not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render. (Education Code 45117)

Length of service shall be determined by the date of hire. The employee who has been employed the shortest time by the district shall be laid off first. (Education Code 45308)

For an employee in a "restricted position" under Education Code 45105 or 45259, the original date of employment in the restricted position shall be used to determine the length of service, provided the employee has completed six months of satisfactory service and has successfully passed the qualifying examination required for service in the class. (Education Code 45105)

Notice of Layoff and Hearing Rights

Whenever a permanent classified employee is to be laid off for lack of work or lack of funds, the Superintendent or designee shall, no later than March 15 and before the employee is given formal notice by the Governing Board, give to the employee written notice of the recommendation, the reasons that the employee's services will not be required for the ensuing year, any displacement rights, reemployment rights, and the employee's right to a hearing. The district shall adhere to the notice, hearing, and layoff procedures in Education Code 45117, Government Code 11503 and 11505, and other applicable provisions of law. (Education Code 45117)

An employee who is so notified may request a hearing to determine if there is cause for not reemploying the employee for the ensuing year. The request shall be in writing and shall be delivered to the person who sent notice to the employee, on or before March 15 but not less than seven days after the date the notice is served on the employee. Failure of an employee to request a hearing on or before the date specified shall constitute a waiver of the employee's right to a hearing. (Education Code 45117)

The Superintendent or designee shall serve an employee who timely requests a hearing with the District Statement of Reduction in Force documents. The employee has five

calendar days from service of the District Statement of Reduction in Force documents to timely file a notice of participation with the district. The parties are entitled to discovery, if requested within 15 days of service of the District Statement of Reduction in Force documents. (Education Code 45117)

If a hearing is requested by a permanent classified employee, the proceeding shall be conducted and a decision made by an administrative law judge in accordance with Government Code 11500-11529. The Board shall make a final decision regarding the sufficiency of the cause and disposition of the layoff upon receipt of the administrative law judge's proposed decision. None of the findings, recommendations, or determinations in the proposed decision prepared by the administrative law judge shall be binding on the Board. (Education Code 45117)

Following the Board's decision, the Superintendent or designee shall give final notice of termination to the affected employee(s) before May 15 unless a continuance was granted after a request for hearing was made, in which case such date may be extended by the number of days of the continuance. (Education Code 45117)

If during the time between five days after the enactment of an annual Budget Act and August 15 of the fiscal year to which the Budget Act applies, the Board determines that the district's local control funding formula apportionment per unit of ADA for that fiscal year has not increased by at least two percent, and that it is therefore necessary to decrease the number of classified employees due to lack of work or lack of funds, the Board may issue a District Statement of Reduction in Force to those employees in accordance with a schedule of notice and hearing adopted by the Board, and layoff proceedings shall be carried out as required by law. (Education Code 45117)

When classified positions are eliminated as a result of the expiration of a specifically funded program, the district shall give written notice to the affected employee(s) not less than 60 days prior to the effective date of the layoff informing the employee(s) of the layoff date, any displacement rights, and employment rights. (Education Code 45117)

The district is not required to provide a layoff notice to any person hired as a short-term employee for a period not exceeding 60 days whose service may not be extended or renewed. (Education Code 45117)

Additionally, the district may release probationary classified employees without notice or hearing for reasons other than lack of work or lack of funds. (Education Code 45117)

Reemployment

Classified employees laid off because of lack of work or lack of funds shall be eligible for reemployment for a period of 39 months and shall be reemployed in preference to new applicants. Reemployment shall be in order of seniority. Persons so laid off also

have the right to apply and establish their qualification for vacant promotional positions within the district during the 39-month period. (Education Code 45114, 45298, 45308)

When a vacancy occurs, the district shall give the employee with the most seniority an opportunity to accept or reject the position, by first calling the employee at the employee's last known telephone number to notify the employee of the vacancy and then sending written notice by certified and standard mail to the employee's last known address. The employee shall advise the district of the decision by any means no later than 10 calendar days from the date the notice was sent. If the employee accepts, the employee shall report to work no later than two calendar weeks from the vacancy notification date or on a later date specified by the district.

In order to be reemployed, the employee must be capable of performing the essential duties of the job with or without reasonable accommodations. When an otherwise eligible employee is unable to perform the essential duties of the job, the employee shall be kept on the reemployment list until another opportunity becomes available or the period of reemployment eligibility expires, whichever occurs first.

Upon rejecting two offers of reemployment, the employee's name shall be removed from the reemployment list and the employee will forfeit all reemployment rights to which the employee would otherwise be entitled.

When an employee is notified of a vacancy and fails to respond or report to work within time limits specified by district procedures, the employee's name shall be removed from the reemployment list and all reemployment rights to which the employee would otherwise be entitled shall be forfeited.

If an employee is reemployed in a new position and fails to complete the probationary period in the new position, the employee shall be returned to the reemployment list for the remainder of the 39-month period. The remaining time period shall be calculated as the time remaining in the 39-month period as of the date of reemployment. (Education Code 45114, 45298)

Reinstatement of Benefits

When a laid-off employee is reemployed, all accumulated sick leave credit shall be restored.

A laid-off permanent employee shall be reemployed with all rights and benefits accorded at the time of layoff.

A laid-off probationary employee shall be reemployed as a probationary employee, and the previous time served toward the completion of the required probationary period shall be counted. The employee shall also be reemployed with all rights and benefits

accorded to a probationary employee at the time of layoff.

A laid-off employee, when reemployed, shall be placed on the salary step held at the time of layoff. An employee who was bumped into a lower class shall, when reinstated to the previous class, be placed on the salary step to which the employee would have progressed had the employee remained there. An adjusted anniversary date shall be established for step increment purposes so as to reflect the actual amount of time served in the district.

Voluntary Demotion or Reduction of Hours

Classified employees who take voluntary demotion or voluntary reduction in assigned time in lieu of layoff, or in order to remain in their present position rather than be reclassified or reassigned, shall be granted the same rights as employees who are laid off. In addition, such employees shall retain eligibility to be considered for reemployment in their previously held class or position with increased assigned time, for an additional period of time up to 24 months as determined by the Board on a class-by-class basis, provided that the same test of fitness under which they qualified for appointment to that class shall still apply. (Education Code 45114, 45298)

Employees who take voluntary demotion or voluntary reduction in assigned time in lieu of layoff shall have the option of returning to a position in their former class or to positions with increased assigned time as vacancies become available and without limitation of time. If there is a valid reemployment list, they shall be ranked on that list in accordance with their proper seniority. (Education Code 45114, 45298)

Reviewed: September 28, 2022

Agenda Item Details

Meeting Date: 2022-10-12 18:30:00

AGENDA ITEM TITLE:

1. 22/23-1046 - PUBLIC HEARING AND RESOLUTION ON SUFFICIENCY OF TEXTBOOKS OR INSTRUCTIONAL MATERIALS

RECOMMENDATION

The Board of Education is requested to hold a public hearing to receive public comment relative to the adequacy of textbooks funding and the availability of textbooks or instructional materials in the District for student use during the 2022-23 school year; and to adopt Resolution No. 2223-06, declaring the Sufficiency of Textbooks or Instructional Materials pursuant to Education Code Section 60119.

Motion by _____, seconded by _____ Vote _____

Board Member Travanti ____, Board Member Hammond ____, Board Member Anderson ____,

Board Member Gholar ____, Board President Lockerbie _____

Rationale:

Education Code Section 60119 requires that the Governing Board of a school district hold an annual instructional materials public hearing to determine whether the district has sufficient standards-aligned textbooks or instructional materials, or both. Further, SB 550 and AB 831, referred to as the "Williams Settlement," initiated requirements and definitions for the sufficiency of textbooks and instructional materials for which the Governing Board of a school district must certify.

Background:

The Resolution on Sufficiency of Textbooks or Instructional Materials acknowledges that each student, including English Learners, have or will have by the end of the eighth week after the first day of classes, sufficient textbooks or instructional materials in language arts, mathematics, social science, science (including science lab materials for grades 9-12), foreign language, and health. These materials must be consistent with the content and cycles of the curriculum framework adopted by the State Board of Education and must be available to use in class and to take home.

Budget Implication (\$ Amount):

The cost of providing appropriate and sufficient student textbooks for 2022-23 is approximately \$ 300,000 to be paid from COVID-19 relief funds.

Legal References:

Education Code Sections 60119, 60605, and 60605.8.

Additional Information:

A copy of Resolution No. 2223-06 is attached.

ATTACHMENTS

- [RESOLUTION - Textbook Sufficiency - 20221012.pdf](#)

**MONROVIA UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 2223-06**

**A RESOLUTION BY THE BOARD OF EDUCATION OF THE MONROVIA UNIFIED SCHOOL DISTRICT OF LOS ANGELES
COUNTY, CALIFORNIA, REGARDING SUFFICIENCY OF TEXTBOOKS OR INSTRUCTIONAL MATERIALS:**

Whereas, the Governing Board of the Monrovia Unified School District, in order to comply with the requirements of Education Code 60119, held a public hearing on October 12, 2022, at 6:30 p.m., which is on or before the eighth week of school and which did not take place during or immediately following school hours; and

Whereas, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing; and

Whereas, The Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing; and

Whereas, information provided at the public hearing detailed the extent to which sufficient textbooks or instructional materials, or both, were provided to all students, including English learners, in the Monrovia Unified School District; and

Whereas, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook or instructional materials, or both, to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage; and

Whereas, textbooks or instructional materials in core curriculum subjects should be aligned with state academic content standards adopted by the State Board of Education pursuant to Education Code 60605 and/or the Common Core Standards adopted pursuant to Education Code 60605.8; and

Whereas, sufficient standards-aligned textbooks or instructional materials, or both, that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including each English learner, in the following subjects:

- Mathematics (continuing with bridge materials for grades 6-8)
- Science
- History-social science
- English/language arts, including the English language development component of an adopted program
- Foreign language
- Health; and

Whereas, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive.

NOW, THEREFORE, BE IT RESOLVED that for the 2022-23 school year, the Monrovia Unified School District, has provided each student with sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks.

Signed this 12th day of October, 2022

Selene Lockerbie, Board President

Traci Gholar, Board Vice President

Jennifer Anderson, Board Clerk

Rob Hammond, Board Member

Maritza Travanti, Board Member

Ryan D. Smith, Ed.D., Superintendent

Agenda Item Details

Meeting Date: 2022-10-12 18:30:00

AGENDA ITEM TITLE:

2. 22/23-1047 - MEMORANDUM OF UNDERSTANDING WITH THE BOYS AND GIRLS CLUB OF THE FOOTHILLS

RECOMMENDATION

The Board of Education is requested to approve a Memorandum of Understanding (MOU) between the Boys and Girls Club of the Foothills and Monrovia Unified School District.

Motion by _____, seconded by _____ Vote _____
Board Member Travanti ____, Board Member Hammond ____, Board Member Anderson ____,
Board Member Gholar ____, Board President Lockerbie _____

Rationale:

In 2022-23, Monrovia Unified School District will receive an estimated \$2,000,000 in Expanded Learning Opportunity Program (ELO-P) funds. The funds must be used towards providing after-school enrichment to our unduplicated students. Boys and Girls Club of the Foothills runs the before and after school programs at Mayflower Elementary School. Boys and Girls Club of the Foothills is entitled to ELO-P funding per the number of unduplicated students they serve at Mayflower Elementary School. The purpose of the MOU is to outline the financial reimbursement process for high-needs students attending the before and after-school programs of school-age children attending Mayflower Elementary School in accordance with the ELO-P.

Background:

There is a need to provide free after-school programming for eligible students attending the Boys and Girls Club program at Mayflower Elementary School. Further, there is a need to build capacity to accommodate students on the waiting list for after-school programs at Mayflower and to service high-needs students attending the offsite after-school program located at Recreation Park, which is operated by the Boys and Girls Club of the Foothills.

Budget Implication (\$ Amount):

Per the MOU, the Boys and Girls Club of the Foothills is to be reimbursed at a rate of \$2,500 per unduplicated high-needs student enrolled in the program at Mayflower Elementary School and Recreation Park for the 2022-23 school year. The District also agrees to reimburse for the cost of additional staff (program assistants) that need to be hired to support the program up to the amount of \$45,000 per additional staff above the current operating capacity. Reimbursements will be paid to the Boys and Girls Club of the Foothills no later than December 31, 2022.

Legal References:

Education Code 17604 requires all contracts and agreement to be approved or ratified by the Board of Education.

Additional Information:

A copy of the MOU is attached.

ATTACHMENTS

- [Boys and Girls Club of the Foothills MOU - 20220930.pdf](#)

MEMORANDUM OF UNDERSTANDING
between
THE MONROVIA UNIFIED SCHOOL DISTRICT
and
BOYS AND GIRLS CLUB OF THE FOOTHILLS

This Memorandum of Understanding (MOU) is made on the 12th day of October, 2022, between the Monrovia Unified School District of Los Angeles County (hereinafter referred to as "District"), and the Boys and Girls Club of the Foothills, (hereinafter referred to as "Club"), a California Non-Profit Organization.

The purpose of this MOU is to outline the financial reimbursement process for high needs students attending the before and after school programs of school age children attending Mayflower Elementary School in accordance with the Extended Learning Opportunity Program requirements as outlined by the California Department of Education.

ARTICLE 1: PROGRAM

The Expanded Learning Opportunities Program (ELO-P) provides funding for afterschool and summer school enrichment programs for kindergarten (including transitional kindergarten) through sixth grade as described in Education Code (EC) Section 46120. The ELO-P was established beginning in fiscal year 2021–22 by Assembly Bill (AB) 130, Chapter 44, Statutes of 2021, as amended by AB 167, Chapter 252, Statutes of 2021. Funding for the 2021–22 ELO-P is provided in Item 6100-110-0001 of the Budget Act of 2021 (Senate Bill 129, Chapter 69, Statutes of 2021), and EC Section 46120(f).

Commencing with the 2022–23 fiscal year, as a condition of apportionment, the access requirements are as follows and will be verified as part of the District's annual audit:

Districts with an Unduplicated Pupil Percentage (UPP) lower than 80% will be required to offer the ELO-P to all TK/K-6 classroom based unduplicated pupils and provide program access to 50% of enrolled TK/K-6 classroom-based unduplicated pupils. The above requirements are for program offering and pupil access. The actual attendance of a student is based on the individual needs of the student and their family.

For purposes of the audit beginning in 2022-23, the District demonstrates the provided access requirement was met by showing the appropriate number of classroom-based students were enrolled in the program. A student that has an enrollment form signed by a parent and/or guardian on file will be considered enrolled in the program. Alternatively, the District can also provide other appropriate evidence to show the provided access requirement was met. This evidence includes, but is not limited to: families opting out, the staff and building capacity, and supporting off-site

accommodations, etc. ELO-P funding can be used to provide program access for students at off-site locations.

The District currently offers after school programming through the After School Education and Safety (ASES) Program at each of the elementary schools with the exception of Mayflower Elementary. There is a need to provide free after school programming for eligible students attending the Boys and Girls Club program at Mayflower Elementary. There is also a need to build capacity to accommodate students on the waiting list for the after school program at Mayflower Elementary. There is a need to service high needs students attending the offsite after school program located at Recreation Park, which is operated by the Boys and Girls Club.

The District will provide the classrooms at Mayflower Elementary School. The Club will provide before and after school child care programs to those children who enroll in their program.

ARTICLE 2: FACILITY

On August 10, 2022, the Board of Education approved the use of a facility agreement with the Club for the 2022-23 after school program as follows: the District will allow the Club to access the following facilities during program operational hours:

- Two (2) classrooms (Room 8 and Room 11);
- Two (2) sets of bathrooms and the adult bathroom(s) (restrooms by the cafeteria and literacy garden);
- Office Conference Room (side room by the Cafeteria);
- Cafeteria;
- Playground and lunch pergolas;
- Outdoor tables;
- Blacktop;
- Field.

Facility use is subject to the needs of Mayflower Elementary School's regular school program and any specific restrictions for safety or security purposes as determined by the District. In the event of increased enrollment due the need to serve additional students. The District will make available additional classrooms to the Club.

ARTICLE 3: TERM

The term of this agreement is from October 12, 2022, to June 16, 2023, and is subject to renew according to the agreed upon terms.

ARTICLE 4: REIMBURSEMENT PROCESS

The District agrees to reimburse the Club \$2,500 for each unduplicated student enrolled in the program at Mayflower Elementary and Recreation Park for the 2022-23 school year. The District also agrees to reimburse for the cost of additional staff (program assistants) that need to be hired in order to support the program up to the amount of \$45,000 per additional staff above current operating capacity (20).

October 5, 2022, is the official California Basic Educational Data Systems (CBEDS) information day. The Club will provide the District with a list of students served. The District will identify any students on the roster that are on the official CBEDS list. The Club agrees that any identified student will attend their program at no cost. The Club will also ensure that identified students have priority registration. The Club will ensure compliance with ELO-P grant mandates. The Club will collaborate with District's administration to ensure all state mandated reports for the ELO-P particular to Mayflower's ELO-P. The Club will submit backup for any additional program assistants hired for the year. Reimbursement will be paid to the Club no later than December 31, 2022.

ARTICLE 5: USE PERIOD

August 10, 2022 through June 16, 2023: *The before school program will run from 6:15 a.m. to 8:15 a.m. The afterschool program will run from the time school is out to 7:00 p.m. (*Staff are on campus at 10:00 a.m. to prep for afternoon.)

The facility use schedule is subject to change. The Club will inform the District, in a timely manner, of any changes of such use.

ARTICLE 6: CUSTODIAL SERVICES AND MAINTENANCE

It is the top priority for the District and the Club to provide a safe and clean learning environment to all students and adults on the campus. The Club is responsible for cleaning and sanitizing the interior classrooms, including but not limited to desks, chairs, equipment, supplies, and pergola tables. The District is responsible for regular cleaning, vacuuming, sanitizing common areas, and frequently used fixtures including bathrooms and door handles. If there are any changes within each party's custodial responsibilities, the District and Club will promptly communicate with each other and reach an agreement.

ARTICLE 7: ALTERATIONS

The Club does not have any right to make alterations to District facilities without the District's written consent.

ARTICLE 8: TERMINATION

This Agreement may be terminated as follows unless otherwise specified herein:

- a. Mutual: District and the Club may terminate this MOU at any time with a written agreement;
- b. District's Sole Discretion: District in its sole discretion may terminate this MOU for any reason with a ten (10) day written notice;
- c. Breach: Either party may terminate this agreement in the event of a material breach by the other party. To be effective, the party seeking termination must give to the other party a written notice of the breach and its intent to terminate. If the breaching party does not entirely cure the breach within ten (10) days of the date of the notice, then the non-breaching party may terminate this MOU at any time thereafter by giving a written notice of termination.
- d. Licensing: Notwithstanding any other provision herein, the District may terminate this MOU immediately by written notice to the Club upon denial, suspension, revocation, or non-renewal of any license, permit, insurance, or certificate that the Club must hold to lawfully operate the Program.

ARTICLE 9: INDEMNITY AND HOLD HARMLESS

- a. To the fullest extent allowed by law, the Club shall defend, indemnify and hold the District, its officials, trustees, officers, agents, employees, independent contractors, students, volunteers, and representatives ("Indemnitees") free and harmless from any and all claims, demands, negligence (including the active or passive negligence of Indemnitees as allowed by law), causes of action, costs, expenses, liabilities, losses, damages or injuries, fines, penalties in law or equity, regardless of whether the allegations are false, fraudulent, or groundless, to property or persons, including wrongful death, (collectively "Loss") to the extent arising out of or incident to: 1) the Club's failure to fully comply with or breach of any of the terms and conditions of this Contract, or 2) any acts, omissions, negligence or willful misconduct of the Club, and its officials, officers, employees, and agents arising out of or in connection with the performance of Services or otherwise arising from this Agreement ("Indemnification"). The Club's Indemnification includes, but is not limited to, the payment of all damages and attorney's fees, fines, penalties and other related costs and expenses. The only limitations on this provision shall be those imposed by Civil Code § 2782, as may be applicable, or other applicable provisions of law.
- b. The Club's defense obligations (with counsel approved by the District), shall arise immediately upon tender of any of the Indemnitees, and the defense shall be paid at the Club's own cost, expense and risk, for any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against any of the Indemnitees, notwithstanding whether liability is, can be or has yet been established.
- c. The Club shall pay and satisfy any judgment, award or decree that may be rendered against any of the Indemnitees, in any such suit, action or other legal proceeding. The Club shall reimburse Indemnitees, and each of them, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Acceptance

by the District of the services performed under this Agreement does not operate to release the Club from responsibility for the work performed.

- d. Acceptance of insurance certificates and endorsements required under this Agreement does not relieve the Club from liability under this indemnification and hold harmless clause. These requirements of Indemnification and Hold Harmless shall apply whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

ARTICLE 10: INSURANCE

The Club shall, at its sole cost and expense, procure and maintain, during the term of this MOU, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the operation of the Program, the Club's agents, representatives, officers, and employees. The Club agrees to maintain insurance coverage as follows:

- a. Commercial General Liability Insurance: Coverage must be equivalent in scope or at least as broad as on an "occurrence" basis, and must include coverage for property damage, bodily injury, personal and advertising injury, products and completed operations, liability assumed under an insured Contract (including tort of another assumed in a business contract), and independent contractor's liability with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, it shall be twice the required occurrence limit. District must be named as additional insured.
- b. Sexual Abuse and Molestation Insurance: In any Scope of Work where direct or incidental contact with students in or out of the classroom setting is likely to take place, the Club must provide Coverage for sexual abuse and molestation which covers bodily injury, emotional distress or mental anguish related to any claim, cause of action or liability associated with child molestation or sexual abuse, with limits no less than \$3,000,000 per wrongful act and \$5,000,000 aggregate. This coverage may be provided as an endorsement to the Commercial General Liability policy or under a separate policy and must be written on an "occurrence" and not on a claim made or claims made and reported basis. Coverage for such claims must not be subject to any exclusion, restriction, or sub-limit. District must be named as additional insureds with respect to sexual abuse and molestation claims. The coverage must contain a severability of interests/cross liability clause or language stating that the Club's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- c. Commercial Automobile Liability Insurance: Coverage must be equivalent in scope that includes all vehicles that are owned, non-owned, and hired and personal injury protection, with limit no less than \$1,000,000 per accident for bodily injury and property damage.
- d. Workers' Compensation Insurance: This coverage is required unless Consultant provides written verification it has no employees. Coverage must be at least as broad as that which is

required by the State of California, with Statutory Limits. The Club must also maintain Employer's Liability Insurance with limits of no less than \$1,000,000 per accident for bodily injury or disease.

Other Insurance Requirements:

- i. Additional Insured Endorsement. Also required is an Additional Insured Endorsement naming the District as an additional insured;
- ii. Notice of Cancellation. For all insurance required by this Agreement, the Club shall provide the District with no less than 30 days prior written notice of cancellation or nonrenewal, or reduction in coverage;
- iii. Waiver of Subrogation. The Club hereby grants to the District, its board of trustees, employees, volunteers, and agents a waiver of any right to subrogation which any insurer of said the Club may acquire against the District, its board of trustees, officials, employees, volunteers, and agents by virtue of the payment of any loss under such insurance. The Club shall obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District, its board of trustees, officials, employees, volunteers, and agents have received a waiver of subrogation endorsement from the insurer.
- iv. Verification of Coverage. The Club shall furnish the District with original certificates and amendatory endorsements or copies of the applicable policy language affecting coverage required by this Agreement. The endorsements are to be signed by the person authorized by that Insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Club's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time. Failure to maintain insurance and furnish the required certificates may be considered a breach of this Contract by the Club, and the District may terminate this Contract without waiver of any remedy it may have.

ARTICLE 11: OPERATION AND SUPERVISION OF PROGRAM

The Club will hire and supervise its own staff and program operations, and will not create additional work for site managers. District administrators may intervene in onsite operations to protect the safety of any person, to protect property, or to avoid conflict between persons or programs. Program personnel will follow orders of the District administrators in these matters.

ARTICLE 12: STUDENT, STAFF AND FACILITY SAFETY

- a. Confidentiality. Under the terms of this MOU, the Club may receive or obtain access to student data, pupil records, or other information that is privileged, confidential, not publicly available, which is covered by federal or state privacy laws, rules, and regulations, including but not limited to the Family Educational Rights and Privacy Act of 1974 (FERPA) 20 U.S. § 1232g; the Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. 1232h, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) 42 U.S.C. § 300gg and 29 U.S.C § 1181 et seq. and 42 USC 1320d et seq., AB 1584, found at California Education Code § 49073.1, the Children’s Online Privacy Protection Act of 1998 (COPPA) 15 U.S. Code §§ 6501 et seq., the Student Online Personal Information Privacy Act (SOPIPA) Cal. Bus. & Prof. Code § 22586 et seq., the Early Learning Personal Information Protection Act (ELPIPA) Cal. Bus. & Prof. Code § 22586 et seq., or which is otherwise considered confidential and protected from disclosure by the policies and procedures of District (“Confidential Information”). The Club understands and agrees that all Confidential Information shall be preserved and protected as privileged or confidential, that Confidential Information shall be held strictly in accordance with the District’s policies and procedures, that Confidential Information shall be preserved and held in compliance with all applicable state or federal laws, rules, or regulations, and that Confidential Information shall not be shared with any third party without the expressed written authorization of District. IF THE CLUB BECOMES AWARE OF A POSSIBLE UNAUTHORIZED RELEASE OR DISCLOSURE OF CONFIDENTIAL INFORMATION, THE CLUB SHALL IMMEDIATELY NOTIFY THE DISTRICT.
- b. Mandated Reporter Requirements: The Club acknowledges and understands that, pursuant to California Penal Code Section 11165.7, employees and agents of the Club and any sublicensee whose duties under the Scope of Work include contact and supervision of children are mandated reporters of known or suspected instances of child abuse or neglect. The Club will ensure that employees or agents and any sublicensee who are mandated reporters will take the Child Abuse Mandated Reporter Educators Training Module within six (6) weeks of hire and annually thereafter within the first six (6) weeks of each school year. The Club agrees to make this training available to each mandated reporter. The Club will ensure that each employee or its agent who is a mandated reporter will execute an Employee Acknowledgement Form and a Suspected Child Abuse Reporting Acknowledgement Form. The Club will provide copies of each of these signed forms for each employee or agent who is a mandated reporter to the District within six (6) weeks of the date of hire of the mandated reporter and on an annual basis.
- c. Live Screen Criminal Background Check Requirements: The Club, at its sole cost and expense, and as necessary to satisfy the requirements of EC sections 45125.1 and 45125.2 or District policy, will conduct all required criminal background checks. If required by EC section 45125.1, the Club must provide for the completion of a Fingerprint Certification form, in the District’s required format, prior to any of its employees, who are anticipated to come into contact with the District’s students. The Club further acknowledges that other fingerprinting requirements may apply, as set forth in EC section 45125 et seq., and the Club will comply with any such requirements. The Club further acknowledges and agrees that no licensee or sublicensee employees, agents or representatives shall come into contact with students if they have been

convicted of a violent felony listed in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c)

- d. COVID-19 Pandemic Risk. The World Health Organization has declared Coronavirus/COVID-19 a pandemic, and the Governor of California has declared that a State of Emergency exists in California related thereto. Coronavirus/COVID-19 is extremely contagious. Federal, state, and local governments, and health agencies have issued various directives and guidelines regarding social distancing and gatherings.

The District has instructed the Club to implement safety measures designed to mitigate the spread of Coronavirus/COVID-19, the District cannot guarantee that students or other attendees of the Club's program will not be exposed to or become infected with COVID-19 while at Mayflower Elementary School campus. Organizing, attending, or participating in such a program could increase the risk of contracting COVID-19.

The Club understands and acknowledges the contagious nature of Coronavirus/COVID-19 and the increased risk of infection related thereto in connection with programs. Specifically, the Club understands and acknowledges that its staff and students may be exposed to or infected by COVID-19 as a result of staff supervising and student attending or participating in its program, which may result in personal injury including serious illness, permanent disability, and death. The Club understands that exposure to or infection by COVID-19 may result from the actions or omissions, including the negligence, of itself and of others, including but not limited to: (1) other participants, attendees, or their families; (2) members of the public; and (3) employees, volunteers, agents, representatives, officers, administrators, or other individuals acting on behalf of the District. The Club hereby voluntarily and knowingly agrees to assume all of the foregoing risks and all other risks arising out of or related to and voluntarily and knowingly accept sole responsibility for any injury to the program members (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claims, liability, or expense, of any kind, that we may experience or incur in connection with student's attendance or participation in program.

ARTICLE 13: ASSIGNMENTS

The Club shall not assign or sublet the premises, in whole or in part, without the prior written consent of the District.

ARTICLE 14: DISPUTE RESOLUTION

- a. Negotiation. Any dispute that the Club may have regarding the performance of this MOU, including, but not limited to, claims for additional compensation, shall be submitted to the District within thirty (30) days of its occurrence. The District and the Club shall attempt to negotiate a resolution of such dispute and process an amendment to this MOU to implement the terms of such resolution.

- b. Mediation. If a dispute arises out of or relates to this MOU, or the breach thereof, and if said dispute cannot be resolved through direct discussions, the parties agree to first endeavor to resolve the dispute in an amicable manner by non-binding mediation under the applicable rules of the Judicial Arbitration and Mediation Service (JAMS), or other similar organization mutually selected by the parties. If any unresolved controversy or claim arising out of, or relating to this MOU or breach thereof, remains after mediation, the matter shall be determined in a court of law of proper jurisdiction in the District's place of venue.
- c. Claims Statute Requirement. This provision does not relieve the Club of its obligation to timely comply with all applicable provisions of the Government Claims Act before initiating any legal proceeding against the District.
- d. Controlling Law. The parties agree that California law will govern any dispute related to this MOU. The venue is exclusively in the County of Los Angeles.
- e. Attorney's Fee and Costs. In the event of any breach, failure to perform, or dispute arising directly or indirectly out of this MOU, including the performance of the terms and conditions recited, the prevailing party at arbitration shall be entitled to recover all reasonable legal fees, costs, experts' fees or other expenses incurred.

ARTICLE 15: NOTICE

Any notice, demand, request, consent, approval or communication that either party is required to give to the other party or any other person shall be in writing and either served personally, or sent by electronic mail to the other party at their present business address and in the event that it is to the District, it shall be sent to Monrovia Unified School District, 325 East Huntington Drive, Monrovia, California 91016, and to the Boys and Girls Club, 600 South Shamrock Avenue, Monrovia, California 91016.

Either party may change their address by notifying the other party of the change of address. Notice shall be deemed communicated within thirty-six (36) hours from the time of mailing, if mailed as provided in this article or electronically within thirty-six (36) hours.

ARTICLE 16: COMMUNICATIONS

The District and the Club will each designate a person or persons for regular communications and meetings, and for resolution of any problems which might arise due to this program.

ARTICLE 17: LIABILITY RELEASE

TO THE FULLEST EXTENT PERMITTED BY LAW, AND AS A MATERIAL PART OF THE CONSIDERATION PROVIDED UNDER THIS AGREEMENT, THE CLUB DOES HEREBY FULLY, FINALLY AND COMPLETELY RELEASE, ACQUIT, REMISE, AND FOREVER DISCHARGE THE DISTRICT AND ITS OFFICIALS, TRUSTEES, OFFICERS, AGENTS, EMPLOYEES,

INDEPENDENT CONTRACTORS, STUDENTS, VOLUNTEERS, AND REPRESENTATIVES OF AND FROM RESPONSIBILITY FOR, WAIVES THE CLUB'S ENTIRE CLAIM OF RECOVERY FOR, AND ASSUMES ALL RISK OF ANY AND ALL CLAIMS, EXPENSES, AND DEMANDS FOR COMPENSATION, OF EVERY KIND AND NATURE WHATSOEVER, RELATING TO, ARISING OUT OF, OR IN CONNECTION WITH THIS MOU, INCLUDING BUT NOT LIMITED TO (A) LIABILITY ARISING FROM THE CLUB'S ACCESS TO DISTRICT FACILITIES, (B) DAMAGE TO PROPERTY OR INJURY TO PERSONS (INCLUDING DEATH) IN OR ON THE PROPERTY FROM ANY CAUSE WHATSOEVER; AND (C) BUSINESS INTERRUPTION OR OTHER CONSEQUENTIAL DAMAGES. THIS RELEASE AND DISCHARGE IS INTENDED TO APPLY EVEN THOUGH THE LIABILITY MAY ARISE OUT OF THE NEGLIGENCE OR CARELESSNESS ON THE PART OF THE DISTRICT OR ITS OFFICIALS, TRUSTEES, OFFICERS, AGENTS, EMPLOYEES, INDEPENDENT CONTRACTORS, STUDENTS, VOLUNTEERS, AND REPRESENTATIVES.

Authority. The undersigned warrant that they are duly authorized representatives of the parties and have been empowered to execute this MOU on behalf of the party indicated.

I HAVE READ THIS CONTRACT, INCLUDING ALL EXHIBITS. I CERTIFY THAT I HAVE THE AUTHORITY TO SIGN AND ENTER INTO THIS CONTRACT ON BEHALF OF THE PARTY I REPRESENT AND AGREE TO BE BOUND BY ITS TERMS.

BOYS AND GIRLS CLUB OF THE FOOTHILLS MONROVIA UNIFIED SCHOOL DISTRICT

Signature: _____

**John Wilson
Executive Director**

Signature: _____

**Ryan D. Smith, Ed.D.
Superintendent**

Date: _____

Date: _____

Agenda Item Details

Meeting Date: 2022-10-12 18:30:00

AGENDA ITEM TITLE:

3. 22/23-1048 - PARENT ENGAGEMENT ACADEMY PROPOSAL

RECOMMENDATION

The Board of Education is requested to approve a proposal by Parent Engagement Academy for the 2022-23 school year.

Motion by _____, seconded by _____ Vote _____

Board Member Travanti ____, Board Member Hammond ____, Board Member Anderson ____,

Board Member Gholar ____, Board President Lockerbie _____

Rationale:

The FACTOR Parent Engagement Series for Monrovia Unified School District schools is designed to equip parents in support of the social-emotional and academic well-being of their children, help parents to understand the school system, and support parents in the preparation of their children for college and career. The series would begin in November 2022 and conclude at the end of April 2023.

Budget Implication (\$ Amount):

The approximate cost of the series at all school sites is not to exceed \$60,000, and Title I monies will fund the expenditure.

Legal References:

Education Code Section 17604 requires all agreement and contracts to be approved or ratified by the Board of Education.

Additional Information:

Copies of the proposal and quote are attached.

ATTACHMENTS

- [FACTOR Monrovia USD Proposal 2022.pdf](#)



From:	Parent Engagement Academy P.O. BOX 6176 Whittier, CA 90609 562-652-8150	PROPOSAL
To:	Monrovia Unified School District 325 East Huntington Drive Monrovia, CA 91016-3585	
Date:	September 30, 2022	
Expiration Date:	June 30, 2023	
District:	Monrovia Unified School District	

PARENT ENGAGEMENT ACADEMY Tax ID# 82-2352048 is a non-profit California corporation consisting of a dynamic group of professionals with a passion for education. They are experts in the field and bring over 27 years of experience in parent engagement, serving low-income families.

VISION: We aim to build a community where parents are actively engaged in their children's overall learning.

PARENT ENGAGEMENT ACADEMY provides a parent engagement online course, Families Acting towards Results (FACTOR), focusing on the social, emotional, and physical development of children from low-income families. This course incorporates useful academic information and 21st-century skills. Their research-based curriculum aims to improve students' academic achievement and parent engagement in K-12 schools.

1. Parent Engagement Academy will provide a parent training course FACTOR, FACTOR2, and/or FACTOR3, for the parents of the children enrolled in the school mentioned.
2. Parent Engagement Academy will recruit parents by phone, text, and email.
3. Provide a series of five weekly training sessions (90 minutes per session, once a week) culminating in a graduation ceremony with a diploma given to parents who attended three or more of the five sessions.
4. Period of Performance: FALL 2022 through SPRING 2023

5. **Compensation:** The school/District agrees to pay a **fee of \$5,500** per one 5-week program. The fee covers the cost of professionally trained class facilitators, coordinators, recruitment staff, and digital class materials for three sessions, two in Spanish and one in English via Zoom. Any additional parent who graduates after 40 will be charged \$100.00
6. Parent Engagement Academy will open a class with a minimum of **40 parents in Spanish and English.**


Schools interested in opening an additional class will agree to pay \$2,000.

Bradoaks Elementary Science Academy	Monrovia High
Clifton Middle	Plymouth Elementary
Mayflower Elementary	Santa Fe Computer Science Magnet
Monroe Elementary	Wild Rose School of Creative

Note: The following schools will be served in collaboration with other schools served in the same service period

<i>Canyon Oaks High</i>	<i>Mountain Park</i>
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SIGNATURES:

MONROVIA UNIFIED SCHOOL DISTRICT	PARENT ENGAGEMENT ACADEMY
Name: Ryan Smith	Name: Maria Elena Meraz,
Title: Superintendent	Title: Chief Executive officer
Signature:	Signature: 
Date: October 12, 2022	Date: September 30, 2022

SESSION 1: The Pathway to Success

7. Get to know the "Pathway to Success" model to be addressed throughout the program.
8. Learn to recognize the importance of family support in the academic performance of students and how to help them express their emotions.
9. Get to know the Habits of the Mind.
10. Be familiar with the Grade Point Average or GPA.
11. Learn about the honor classes, advanced classes, and the GATE program.

SESSION 2: Our children's well-being

1. Identify the benefits of doing physical activities.
2. Understand the importance of adequate nutrition in academic performance.
3. Be cognizant of the "core courses," and the A-G requirements.
4. Receive information regarding academic records, transcripts, and CUM files.
5. Identify what are extracurricular activities and their purpose in our children's education.

SESSION 3: Learning about the US Educational System

1. Support the communication of students with tools such as reading.
2. Understand the Common Core State Standards, how they work and what their purpose is.
3. Learn about the United States Educational System.
4. Be aware of the different committees that schools have and how parents can get involved.
5. Recognize the importance of visiting the teacher or academic counselor of our children and learn techniques for an effective visit.

SESSION 4: Getting Ready for College

1. Get to know how the California university system works.
2. Locate our children on the pathway to success.
3. Identify admission requirements for college.
4. Learn how the financial education of students affects their academic life.
5. Know the financing options for universities.
6. Identify STEM and STEAM careers.

SESSION 5: 21st Century Skills

1. Recognize the role technology plays in our lives, in the academic life of students, and how it is relevant to their professional lives.
2. Learn about 21st-century skills and how to support our children in achieving them.
3. Understand what the achievement gap is and how to shorten it.
4. Create an action plan to help our children to succeed.



SESSION 1: Social-Emotional Learning

1. Getting to know the role that we have as parents in the development of our children from an early age.
2. Understand the advantages of social-emotional learning.
3. Analyze the difficulties our children go through and help them prevent social-emotional problems.
4. To know the activities and programs that complement their social-emotional learning.

SESSION 2: Social-Emotional Problems and Preventions

1. Become familiar with social-emotional problems faced by students
2. Learn about bullying, cyberbullying, and suicide.
3. Recognize symptoms and signals of emotional distress.
4. Discuss strategies that you can implement to reduce social-emotional challenges.

SESSION 3 : The Age of Technology

1. To know what the Industrial Revolution 4.0 is and why do we live in the Age of Technology.
2. To learn about the importance of mathematics and sciences in education.
3. To know about the different activities that we can do with our children to encourage the study of mathematics and sciences.
4. To define the courses or classes necessary to guide our children towards an environment where they can work and develop the technology.
5. To study how the Common Core State Standards (CCSS) and the Next Generation Science Standards (NGSS) help to reinforce mathematics and sciences in the Education System.

SESSION 4 : STEM and its importance for the future

1. To know about the application and the importance of STEM.
2. To study which are the 21st Century competencies that will allow us to work with STEM.
3. To understand the importance of Art for STEM disciplines.
4. To know which competencies help us to create innovation.
5. To review which are the Basic Classes and why should we follow them.
6. To know how the Gender Gap is affecting us.
7. To identify the extracurricular activities that will help us develop knowledge and abilities related to STEM.

SESSION 5: Educational Technology (ED TECH)

1. To know the concept and utility of Educational Technology (EdTech).
2. To learn the importance of adapting to new educational models.
3. To recognize video games and platforms where our children can acquire new abilities.
4. To learn about the educational use that we can give to technological devices.
5. To know about the financial options for universities.

1. Introducing the concept of a Growth Mindset.
2. Learn how fostering a growth mindset can help students succeed in life.
3. Distinguish between a growth mindset and a fixed mindset.
4. Know a parent's role in this process.
5. Obtain tools that allow me to promote behavioral changes in my children.

SESSION 2: HOW TO REDUCE BULLYING AND FOSTER MATHEMATICAL INTELLIGENCE

1. Adopting a growth mindset in daily life.
2. Reduce Bullying by Cultivating Growth Mindsets.
3. Addressing Math anxiety.
4. Common Core State Standards – Mathematics.
5. Keys to developing Mathematical Intelligence.

SESSION 3: THE GROWTH MINDSET AND THE PATH TO SUCCESS

1. Recognize how a growth mindset impacts a student's success in college.
2. Learn the benefits of recognition and positive feedback.
3. Discover the power of Not Yet.
4. Learn about Grit.
5. Recognize the importance of failure.
6. Preparing for the transition from high school to college and the challenges of the first year in college.

SESSION 4: COLLEGE READINESS

1. Why it is important to prepare our children for college
2. Learn about the soft skills and executive brain skills our children need to be successful in college
3. Know the requirements of the Path to Success
4. Learn the importance of The Senior Project
5. Understand the importance of the Personal Statement

SESSION 5: TRANSITION TO UNIVERSITY

1. Review College Readiness Concept
2. Learn about California's University System
3. Analyze the Road to Success Diagram
4. Understand how Federal Financial Aid Works
5. Become familiar with the FAFSA & DREAM ACT forms
6. Prepare for transitioning from high school to college and the challenges of the first year of college

1. Understand the learning concepts of the Dual Language program.
2. Mention the benefits that a student has when they enroll in these types of studies.
3. Understand what the California Multicultural Educational Act (Proposition 58)
4. Learn ways to encourage a bilingual education at an early age and throughout each stage of our child's development.
5. Understand how Dual Learning programs improve our child's cognitive skills.
6. Understand how Dual Learning is aligned to the Common Core State Standards and how it helps students be academically successful.

Objectives-Session 2

1. Get to know how dual learning programs promote social-emotional development.
2. Get to know how dual learning programs prepare students to be successful in a multicultural world.
3. Explore how Dual Language Learning can help reduce the *Achievement Gap*.
4. Get to know the requirements a student must meet to obtain the *State Seal of Biliteracy*.
5. Discover how Dual Language Learning increases the chances of access to university and job opportunities.

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
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Print or type. See Specific Instructions on page 3.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:80%;"> 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. PARENT ENGAGEMENT ACADEMY </td> <td style="width:20%;"></td> </tr> <tr> <td> 2 Business name/disregarded entity name, if different from above </td> <td></td> </tr> <tr> <td> 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____ </td> <td> 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small> </td> </tr> <tr> <td> 5 Address (number, street, and apt. or suite no.) See instructions. PO BOX 6176 </td> <td> Requester's name and address (optional) </td> </tr> <tr> <td> 6 City, state, and ZIP code WHITTIER, CA 90609 </td> <td></td> </tr> <tr> <td colspan="2"> 7 List account number(s) here (optional) </td> </tr> </table>	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. PARENT ENGAGEMENT ACADEMY		2 Business name/disregarded entity name, if different from above		3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	5 Address (number, street, and apt. or suite no.) See instructions. PO BOX 6176	Requester's name and address (optional)	6 City, state, and ZIP code WHITTIER, CA 90609		7 List account number(s) here (optional)	
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7 List account number(s) here (optional)													

Part I Taxpayer Identification Number (TIN)											
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Social security number</td> </tr> <tr> <td style="text-align: center;">[] [] [] - [] [] - [] [] [] []</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center;">or</td> </tr> <tr> <td colspan="2" style="text-align: center;">Employer identification number</td> </tr> <tr> <td style="text-align: center;">8 2 - 2 3 5 2 0 4 8</td> <td></td> </tr> </table>	Social security number		[] [] [] - [] [] - [] [] [] []		or		Employer identification number		8 2 - 2 3 5 2 0 4 8	
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or											
Employer identification number											
8 2 - 2 3 5 2 0 4 8											
Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.											

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and	
3. I am a U.S. citizen or other U.S. person (defined below); and	
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	

Sign Here	Signature of U.S. person <i>Imani Renee Imery</i>	Date ▶ January 3, 2022
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/8/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Crest Insurance Group, LLC 10650 Treena Street Suite 308 San Diego AZ 92131	AGENT NAME: Dawn Manzano PHONE (A/C No. Ext): 858-578-5200 FAX (A/C No.): 520-325-3757 E-MAIL ADDRESS: dmanzano@crestins.com														
INSURED Parent Engagement Academy P.O. Box 6153 Whittier CA 90609	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Employers Preferred Insurance Company</td> <td style="text-align: center;">10346</td> </tr> <tr> <td>INSURER B: Philadelphia Indemnity Ins Co</td> <td style="text-align: center;">18058</td> </tr> <tr> <td>INSURER C: North American Specialty Ins. Co.</td> <td style="text-align: center;">29874</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Employers Preferred Insurance Company	10346	INSURER B: Philadelphia Indemnity Ins Co	18058	INSURER C: North American Specialty Ins. Co.	29874	INSURER D:		INSURER E:		INSURER F:	
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INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES **CERTIFICATE NUMBER:** 1236304042 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	PHPK2442187	9/1/2022	9/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY			PHPK2442187	9/1/2022	9/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	EIG272783103	10/12/2021	10/12/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Cyber Liability			C-4MQ8-130958	1/31/2022	1/31/2023	LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate holder and others when required in a written contract or agreement are Additional Insured (General Liability). Coverage is Primary & Non-Contributory (General Liability). Waiver of Subrogation (General Liability) applies. This form is subject to all policy forms, terms, endorsements, conditions definitions & exclusions.

CERTIFICATE HOLDER Monrovia Unified School District 325 East Huntington Drive Monrovia CA 91016-3585	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Cody Ritchie</i>
--	---

P.O. Box 6176
 Whittier, CA 90609
www.peafactor.org

Agenda Item Details

Meeting Date: 2022-10-12 18:30:00

AGENDA ITEM TITLE:

4. 22/23-2063 - PUBLIC HEARING AND APPROVAL OF RESOLUTION 2223-07 TO ADOPT THE LEVEL I DEVELOPER FEE JUSTIFICATION STUDY

RECOMMENDATION

The Board of Education is requested to hold a public hearing for the purpose of receiving information relative to the Level I Developer Fee Justification Study and to adopt Resolution No. 2223-07 on the Level I Developer Fee Justification Study and Approving Increases in Level I Developer Fee Rates Imposed on New Residential and Commercial/Industrial Projects Pursuant to Education Code Section 17620 et seq. and Government Code Section 66000 et seq.

Motion by _____, seconded by _____ Vote _____
Board Member Travanti ____, Board Member Hammond ____, Board Member Anderson ____,
Board Member Gholar ____, Board President Lockerbie _____

Rationale:

To increase the Level I Developer Fees that can be assessed on residential and commercial/industrial development to obtain funding for renovating school facilities to accommodate students from new development.

Background:

Education Code section 17620 authorizes school districts to impose developer fees on residential and commercial/industrial developments to fund the construction, reconstruction, and renovation of school facilities necessitated by such developments. The District currently assesses Level I Developer Fees against each square foot of new residential and commercial/industrial development in the amounts of \$1.84 and \$0.30, respectively. On February 23, 2022, the State Board of Allocation ("SAB") increased the maximum amounts of statutory school fees per residential building square foot that may be levied for schools ("Level I Developer Fees" or "Statutory School Fees") from \$1.84 to \$4.79 per square foot for assessable space of residential development and from \$0.30 to \$0.78 per square foot of chargeable covered and enclosed space for all categories of commercial/industrial development. To determine whether the District is authorized to increase the Level I Developer Fees, the District retained the services of Jack Schreder & Associates, Inc. to prepare a Level I Developer Fee Justification Study ("Fee Study"). The Fee Study justifies the levying of the maximum Level I Developer Fee amounts at \$4.79 per square foot for all new residential development and \$0.78 per square foot for new commercial/industrial development, with the exception of the self-storage category where it is justified in levying a fee of \$0.03 per square foot and agriculture at \$0.44 per square foot. The Study is available for public review from September 28, 2022, through October 12, 2022, at the District Office and online. If the Resolution is adopted, the increased Level I Developer Fee rates will become effective on Monday, December 12, 2022 (60 days after the Resolution adoption date).

Budget Implication (\$ Amount):

New residential and commercial/Industrial Development will be assessed a fee of \$4.79 and \$0.78 per square foot, except for self-storage development, which will be assessed a fee of \$0.03 per square foot, and agricultural, which will be charged \$0.44 per square foot.

Legal References:

Education Code § 17620 et seq. and Government Code section 66000 et seq.

Additional Information:

A copy of Resolution 2223-07 and Final Study are attached.

ATTACHMENTS

- [BA Item 2063\(b\) Resolution 2223-07 Level I Developer Fee & Final Study 10-12-22.pdf](#)

RESOLUTION NO. 2223-07

RESOLUTION OF THE BOARD OF EDUCATION OF THE MONROVIA UNIFIED SCHOOL DISTRICT ADOPTING THE LEVEL I DEVELOPER FEE JUSTIFICATION STUDY AND APPROVING INCREASES IN LEVEL I DEVELOPER FEE RATES IMPOSED ON NEW RESIDENTIAL AND COMMERCIAL/INDUSTRIAL DEVELOPMENT PROJECTS PURSUANT TO EDUCATION CODE SECTION 17620 ET SEQ. AND GOVERNMENT CODE SECTION 66000 ET SEQ.

WHEREAS, the Board of Education ("Board") of the Monrovia Unified School District ("District") provides for the educational needs for K-12 students within the City of Monrovia ("City") and portions of the unincorporated County of Los Angeles ("County");

WHEREAS, outdated and deteriorating facilities within the District have an impact on the District's ability to provide an adequate quality education and negatively impacts the educational opportunities for the District's students;

WHEREAS, new Residential and Commercial/Industrial Development continues to generate additional students for the District's schools and the District is required to provide school facilities ("Facilities") to accommodate those students;

WHEREAS, the District does not have sufficient funds available for the renovation of the Facilities, to accommodate students from new residential and Commercial/Industrial Development;

WHEREAS, the District is authorized to collect Level I Developer Fees on new Residential, Commercial, and Industrial Development pursuant to Education Code section 17620 ("Statutory School Fees");

WHEREAS, since 1998, the District has collected Statutory School Fees from Residential Development in the amount of \$1.84 per square foot and from Commercial/Industrial Development categories ranging from \$0.30 per square foot;

WHEREAS, on February 23, 2022, the State Allocation Board increased the maximum amounts of Statutory School Fees to \$4.79 per square foot for assessable space of Residential Development and \$0.78 per square foot of chargeable covered and enclosed space for all categories of Commercial/Industrial Development;

WHEREAS, the District may increase its Statutory School Fees to match the newly enacted maximums if a duly adopted fee justification study demonstrates that the costs of providing school facilities for the increased enrollment from these developments equals or exceeds these new maximums;

WHEREAS, the District engaged Jack Schreder & Associates, Inc. to prepare a fee justification study, dated September 7, 2022, entitled “Level I Developer Fee Justification Study for Monrovia Unified School District” (“Fee Study”), which includes information, documentation, and analysis of the facilities needs of the District, including (a) the purpose of the Statutory School Fees, (b) the use to which the Statutory School Fees are to be put (c) the nexus (roughly proportional and reasonable relationship) between the Residential and Commercial/Industrial Development and (1) the use for Statutory School Fees, (2) the need for School Facilities, (3) the cost of School Facilities and the amount of Statutory School Fees from new Residential and Commercial/Industrial Development, (d) a determination of the impact of the increased number of employees anticipated to result from the Commercial/Industrial Development (by category) upon the cost of providing School Facilities within the School District, (e) an evaluation and projection of the number of students that will be generated by new residential development, and (f) the new School Facilities that will be required to serve such students, and (g) the cost of such School Facilities;

WHEREAS, the Fee Study and supporting documents were timely made available to the public, as required by law, before the Board considered the Fee Study and increasing the fees at a regularly scheduled Board meeting;

WHEREAS, all required notices of the increase in Statutory School Fees have been given;

WHEREAS, a public hearing was held at a regularly scheduled meeting of the Board relating to the proposed Statutory School Fees; and

WHEREAS, Education Code section 17621 provides that the adoption, increase or imposition of any fee, charge, dedication, or other requirement, pursuant to Education Code section 17620 shall not be subject to Division 13 (commencing with section 21000) of the Public Resources Code.

NOW, THEREFORE, be it resolved, determined and ordered by the Board of Education of the Monrovia Unified School District as follows:

Section 1. The foregoing recitals are adopted as true and correct.

Section 2. The Study complies with the legal requirements to increase Statutory School Fees.

Section 3. That the Board hereby adopts the Study that demonstrates Residential and Commercial/Industrial Developments within the District will increase student enrollment within the District and that existing Facilities are not sufficient to accommodate the increase of students.

Section 4. The purpose of the Statutory School Fees imposed upon new Residential and Commercial/Industrial Development is to fund the renovation of Facilities required to serve the students generated by Residential Development and Commercial/Industrial Development.

Section 5. As demonstrated by the Study, there is a roughly proportional, reasonable relationship between the use of the Statutory School Fees and Residential Development and Commercial/Industrial Development within the District because the Statutory School Fees imposed will be used to fund construction or modernization of classroom and support Facilities, which will be used to serve the students generated by Residential Development and Commercial/Industrial Development.

Section 6. The Statutory School Fees will be used only to finance the construction and reconstruction of Facilities described in the Study or its supporting documents, and that these Facilities are required to serve the students generated by Residential Development and Commercial/Industrial Development within the District's boundaries; and that the use of the Statutory School Fees shall be for the construction or acquisition of additional Facilities, remodeling existing Facilities, acquiring and installing additional portable classrooms and related Facilities to be determined based on the residence of the students being generated by such new Residential Development and Commercial/Industrial Development, as well as any required central administrative and support facilities, within the District.

Section 7. As demonstrated by the Study, the amounts of the Statutory School Fees, as set forth in this Resolution, are roughly proportional and reasonably related to, and do not exceed the cost of, providing the Facilities required to serve the students generated by Residential Development and Commercial/Industrial Development, within the District.

Section 8. A separate account has been established for the deposit of Statutory School Fees imposed on Residential Development and Commercial/Industrial Development and that said account has at all times since been separately maintained, except for temporary investments, from other funds of the District.

Section 9. The funds of the account, described in *Section 8*, consisting of the proceeds of Statutory School Fees have been imposed for the purposes of constructing and reconstructing those School Facilities necessitated by Residential Development and Commercial/Industrial Development, and thus, these funds may be expended for those purposes. The Statutory School Fees may also be expended by the District for the costs of performing any study or otherwise making the findings and determinations required under subdivisions (a), (b), and (d) of section 66001 of the Government Code. In addition, the District may also retain, as appropriate, an amount not to exceed in any fiscal year, three percent (3%) of the fees collected in that fiscal year pursuant to Education Code section 17620 for reimbursement of the administrative costs incurred by the District in collecting the Statutory School Fees.

Section 10. The Statutory School Fees for Residential Development are hereby increased in the following amounts:

- (a) \$4.79 per square foot of new Residential Development, assessable space for new single family detached residential development and \$4.79 for new multifamily attached residential development, including new residential projects, manufactured homes and mobile homes as authorized under Education Code section 17625, and including residential construction other than new construction where such construction results in an increase of assessable space, as defined in Government Code section 65995, in excess of 500 square feet. However, these amounts shall not be imposed on any development project used exclusively for housing senior citizens, as described in Civil Code section 51.3, or as described in Subdivision J of section 1569.2 of the Health and Safety Code or paragraph 9 of subdivision (d) of section 15432 of the Government Code or any mobile home or manufactured home that is located within a mobile home park, subdivision, cooperative or condominium for mobile homes limited to older persons as defined by the Federal Fair Housing Amendments of 1988.

(b) \$0.78 per square foot of assessable space for new residential development used exclusively for the housing of senior citizens, as described in section 51.3 of the Civil Code or as described in subdivision J of section 1569 of the Health and Safety Code or paragraph 9 of subdivision (d) of section 15432 of the Government Code or any mobile home or manufactured home that is located within a mobile home park, subdivision, cooperative or condominium for mobile homes limited to older persons as defined by the Federal Fair Housing Amendments of 1988.

Section 11. The Statutory School Fees for all categories of Commercial/Industrial Development is hereby increased to \$0.78 per chargeable square foot per square foot of chargeable covered and enclosed space, with the exception of self-storage development, for which a Statutory School Fee of \$0.03 will be charged and agricultural development, for which the fee of \$0.44 per square foot will be charged.

Section 12. The District's Superintendent, or his or her designee, is directed to cause a copy of this Resolution to be delivered to the building officials of the City and County within the District's boundaries and the Office of Statewide Health Planning and Development ("OSHDPD") along with a copy of all the supporting documentation referenced herein and a map of the District clearly indicating the boundaries thereof, advising the City, County, and OSHDPD that new Residential and Commercial/Industrial Developments are subject to the Statutory School Fees readopted pursuant to this Resolution and requesting that no building permit or approval for occupancy be issued by any of these entities for any Residential Development subject to the Statutory School Fees absent a certification from this District of compliance of such development with the requirements of the Statutory School Fees, nor that any building permit be issued for any non-residential development absent a certification from this District of compliance with the requirements of the applicable Statutory School Fees.

Section 13. There is hereby established a process that permits the party against whom the Commercial/Industrial Statutory School Fees are imposed, the opportunity for a hearing to appeal that imposition of Statutory School Fees for Commercial/Industrial Development as required by Education Code section 17621(e)(2). The appeal process is as follows:

(a) After a party, who has been denied of her/his protest of the imposition of Statutory School Fees for a Commercial/Industrial Development, may, within ten (10) calendar days of being notified, in writing, (by personal delivery or deposit in the U.S. Mail) appeal that denial in writing to the Superintendent. The party shall state in the written request the grounds for opposing the imposition of Commercial/Industrial Statutory School Fees and said written request shall be served by personal delivery or certified or registered mail to the Superintendent of the School District.

(b) Within ten (10) calendar days of receipt of the written appeal, the Superintendent, or his or her designee, shall give notice in writing of the date, place and time of the hearing to the appealing. The Superintendent, or his or her designee, shall schedule and conduct a hearing on the appeal at the next regular meeting of the Board, provided that the party is given notice at least five (5) working days prior to the meeting of the Board. The Superintendent shall render a written decision within ten (10) days following the appeal hearing and serve the decision by certified or registered mail to the appealing party.

(c) The appealing party bears the burden of proof showing that imposition of the Commercial/Industrial Statutory School Fees upon the party's development are improper.

Section 14. District staff are authorized to cause a certificate of compliance to be issued for each development for which Statutory School Fees have been levied at the specified rate set forth by this Resolution. In the event that any fact relied upon in issuing a certificate of compliance is later determined to be untrue, then such certificate shall automatically become void, and the appropriate City shall be so notified.

Section 15. That no statement or provision set forth in this Resolution, or referred to herein, shall be construed to repeal any preexisting fee previously imposed by the School District on any Residential Development or Commercial/Industrial Development.

Section 16. That if any portion or provision of this Resolution is judicially held invalid, the remainder hereof is intended to be, and shall remain, valid.

Section 17. The Statutory School Fees increased by this Resolution shall become effective sixty (60) days from the date of this Resolution, unless a separate resolution increasing the fees immediately on an urgency basis is adopted by the Superintendent.

Section 18. This Resolution shall take effect upon its adoption.

AYES:

NAYS:

ABSTAIN:

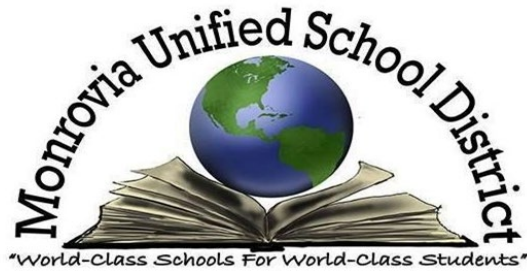
ABSENT:

APPROVED:

President of the Board of Education of the
Monrovia Unified School District

ATTEST:

Clerk of the Board of Education of the
Monrovia Unified School District



Level I Developer Fee Study
for
Monrovia Unified School District

September 7, 2022

Ryan D. Smith, Ed.D., Superintendent

Board of Trustees

Selene Lockerbie, President
Traci Gholar, Vice President
Jennifer Anderson, Clerk
Rob Hammond, Member
Maritza Travanti, Member

Prepared by:

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EXECUTIVE SUMMARY

- Education Code Section 17620 authorizes school districts to levy a fee, charge, dedication or other form of requirement against any development project for the construction or modernization of school facilities, provided the District can show justification for levying of fees.
- In February 2022, the State Allocation Board's biennial inflation adjustment changed the fee to \$4.79 per square foot for residential construction and \$0.78 per square foot for commercial/industrial construction.
- The Monrovia Unified School District is justified in collecting \$4.79 per square foot of residential construction and \$0.78 per square foot of commercial/industrial construction, with the exception of mini storage and agriculture. The mini storage category of construction should be collected at a rate of \$0.03 per square foot and agriculture at \$0.44.
- In general, it is fiscally more prudent to extend the useful life of an existing facility than to construct new facilities when possible. The cost to modernize facilities is approximately 41.1 percent of the cost to construct new facilities.
- The residential justification is based on the Monrovia Unified School District's projected modernization need of \$23,275,544 for students generated from residential development over the next 25 years and the projected residential square footage of 1,361,260.
- Based on the modernization need for students generated from projected residential development and the projected residential square footage, each square foot of residential construction will create a school facilities cost of \$17.10 ($\$23,275,544/1,361,260$).
- Each square foot of commercial/industrial construction will create a school facilities cost ranging from \$0.03 to \$3.10 per square foot of new commercial/industrial construction.

- For both residential and commercial/industrial development, the fees authorized by Government Code section 65995 are justified.

INTRODUCTION

In September, 1986, the Governor signed into law Assembly Bill 2926 (Chapter 887/Statutes 1986) which granted school district governing boards the authority to impose developer fees. This authority is codified in Education Code Section 17620 which states in part "...the governing board of any school district is authorized to levy a fee, charge, dedication or other form of requirement against any development project for the construction or modernization of school facilities."

The Level I fee that can be levied is adjusted every two years according to the inflation rate, as listed by the state-wide index for Class B construction set by the State Allocation Board. In January of 1992, the State Allocation Board increased the Level I fee to \$1.65 per square foot for residential construction and \$0.27 per square foot for commercial and industrial construction.

Senate Bill 1287 (Chapter 1354/Statutes of 1992) effective January 1, 1993, affected the facility mitigation requirements a school district could impose on developers. Senate Bill 1287 allowed school districts to levy an additional \$1.00 per square foot of residential construction (Government Code Section 65995.3). The authority to levy the additional \$1.00 was rescinded by the failure of Proposition 170 on the November 1993 ballot.

In January 1994, the State Allocation Board's biennial inflation adjustment changed the fee to \$1.72 per square foot for residential construction and \$0.28 per square foot for commercial/industrial construction.

In January 1996, the State Allocation Board's biennial inflation adjustment changed the fee to \$1.84 per square foot for residential construction and \$0.30 per square foot for commercial/industrial construction.

In January 1998, the State Allocation Board's biennial inflation adjustment changed the fee to \$1.93 per square foot for residential construction and \$0.31 per square foot for commercial/industrial construction.

In January 2000, the State Allocation Board's biennial inflation adjustment changed the fee to \$2.05 per square foot for residential construction and \$0.33 per square foot for commercial/industrial construction.

In January 2002, the State Allocation Board's biennial inflation adjustment changed the fee to \$2.14 per square foot for residential construction and \$0.36 per square foot for commercial/industrial construction.

In January 2004, the State Allocation Board's biennial inflation adjustment changed the fee to \$2.24 per square foot for residential construction and \$0.41 per square foot for commercial/industrial construction.

In January 2006, the State Allocation Board's biennial inflation adjustment changed the fee to \$2.63 per square foot for residential construction and \$0.42 per square foot for commercial/industrial construction.

In January 2008, the State Allocation Board's biennial inflation adjustment changed the fee to \$2.97 per square foot for residential construction and \$0.47 per square foot for commercial/industrial construction.

In January 2010, the State Allocation Board's biennial inflation adjustment maintained the fee at \$2.97 per square foot for residential construction and \$0.47 per square foot for commercial/industrial construction.

In January 2012, the State Allocation Board's biennial inflation adjustment changed the fee to \$3.20 per square foot for residential construction and \$0.51 per square foot for commercial/industrial construction.

In January 2014, the State Allocation Board's biennial inflation adjustment changed the fee to \$3.36 per square foot for residential construction and \$0.54 per square foot for commercial/industrial construction.

In February 2016, the State Allocation Board's biennial inflation adjustment changed the fee to \$3.48 per square foot for residential construction and \$0.56 per square foot for commercial/industrial construction.

In January 2018, the State Allocation Board's biennial inflation adjustment changed the fee to \$3.79 per square foot for residential construction and \$0.61 per square foot for commercial/industrial construction.

In January 2020, the State Allocation Board's biennial inflation adjustment changed the fee to \$4.08 per square foot for residential construction and \$0.66 per square foot for commercial/industrial construction.

In February 2022, the State Allocation Board's biennial inflation adjustment changed the fee to \$4.79 per square foot for residential construction and \$0.78 per square foot for commercial/industrial construction.

The next adjustment to the fee will occur at the January 2024 State Allocation Board meeting.

In order to levy a fee, a district must make a finding that the fee to be paid bears a reasonable relationship and be limited to the needs of the community for elementary or high school facilities and be reasonably related to the need for schools caused by the development. Fees are different from taxes and do not require a vote of the electorate. Fees may be used only for specific purposes and there must be a reasonable relationship between the levying of fees and the impact created by development.

In accordance with the recent decision in the Cresta Bella LP v. Poway Unified School District, 218 Cal. App.4th 438(2013) court case, school districts are now required to demonstrate that reconstruction projects will generate an increase in the student population thereby creating an impact on the school district's facilities. School districts must establish a reasonable relationship between an increase in student facilities needs and the reconstruction project in order to levy developer fees.

Purpose of Study

This study will demonstrate the relationship between residential, commercial and industrial growth and the need for the modernization of school facilities in the Monrovia Unified School District.

SECTION I: DEVELOPER FEE JUSTIFICATION

Developer fee law requires that before fees can be levied a district must find that justification exists for the fee. Government Code Section 66001 (g) states that a fee shall not include the costs attributable to existing deficiencies in public facilities, but may include the costs attributable to the increased demand for public facilities reasonably related to the development project in order to refurbish existing facilities to maintain the existing level of service or achieve an adopted level of service that is consistent with a general plan. This section of the study will show that justification does exist for levying developer fees in the Monrovia Unified School District.

Facilities Capacity

The District's capacity is adequate to house the District's current student population. Facility needs exist regardless of the availability of capacity to house student enrollments, inclusive of student enrollment generated from new development. New students generated from future development will create a burden on existing school facilities. Capital improvements, including upgrades or the replacement of existing facilities with new facilities for their continued long-term use, are necessary to adequately house future enrollment growth at all school levels.

The District's current total student capacity will diminish over time if the District does not modernize its facilities. Without modernization of aging buildings, some facilities will become unavailable, which will decrease the District's total student capacity. New development in the District necessitates that modernization occur in order to continue to have available school housing for newly generated students.

Modernization and Reconstruction

Extending the useful life of a school is a cost effective and prudent way to house students generated from future development. The state of California recognizes the need to extend the life of existing schools and provides modernization funding through the State School Facility Program. For the purpose of this report, modernization and reconstruction are used interchangeably since many of the improvements are common to both programs. Developer fees may not be used for regular maintenance, routine repair of school buildings and facilities or deferred maintenance. The District completed

a Facilities Master Plan in 2019 which includes a thorough assessment of all District facility modernization needs. The cost estimate for the modernization needs is \$345 million. Developer fees will be used to assist with the projects in the 2019 Facility Master Plan which include but are not limited to general modernization of aging school buildings, ADA improvements, replacement of HVAC, and replacement of roofs. Projects will be funded as developer fee revenue is generated. The authorization to justify modernization and reconstruction of school facilities and extend the useful life of existing schools is contained in Education Code Section 17620 and Government Code Section 66001(g). School districts are permitted to modernize or replace existing or build new school facilities with developer fees as justified by this Study.

Modernization Need

As new students are generated by new development, the need to increase the useful life of school facilities will be necessary. In order to calculate the District's estimated modernization need generated by students from new development, it is necessary to determine the following factors: the number of units included in proposed developments, the District student yield factor, and the per pupil cost to modernize facilities.

Projected Development

The Monrovia Unified School District is located within the Los Angeles County and City of Monrovia planning jurisdictions. Both planning departments were contacted regarding projected development. According to the Los Angeles County Planning Department, an estimated 86 single family residential units may be constructed in the next 25 years. According to the City of Monrovia Planning Department, the City is in the process of updating the General Plan, Housing Element and as a conservative estimate, suggested that we include projects in the review process as the 25 year estimate. Using this methodology, an estimated 1,366 multi family units may be constructed in the next 25 years. A summary of projects by planning jurisdiction is included in Table 4 on page 12. A total of 1,452 units were included to calculate Level I fees.

The School Facility Program allows districts to apply for modernization funding for classrooms over 25 (permanent) or 20 (portable) years, meaning that school facilities

are presumed to be eligible for, and therefore need, modernization after that time period. It is therefore generally presumed that school facilities have a useful life span of 25 years before modernization is needed in order to maintain the same level of service as previously existed. The same would be true for modernization of buildings 25 years after their initial modernization. In some cases, these older buildings may need to be closed entirely for the health and safety of students, teachers, staff and other occupants. Aging infrastructure and building problems can profoundly impact a school's ability to safely remain in service and to continue delivering the instructional program to students at existing levels of service. Therefore, the District's modernization needs are considered over a 25 year period, and a 25 year projection has been included in the Study when considering the homes that will generate students for the facilities in question. Future development will generate additional students for the District to house. Developer fees generated from future development may be used to modernize or construct facilities to house students from planned future development.

School facilities have a limited usable lifespan, and school districts must consider the lifespan for each facility when planning and determining student housing needs in the future. Residential units will be built at different times over the coming years, and it is difficult to predict when construction on these projects will be complete. Additionally, the homes in these developments may be immediately occupied with families with school-aged children, or they may not be occupied by school-aged children for another five, ten or fifteen years as young people who move in begin starting to have families. Thus, the District must be prepared to house students from new developments for the next several decades.

Student Generation Rate

In determining the impact of new development, the District is required to show how many students will be generated from the new development. In order to ensure that new development is paying only for the impact of those students that are being generated by new homes and businesses, the student generation rate is applied to the number of new housing units to determine development-related impacts. The student generation rate identifies the number of students per housing unit and provides a link between new residential construction projects and projected enrollment.

To identify the number of students anticipated to be generated by new residential development, a student yield factor of .7 has been utilized for the Monrovia Unified School District. The yield factor is based on State wide student yield averages calculated by the Office of Public School Construction (Enrollment Certification/Projection, SAB 50-01).

Construction Cost

The construction cost per TK-12 pupil is \$55,740. Construction costs are based on information provided by California Department of Education and research completed by Jack Schreder & Associates. Appendix A includes the cost per student calculations. Table 1 shows the weighted average to construct facilities per TK-12 pupil.

Table 1:	
<u>Construction Costs Per Pupil</u>	
Grade Level	Construction Costs
TK-6	\$49,425
7-8	\$58,440
9-12	\$67,019
Weighted Average	
	\$49,425 × 8 = \$395,400
	\$58,440 × 2 = \$116,880
	\$67,019 × 4 = <u>\$268,076</u>
Total	\$780,356
Average = \$780,356/14 = \$55,740	

Source: California Department of Education, Jack Schreder & Associates.

Modernization Cost

The cost to modernize facilities is 41.1 percent of new construction costs. The percentage is based on the comparison of the State per pupil modernization grant (including 3% for Americans with Disabilities and Fire, Life Safety improvements) and the State per pupil new construction grant. For example, the State provides \$14,623 per TK-6 pupil to construct new facilities and \$5,568 to modernize facilities, which is 38.1 percent ($\$5,568 / \$14,623$) of the new construction grant amount provided by the Office of Public School Construction in the Leroy F. Greene School Facilities Act, 1998. In addition, the State provides a minimum of three percent for ADA/FLS improvements which are required by the Department of State Architect's (DSA) office. Based on the per pupil grant amounts and the ADA/FLS costs, the estimated cost to modernize facilities is 41.1 percent of the cost to construct facilities. The School Facility Program per pupil grant amounts are included in Appendix B.

The construction cost per TK-12 pupil is \$55,740 and is outlined in Table 1. Therefore, the per pupil cost to modernize facilities per TK-12 pupil is \$22,909 ($\$55,740 \times 0.411$).

25 year Modernization Need

Based on the student generation rate and the projected number of residential units, 1,016 TK-12 students are projected from proposed new development. The calculation is included in Table 2.

Table 2:

Projected Students from Proposed Development Over 25 Years

Projected Units	Student Generation Rate	Projected Students
1,452	.7	1,016

Source: Monrovia Unified School District, Los Angeles County Planning Department, City of Monrovia Planning Department, Jack Schreder & Associates.

The District’s estimated modernization need generated by students from new residential development is \$23,275,544. The calculation is included in Table 3.

Per Pupil Modernization Cost	\$22,909
Students Generated	<u>x 1,016</u>
Modernization Need	\$23,275,544

Source: Monrovia Unified School District, Office of Public School Construction, Jack Schreder & Associates, Los Angeles County Planning Department, City of Monrovia Planning Department.

Residential Development and Fee Projections

To show a reasonable relationship exists between the construction of new housing units and the need for modernized school facilities, it will be shown that residential construction will create a school facility cost impact on the Monrovia Unified School District by students generated from new development.

The Monrovia Unified School District is located within the Los Angeles County and City of Monrovia planning jurisdictions. According to the Los Angeles County Planning Department, an estimated 86 single family residential units may be constructed in the next 25 years. According to the City of Monrovia Planning Department, an estimated 1,366 multi family units may be constructed in the next 25 years. A summary of projects by planning jurisdiction is included in Table 4 on page 10. A total of 1,452 units were included to calculate Level I fees. Table 4 includes a summary of projected development by planning jurisdiction, unit type and average square footages. Based on this information, an estimated 1,452 residential units, totaling 1,361,260 square feet, may be constructed within District boundaries in the next 25 years.

Table 4:
Summary of Projects and Projected Residential Square Footage

Planning Jurisdiction	Project	Unit Type	Projected Units	Average Square Footage	Total Square Footage
Monrovia	Alexan	Multi Family	436	862	375,832
Monrovia	Arroyo Specific Plan	Multi Family	324	872	282,528
Monrovia	Station Square	Multi Family	296	814	240,944
Monrovia	West Pomona Specific Plan	Multi Family	310	899	278,690
Los Angeles County	TR80294	Single Family	<u>86</u>	2131	<u>183,266</u>
		Total	1,452		1,361,260

Source: Monrovia Unified School District, Jack Schreder & Associates, Los Angeles County Planning Department, City or Monrovia Planning Department.

Based on the District’s modernization need of \$23,275,544 generated by students from residential construction and the total projected residential square footage of 1,361,260, residential construction will create a facilities cost of \$17.10 per square foot. The calculation is included in Table 5 below. However, the Level I statutory fee is \$4.79 per square foot. Therefore, the District is justified to collect \$4.79 per square foot of residential construction.

Table 5:
Facilities Cost per SF from Proposed Residential Construction

Modernization Need	Total Square Footage	Facilities Cost
\$23,275,544	/1,361,260	= \$17.10

Source: Monrovia Unified School District, Jack Schreder & Associates, Office of Public School Construction, Los Angeles County Planning Department, City of Monrovia Planning Department.

Extent of Mitigation of School Facility Costs Provided by Level I Residential Fees

Based on development projections, an estimated 1,361,260 residential square feet may be constructed in the next 25 years. Based on the statutory Level I fee of \$4.79 per square foot, the District is projected to collect \$6,520,435 (\$4.79 x 1,361,260) in residential developer fees. The \$6,520,435 in total residential Level I fee revenue will cover only 28 percent of the \$23,275,544 in total school facility modernization costs attributable to new residential development over the next 25 years.

Commercial / Industrial Development and Fee Projections

In order to levy developer fees on commercial and industrial development, a district must conduct a study to determine the impact of the increased number of employees anticipated to result from commercial and industrial development upon the cost of providing school facilities within the district. For the purposes of making this determination, the developer fee justification study shall utilize employee generation estimates that are calculated on either an individual project or categorical basis. Those employee generation estimates shall be based upon commercial and industrial factors within the district or upon, in whole or part, the applicable employee generation estimates as set forth in the January 1990 edition of "San Diego Traffic Generators," a report of the San Diego Association of Governments (Education Code Section 17621). The initial study that was completed in January of 1990 (updated annually) identifies the number of employees generated for every 1,000 square feet of floor area for several development categories. These generation factors are shown in Table 6.

Table 6 indicates the number of employees generated for every 1,000 square feet of new commercial and industrial development and the number of District households generated for every employee in 12 categories of commercial and industrial development. The number of District households is calculated by adjusting the number of employees for the percentage of employees that live in the District and are heads of households. School facility costs for development projects not included on the list may be estimated by using the closest employee per 1,000 square feet ratio available for the proposed development.

In addition, an adjustment in the formula is necessary so that students moving into new residential units that have paid residential fees are not counted in the commercial/industrial fee calculation. Based on 2020 US Census data, 17.8 percent of all employees in the District live in existing housing units. The 17.8 percent adjustment eliminates double counting the impact. This adjustment is shown in the worksheets in Appendix C and in Table 6. When these figures are compared to the cost to house students, it can be shown that each square foot of commercial and industrial development creates a cost impact greater than the maximum fee, with the exception of mini storage and agriculture. The data in Table 7 is based on the per student costs shown in Table 1. These figures are multiplied by the student yield factor to determine the number of students generated per square foot of commercial and industrial development. To determine the school facilities square foot impact of commercial and industrial development shown in Table 7, the students per square foot are multiplied by the cost of providing school facilities.

Table 6:
Commercial and Industrial Generation Factors

Type of Development	*Employees per 1,000 sf	**Dist HH Per Emp.	***% Emp in Exist HH	Adj.%Emp Dist HH/Emp
Medical Offices	4.27	.2	.178	.0356
Corporate Offices	2.68	.2	.178	.0356
Commercial Offices	4.78	.2	.178	.0356
Lodging	1.55	.3	.178	.0534
Scientific R&D	3.04	.2	.178	.0356
Industrial Parks	1.68	.2	.178	.0356
Industrial/Business Parks	2.21	.2	.178	.0356
Neighborhood Shopping Centers	3.62	.3	.178	.0534
Community Shopping Centers	1.09	.3	.178	.0534
Banks	2.82	.3	.178	.0534
Mini-Storage	.06	.2	.178	.0356
Agriculture	.31	.5	.178	.09

* Source: San Diego Association of Governments.

** Source: Jack Schreder and Associates. Original Research.

*** Source: United States Census, 2020

Table 7:
Commercial and Industrial Facilities Cost Impact

Type of Development	Cost Impact Per Sq. Ft.
Medical Offices	\$2.44
Corporate Offices	\$1.53
Commercial Offices	\$2.73
Lodging	\$1.33
Scientific R&D	\$1.74
Industrial/Business Parks	\$0.96
Industrial/Com Park	\$1.26
Commercial Shopping Centers	\$3.10
Community Shopping Centers	\$0.93
Banks	\$2.41
Mini-Storage	\$0.03
Agriculture	\$0.44

*Sources: San Diego Association of Governments and Jack Schreder and Associates, Original Research.

Table 7 shows that all types of commercial and industrial development will create a square foot cost justifying a commercial/industrial fee. Thus, a reasonable relationship between commercial and industrial development and the impact on the District is shown. Based on this relationship, the levying of commercial and industrial developer fees is justified in the District.

Extent of Mitigation of School Facility Costs Provided by Level I Commercial/Industrial Fees

Each square foot of commercial and industrial development creates a school facility cost ranging from \$0.03 to \$3.10 per square foot. The cost per square foot of commercial/industrial construction exceeds the Level I commercial fee of \$0.78 in all categories of construction, with the exception of mini storage and agriculture. Mini storage should be collected at \$0.03 per square foot of construction and agriculture at \$0.44. Therefore, the District is justified to collect \$0.78 per square foot of commercial/industrial construction.

Summary

The cost impact on the District imposed by new students to be generated from new or expanded residential, commercial, and industrial development is greater than the maximum allowable fees. Each square foot of residential development creates a school facility cost of \$17.10 per square foot. Each square foot of commercial and industrial development creates a school facility cost ranging from \$0.03 to \$3.10 per square foot. The cost to provide additional school facilities exceeds the amount of residential and commercial/industrial fees to be generated directly and indirectly by residential construction. Therefore, the Monrovia Unified School District is justified to collect \$4.79 per square foot of residential construction and \$0.78 per square foot of commercial/industrial construction, with the exception of mini storage and agriculture. The mini storage category of construction should be collected at the rate of \$0.03 per square foot and agriculture at \$0.44 per square foot.

SECTION II: BACKGROUND OF DEVELOPER FEE LEGISLATION

Initially, the allowable developer fee was limited by Government Code Section 65995 to \$1.50 per square foot of covered or enclosed space for residential development and \$0.25 per square foot of covered or enclosed space of commercial or industrial development. The Level I fee that can be levied is adjusted every two years, according to the inflation rate as listed by the state-wide index for Class B construction set by the State Allocation Board. In February of 2022, the State Allocation Board changed the Level I fee to \$4.79 per square foot of residential construction and \$0.78 per square foot of commercial and industrial construction.

The fees collected are to be used by the school district for the construction or modernization of school facilities and may be used by the district to pay bonds, notes, loans, leases or other installment agreements for temporary as well as permanent facilities.

Assembly Bill 3228 (Chapter 1602/Statutes of 1990) added Government Code Section 66016 requiring districts adopting or increasing any fee to first hold a public hearing as part of a regularly scheduled meeting and publish notice of this meeting twice, with the first notice published at least ten days prior to the meeting.

Assembly Bill 3980 (Chapter 418/Statutes of 1988) added Government Code Section 66006 to require segregation of school facilities fees into a separate capital facilities account or fund and specifies that those fees and the interest earned on those fees can only be expended for the purposes for which they were collected.

Senate Bill 519 (Chapter 1346/Statutes of 1987) added Section 17625 to the Education Code. It provides that a school district can charge a fee on manufactured or mobile homes only in compliance with all of the following:

1. The fee, charge, dedication, or other form of requirement is applied to the initial location, installation, or occupancy of the manufactured home or mobile home within the school district.

2. The manufactured home or mobile home is to be located, installed, or occupied on a space or site on which no other manufactured home or mobile home was previously located, installed, or occupied.
3. The manufactured home or mobile home is to be located, installed, or occupied on a space in a mobile home park, on which the construction of the pad or foundation system commenced after September 1, 1986.

Senate Bill 1151 (Chapter 1037/Statutes of 1987) concerns agricultural buildings and adds Section 17622 to the Education Code. It provides that no school fee may be imposed and collected on a greenhouse or other space covered or enclosed for agricultural purposes unless the school district has made findings supported by substantial evidence as follows:

1. The amount of the fees bears a reasonable relationship and is limited to the needs for school facilities created by the greenhouse or other space covered or enclosed for agricultural purposes.
2. The amount of the fee does not exceed the estimated reasonable costs of the school facilities necessitated by the structures as to which the fees are to be collected.
3. In determining the amount of the fees, the school district shall consider the relationship between the proposed increase in the number of employees, if any, the size and specific use of the structure, as well as the cost of construction.

In order to levy developer fees, a study is required to assess the impact of new growth and the ability of the local school district to accommodate that growth. The need for new school construction and modernization must be determined along with the costs involved. The sources of revenue need to be evaluated to determine if the district can fund the new construction and modernization. Finally, a relationship between needs and funding raised by the fee must be quantified.

Assembly Bill 181 (Chapter 1109/Statutes of 1989) which became effective October 2, 1989, was enacted to clarify several areas of developer fee law. Assembly Bill 181 provisions include the following:

1. Exempts residential remodels of less than 500 square feet from fees.
2. Prohibits the use of developer fee revenue for routine maintenance and repair, most asbestos work, and deferred maintenance.
3. Allows the fees to be used to pay for the cost of performing developer fee justification studies.
4. States that fees are to be collected at the time of occupancy, unless the district can justify earlier collection. The fees can be collected at the time the building permit is issued if the district has established a developer fee account and funds have been appropriated for which the district has adopted a proposed construction schedule or plan prior to the issuance of the certificate of occupancy.
5. Clarifies that the establishment or increase of fees is not subject to the California Environmental Quality Act.
6. Clarifies that the impact of commercial and industrial development may be analyzed by categories of development as well as an individual project-by-project basis. An appeal process for individual projects would be required if analysis was done by categories.
7. Changes the frequency of the annual inflation adjustment on the Level I fee to every two years.
8. Exempts from fees - development used exclusively for religious purposes, private schools, and government-owned development.
9. Expands the definition of senior housing, which is limited to the commercial/industrial fee and requires the conversion from senior

housing to be approved by the city/county after notification of the school district.

10. Extends the commercial/industrial fee to mobile home parks limited to older persons.

SECTION III: REQUIREMENTS OF AB 1600

Assembly Bill 1600 (Chapter 927/Statutes of 1987) adds Section 66000 through 66003 to the Government Code:

Section 66000 defines various terms used in AB 1600:

"Fee" is defined as monetary exaction (except a tax or a special assessment) which is charged by a local agency to the applicant in connection with the approval of a development project for the purpose of defraying all or a portion of the costs of public facilities related to the development project.

"Development project" is defined broadly to mean any project undertaken for purposes of development. This would include residential, commercial, or industrial projects.

"Public facilities" is defined to include public improvements, public services, and community amenities.

Section 66001 (a) sets forth the requirements for establishing, increasing or imposing fees. Local agencies are required to do the following:

1. Identify the purpose of the fee.
2. Identify the use to which the fee is to be put.
3. Determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed.

4. Determine how there is a reasonable relationship between the need for the public facility and the type of development project on which the fee is imposed.

Section 66001 (c) requires that any fee subject to AB 1600 be deposited in an account established pursuant to Government Code Section 66006. Section 66006 requires that development fees be deposited in a capital facilities account or fund. To avoid any commingling of the fees with other revenues and funds of the local agency, the fees can only be expended for the purpose for which they were collected. Any income earned on the fees should be deposited in the account and expended only for the purposes for which the fee was collected.

Section 66001 (d) as amended by Senate Bill 1693 (Monteith/Statutes of 1996, Chapter 569), requires that for the fifth year following the first deposit into a developer fee fund, and for every five years thereafter, a school district must make certain findings as to such funds. These findings are required regardless of whether the funds are committed or uncommitted. Formerly only remaining unexpended or uncommitted fees were subject to the mandatory findings and potential refund process. Under this section as amended, relating to unexpended fee revenue, two specific findings must be made as a part of the public information required to be formulated and made available to the public. These findings are:

1. Identification of all sources and amounts of funding anticipated to provide adequate revenue to complete any incomplete improvements identified pursuant to the requirements of Section 66001 (a)(2).
2. A designation of the approximate date upon which the anticipated funding will be received by the school district to complete the identified but as yet, incomplete improvements.

If the two findings are not made, a school district must refund the developer fee revenue on account in the manner provided in Section 66001 (e).

Section 66001 (e) provides that the local agency shall refund to the current record owners of the development project or projects on a prorated basis the unexpended or

uncommitted portion of the fees and any accrued interest for which the local agency is unable to make the findings required by Section 66001 (d) that it still needs the fees.

Section 66002 provides that any local agency which levies a development fee subject to Section 66001 may adopt a capital improvement plan which shall be updated annually and which shall indicate the approximate location, size, time of availability and estimates of cost for all facilities or improvements to be financed by the fees.

Assembly Bill 1600 and the Justification for Levying Developer Fees

Effective January 1, 1989, Assembly Bill 1600 requires that any school district which establishes, increases or imposes a fee as a condition of approval of development shall make specific findings as follows:

1. A cost nexus must be established. A cost nexus means that the amount of the fee cannot exceed the cost of providing adequate school facilities for students generated by development. Essentially, it prohibits a school district from charging a fee greater than their cost to construct or modernize facilities for use by students generated by development.
2. A benefit nexus must be established. A benefit nexus is established if the fee is used to construct or modernize school facilities benefiting students to be generated from development projects.
3. A burden nexus must be established. A burden nexus is established if a project, by the generation of students, creates a need for additional facilities or a need to modernize existing facilities.

SECTION IV: REVENUE SOURCES FOR FUNDING FACILITIES

Two general sources exist for funding facility construction and modernization - state sources and local sources. The District has considered the following available sources:

State Sources

State School Facility Program

Senate Bill 50 reformed the State School Building Lease-Purchase Program in August of 1998. The new program, entitled the School Facility Program, provides funding under a “grant” program once a school district establishes eligibility. Funding required from districts will be a 50/50 match for construction projects and 60/40 (District/State) match for modernization projects. Districts may levy the current statutory developer fee as long as a district can justify collecting that fee. If a district desires to collect more than the statutory fee (Level 2 or Level 3), that district must meet certain requirements outlined in the law, as well as conduct a needs assessment to enable a higher fee to be calculated.

Local Sources

Mello-Roos Community Facilities Act

The Mello-Roos Community Facilities Act of 1982 allows school districts to establish a community facilities district in order to impose a special tax to raise funds to finance the construction of school facilities.

1. The voter approved tax levy requires a two-thirds vote by the voters of the proposed Mello-Roos district.
2. If a Mello-Roos district is established in an area in which fewer than twelve registered voters reside, the property owners may elect to establish a Mello-Roos district.

General Obligation Bonds

General Obligation (GO) bonds may be issued by any school district for the purposes of purchasing real property or constructing or purchasing buildings or equipment "of a permanent nature." Because GO bonds are secured by an ad valorem tax levied on all taxable property in the district, their issuance is subject to two-thirds voter approval or 55% majority vote under Proposition 39 in an election. School districts are obligated, in the event of delinquent payments on the part of the property owners,

to raise the amount of tax levied against the non-delinquent properties to a level sufficient to pay the principal and interest coming due on the bonds.

The District passed a \$45 million bond in 2006; bond funds have been expended for projects included in the bond language.

Developer Fees

The District's developer fees are dedicated to the current needs related directly to modernization and replacement of school facilities.

School District General Funds

The District's general funds are needed by the District to provide for the operation of its instructional program.

Expenditure of Lottery Funds

Government Code Section 8880.5 states: "It is the intent of this chapter that all funds allocated from the California State Lottery Education Fund shall be used exclusively for the education of pupils and students and no funds shall be spent for acquisition of real property, construction of facilities, financing research, or any other non-instructional purpose."

SECTION V: ESTABLISHING THE COST, BENEFIT AND BURDEN NEXUS

In accordance with Government Code Section 66001, the District has established a cost nexus and identified the purpose of the fee, established a benefit nexus, and a burden nexus:

Establishment of a Cost Nexus & Identify Purpose of the Fee

The Monrovia Unified School District chooses to replace and/or modernize facilities for the additional students created by development in the district and the cost to replace and/or modernize facilities exceeds the amount of developer fees to be collected.

Based on development projections, an estimated 1,361,260 residential square feet may be constructed in the next 25 years. Based on the statutory Level I fee of \$4.79 per square foot, the District is projected to collect \$6,520,435 ($\$4.79 \times 1,361,260$) in residential developer fees. The \$6,520,435 in total residential Level I fee revenue will cover only 28 percent of the \$23,275,544 in total school facility modernization costs attributable to new residential development over the next 25 years. Each square foot of commercial and industrial development creates a school facility cost ranging from \$0.03 to \$3.10 per square foot. The cost per square foot of commercial/industrial construction exceeds the \$0.78 per square foot in all categories of construction, with the exception of mini storage and agriculture. Mini storage should be collected at \$0.03 per square foot, and agriculture should be collected at \$0.44 per square foot of construction. It is clear that when educational facilities are provided for students generated by new residential, commercial and industrial development that the cost of replacing and/or modernizing facilities exceeds developer fee generation, thereby establishing a cost nexus.

Establishment of a Benefit Nexus

Students generated by new residential, commercial and industrial development will be attending District schools. Housing District students in replaced and/or modernized facilities will directly benefit those students from the new development projects upon which the fee is imposed, therefore, a benefit nexus is established.

Establishment of a Burden Nexus

Future residential and commercial/industrial development will cause new families to move into the District and, consequently, will generate additional students in the District. While facilities are currently designed to meet the projected student enrollment, the existing facilities will need to remain in sufficient condition to maintain

existing levels of service for the newly generated students. Future residential and commercial/industrial development, therefore, creates a need for the reconstruction and/or modernization of existing school facilities. The fee's use for school facility reconstruction and/or modernization efforts is, therefore, reasonably related to the future residential and commercial/industrial development upon which it is imposed.

The need for reconstructing and/or modernizing facilities will be, in part, satisfied by the levying of developer fees on new residential and commercial/industrial developments, therefore, a burden nexus is established.

SECTION VI: FACILITY FUNDING ALTERNATIVES

The District does not currently have funds to provide for the shortfall in modernization costs. We suggest the District continue to consider and pursue all State funding sources for the modernization of facilities.

STATEMENT TO IDENTIFY PURPOSE OF FEE

It is a requirement of AB 1600 that the District identify the purpose of the fee. The purpose of fees being levied shall be used for the replacement and/or modernization of school facilities. The District will provide for the replacement and/or modernization of school facilities, in part, with developer fees. The District completed a Facilities Master Plan in 2019 which includes a thorough assessment of all District facility needs. The cost estimate for the District's modernization needs is \$345 million. Based on the District's current enrollment of 5,143 students and 1,016 students projected from new development for a total of 6,159 students, 16.5% (1,016/6,159) will account for students from new development. Therefore, the portion of the \$345 million attributed to the new students is \$56,925,000 (16.5 percent of \$345 million). Developer fees will be used to assist with the projects in the 2019 Facility Master Plan which include but are not limited to general modernization of aging school buildings, ADA improvements, replacement of HVAC, and replacement of roofs. Projects will be funded as developer fee revenue is generated.

ESTABLISHMENT OF A SPECIAL ACCOUNT

Pursuant to Government Code section 66006, the District has established a special account in which fees for capital facilities are deposited. The fees collected in this account will be expended only for the purpose for which they were collected. Any interest income earned on the fees that are deposited in such an account must remain with the principal. The school district must make specific information available to the public within 180 days of the end of each fiscal year pertaining to each developer fee fund. The information required to be made available to the public by Section 66006 (b) (1) was amended by SB 1693 and includes specific information on fees expended and refunds made during the year.

RECOMMENDATION

Based on the fee justification provided in this report, it is recommended that the Monrovia Unified School District levy residential development fees and commercial/industrial fees up to the statutory fee for which justification has been determined.

SOURCES

Arnold, Austin. Planner, City of Monrovia.

California Basic Educational Data System. California State Department of Education. October Enrollments, 2017-2020.

California Department of Education, Dataquest.

Collard, Gary. Lead Housing Analyst for Southern California. California State Department of Housing and Community Development.

Office of Public School Construction. Enrollment Certification/Projection, 50-01.

Local Control Accountability Plan. Monrovia Unified School District. 2021-2022.

Office of Public School Construction. Leroy F. Greene School Facilities Act, 1998.

San Diego Association of Governments. Traffic Generators, January 1990.

Schreder, Jack and Associates. Original research.

Smith, Dana. Assistant Superintendent, Business Services, Monrovia Unified School District.

Smith, Ryan. Ed.D. Superintendent, Monrovia Unified School District.

United States Census, 2020.

Zagurski, Todd. Planner, Los Angeles County Planning Department.

APPENDIX A
CONSTRUCTION COSTS

Elementary School Facility Construction Costs - Permanent Construction		
I. Allowable Building Area		
	A. Total Student Capacity	
	B. Building Area	
	600 students @ 71sf/student	42,600
	Speech/Resource Specialist	600
	Total	43,200
II. Site Requirements		
	A. Purchase Price of Property (10 Acres)	
	Cost per Acre	\$0
	B. Appraisals	\$0
	C. Costs Incurred in Escrow	\$0
	D. Surveys	\$0
	E. Other Costs, Geo. and Soils Reports	\$0
	Total-Acquisition of Site	\$0
III. Plans		
	A. Architect's Fee for Plans	\$2,173,690
	B. DSA Plans Check Fee	\$169,065
	C. School Planning, Plans Check Fee	\$9,243
	D. Preliminary Tests	\$8,362
	E. Other Costs, Energy Cons. & Advertising	\$62,226
		\$2,422,586
IV. Construction Requirements		
	A. Utility Services	\$595,164
	B. Off-site Development	\$892,744
	C. Site Development, Service	\$1,428,389
	D. Site Development, General	\$952,259
	E. New Construction	\$19,472,832
	F. Unconventional Energy Source	\$810,726
	Total Construction	\$24,152,114
	Total Items II, III and IV	\$26,574,700
	Contingency 10%	\$2,657,470
	Construction Tests	\$181,141
	Inspection	\$241,521
	TOTAL ESTIMATED PROJECT COSTS	\$29,654,832
	ESTIMATED COST PER STUDENT	\$49,425
*Source: California Department of Education, Jack Schreder & Associates.		

Middle School Facility Construction Costs - Permanent Construction		
I. Allowable Building Area		
	A. Total Student Capacity	
	B. Building Area	
	1000 students @ 85sf/student	85,000
	Speech/Resource Specialist	<u>1,360</u>
	Total	86,360
II. Site Requirements		
	A. Purchase Price of Property (20 Acres)	
	Cost per Acre	\$0
	B. Appraisals	\$0
	C. Costs Incurred in Escrow	\$0
	D. Surveys	\$0
	E. Other Costs, Geo. and Soils Reports	<u>\$0</u>
	Total-Acquisition of Site	\$0
III. Plans		
	A. Architect's Fee for Plans	\$4,287,237
	B. OSA Plans Check Fee	\$333,452
	C. School Planning, Plans Check Fee	\$10,611
	D. Preliminary Tests	\$11,789
	E. Other Costs, Energy Cons. & Advertising	<u>\$90,784</u>
		\$4,733,873
IV. Construction Requirements		
	A. Utility Services	\$873,189
	B. Off-site Development	\$982,715
	C. Site Development, Service	\$2,714,467
	D. Site Development, General	\$1,936,195
	E. New Construction	\$39,742,872
	F. Unconventional Energy Source	<u>\$1,386,533</u>
	Total Construction	\$47,635,971
	Total Items II, III and IV	\$52,369,844
	Contingency	\$5,236,984
	Construction Tests	\$357,270
	Inspection	\$476,360
	TOTAL ESTIMATED PROJECT COSTS	\$58,440,458
	ESTIMATED COST PER STUDENT	\$58,440
*Source: California Department of Education, Jack Schreder & Associates.		

High School Facility Construction Costs - Permanent Construction		
I. Allowable Building Area		
	A. Total Student Capacity	
	B. Building Area	
	1500 students @ 92sf/student	138,000
	Speech/Resource Specialist	4,500
	Total	142,500
II. Site Requirements		
	A. Purchase Price of Property (40 Acres)	
	Cost per Acre	\$0
	B. Appraisals	\$0
	C. Costs Incurred in Escrow	\$0
	D. Surveys	\$0
	E. Other Costs, Geo. and Soils Reports	\$0
	Total-Acquisition of Site	\$0
III. Plans		
	A. Architect's Fee for Plans	\$7,374,667
	B. OSA Plans Check Fee	\$573,585
	C. School Planning, Plans Check Fee	\$11,349
	D. Preliminary Tests	\$18,376
	E. Other Costs, Energy Cons. & Advertising	\$167,808
		\$8,145,786
IV. Construction Requirements		
	A. Utility Services	\$1,531,409
	B. Off-site Development	\$1,566,217
	C. Site Development, Service	\$5,046,695
	D. Site Development, General	\$3,793,724
	E. New Construction	\$67,260,000
	F. Unconventional Energy Source	\$2,742,704
	Total Construction	\$81,940,749
	Total Items II, III and IV	\$90,086,535
	Contingency 10%	\$9,008,653
	Construction Tests	\$614,556
	Inspection	\$819,407
	TOTAL ESTIMATED PROJECT COSTS	\$100,529,151
	ESTIMATED COST PER STUDENT	\$67,019
*Source: California Department of Education, Jack Schreder & Associates.		

APPENDIX B
PER PUPIL GRANT AMOUNTS

ATTACHMENT B

ANNUAL ADJUSTMENT TO SCHOOL FACILITY PROGRAM GRANTS

State Allocation Board Meeting, February 23, 2022

Grant Amount Adjustments

New Construction	SFP Regulation Section	Adjusted Grant Per Pupil Effective 1-1-21	Adjusted Grant Per Pupil Effective 1-1-22
Elementary	1859.71	\$12,628	\$14,623
Middle	1859.71	\$13,356	\$15,466
High	1859.71	\$16,994	\$19,679
Special Day Class – Severe	1859.71.1	\$35,484	\$41,090
Special Day Class – Non-Severe	1859.71.1	\$23,731	\$27,480
Automatic Fire Detection/Alarm System – Elementary	1859.71.2	\$15	\$17
Automatic Fire Detection/Alarm System – Middle	1859.71.2	\$20	\$23
Automatic Fire Detection/Alarm System – High	1859.71.2	\$34	\$39
Automatic Fire Detection/Alarm System – Special Day Class – Severe	1859.71.2	\$63	\$73
Automatic Fire Detection/Alarm System – Special Day Class – Non-Severe	1859.71.2	\$45	\$52
Automatic Sprinkler System – Elementary	1859.71.2	\$212	\$245
Automatic Sprinkler System – Middle	1859.71.2	\$252	\$292
Automatic Sprinkler System – High	1859.71.2	\$262	\$303
Automatic Sprinkler System – Special Day Class – Severe	1859.71.2	\$668	\$774
Automatic Sprinkler System – Special Day Class – Non-Severe	1859.71.2	\$448	\$519

ATTACHMENT B

ANNUAL ADJUSTMENT TO SCHOOL FACILITY PROGRAM GRANTS

State Allocation Board Meeting, February 23, 2022

Grant Amount Adjustments

Modernization	SFP Regulation Section	Adjusted Grant Per Pupil Effective 1-1-21	Adjusted Grant Per Pupil Effective 1-1-22
Elementary	1859.78	\$4,808	\$5,568
Middle	1859.78	\$5,085	\$5,888
High	1859.78	\$6,658	\$7,710
Special Day Class - Severe	1859.78.3	\$15,325	\$17,746
Special Day Class – Non-Severe	1859.78.3	\$10,253	\$11,873
State Special School – Severe	1859.78	\$25,543	\$29,579
Automatic Fire Detection/Alarm System – Elementary	1859.78.4	\$156	\$181
Automatic Fire Detection/Alarm System – Middle	1859.78.4	\$156	\$181
Automatic Fire Detection/Alarm System – High	1859.78.4	\$156	\$181
Automatic Fire Detection/Alarm System – Special Day Class – Severe	1859.78.4	\$430	\$498
Automatic Fire Detection/Alarm System – Special Day Class – Non-Severe	1859.78.4	\$288	\$334
Over 50 Years Old – Elementary	1859.78.6	\$6,680	\$7,735
Over 50 Years Old – Middle	1859.78.6	\$7,065	\$8,181
Over 50 Years Old – High	1859.78.6	\$9,248	\$10,709
Over 50 Years Old – Special Day Class – Severe	1859.78.6	\$21,291	\$24,655
Over 50 Years Old – Special Day Class – Non-Severe	1859.78.6	\$14,237	\$16,486
Over 50 Years Old – State Special Day School – Severe	1859.78.6	\$35,483	\$41,089

APPENDIX C

**COMMERCIAL/INDUSTRIAL
CALCULATIONS**

Monrovia Unified School District						
Commercial/Industrial Calculations						
	EMP/	DIST.HH/	HH/SF	% EMP IN	ADJUSTED	ADJ %
	1000 SQ.FT	EMP		EXIST HH	HH/SF	DIST HH/EMP
MEDICAL	4.27	0.2	0.000854	0.178	0.000152012	0.0356
CORP. OFFICE	2.68	0.2	0.000536	0.178	0.000095408	0.0356
COM. OFFICE	4.78	0.2	0.000956	0.178	0.000170168	0.0356
LODGING	1.55	0.3	0.000465	0.178	0.0000828	0.0534
R&D	3.04	0.2	0.000608	0.178	0.000108224	0.0356
IN. PARK	1.68	0.2	0.000336	0.178	0.000059808	0.0356
IN/COM PARK	2.21	0.2	0.000442	0.178	0.000078676	0.0356
NBHD COMM SC	3.62	0.3	0.001086	0.178	0.000193308	0.0534
COMMUNITY SC	1.09	0.3	0.000327	0.178	0.000058206	0.0534
BANKS	2.82	0.3	0.000846	0.178	0.000150588	0.0534
MINI-STORAGE	0.06	0.2	0.000012	0.178	0.000002136	0.0356
AGRICULTURE	0.31	0.5	0.000155	0.178	0.0000276	0.09
STUDENT GENERATION RATE			MODERNIZATION COST PER STUDENT			
TK-12	0.7000		TK-12	\$22,909		
STUDENTS PER SQUARE FOOT						
(YIELD FACTORS X ADJ HH/SQ. FT IN COLUMN F)						
	TK-12 Students per 1,000 square feet	TK-12 Students per 100,000 square feet				
MEDICAL	0.000106	10.64				
CORP. OFFICE	0.000067	6.68				
COM. OFFICE	0.000119	11.91				
LODGING	0.000058	5.79				
R&D	0.000076	7.58				
IN. PARK	0.000042	4.19				
IN/COM PARK	0.000055	5.51				
COM. SC.	0.000135	13.53				
COMMUNITY SC	0.000041	4.07				
BANKS	0.000105	10.54				
MINI STORAGE	0.000001	0.15				
AGRICULTURE	0.000019	1.93				
COSTS PER SQUARE FOOT						
(STUDENTS/ SQ. FOOT X STUDENT COST/SQ. FOOT IN EACH CATEGORY)						
	TK-12					
MEDICAL	\$2.44					
CORP. OFFICE	\$1.53					
COM. OFFICE	\$2.73					
LODGING	\$1.33					
R&D	\$1.74					
IN. PARK	\$0.96					
IN/COM PARK	\$1.26					
COM. SC.	\$3.10					
COMMUNITY SC	\$0.93					
BANKS	\$2.41					
MINI STORAGE	\$0.03					
AGRICULTURE	\$0.44					

Agenda Item Details

Meeting Date: 2022-10-12 18:30:00

AGENDA ITEM TITLE:

5. 22/23-3030 -PUBLIC HEARING AND APPROVAL OF CSEA/DISTRICT INITIAL JOINT PROPOSAL TOPICS FOR 2022-23 NEGOTIATIONS

RECOMMENDATION

The Board of Education is requested to hold a public hearing on the initial joint proposal topics for modification of the current CSEA/District collective bargaining agreement and to approve the Initial Joint Proposal for 2022-2023 negotiations.

Motion by _____, seconded by _____ Vote _____

Board Member Travanti ____, Board Member Hammond ____, Board Member Anderson ____,

Board Member Gholar ____, Board President Lockerbie _____

Rationale:

Pursuant to Government Code, the initial joint proposal identifying topics to be addressed in negotiations was published at the September 28, 2022, Board meeting and is now presented to the public for comment. Following the public hearing, it is appropriate for the Board of Education to take official action to approve the proposed topics for negotiations.

Background:

Pursuant to Government Code 3547, the Governing Board of the Monrovia Unified School District proposes to reopen the articles outlined in the attached document of the collective bargaining agreement and negotiate with the California School Employees Associations, Monrovia Chapter 20 on negotiable subjects of mutual interest.

Legal References:

Government Code Section 3547

Additional Information:

A copy of the joint CSEA/District initial joint proposal is attached.

ATTACHMENTS

- [2022_2023 Initial Proposal Sunshine CSEA.pdf](#)

**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA)
and its Monrovia Chapter 20 and the
MONROVIA UNIFIED SCHOOL DISTRICT (MUSD)
Initial Proposal
Negotiations Reopener 2022-2023 School Year**

In accordance with the agreement between the California School Employees Association (CSEA) and its Monrovia Chapter 20 and the Monrovia Unified School District (District), CSEA proposes the following conceptual medication, additions or deletions to the 2021-2024 agreement between the parties.

CSEA Reserves the right to advance other additions, deletions, and interest during negotiations.

Article 8: Transfer Procedures

Monrovia Unified School District seeks to update the language related to transfers to ensure clarity of the processes when considering transfers, specifically member and district rights that guide all transfers of CSEA members.

Article 10: Evaluations

CSEA seeks improvements in the classified evaluation procedures to streamline the evaluations process.

Article 12: Leaves of Absence

MUSD seeks to update the leave language as it relates to state and federal law as well as member and district rights for the various types of leaves of absence outlined in the article.

Article 13: Vacations

CSEA seeks an increase in vacation accrual

Article 14: Salaries and Health Benefits

CSEA Seeks an increase to the classified salary schedule.

CSEA and the District affirm their commitment to a positive, productive interest-based negotiation process that focuses on improvement of services delivered to our students and support for dedicated staff. The teams aim to work together to reach a fair settlement in a continued atmosphere of mutual respect, trust and cooperation.

Agenda Item Details

Meeting Date: 2022-10-12 18:30:00

AGENDA ITEM TITLE:

6. 22/23-3031 - PUBLIC HEARING AND APPROVAL OF MTA/DISTRICT INITIAL JOINT PROPOSAL TOPICS FOR 2022-2023 NEGOTIATIONS

RECOMMENDATION

The Board of Education is requested to receive and present for public review the joint initial proposal topics for modification of the current MTA/District collective bargaining agreement.

Motion by _____, seconded by _____ Vote _____

Board Member Travanti ____, Board Member Hammond ____, Board Member Anderson ____,

Board Member Gholar ____, Board President Lockerbie _____

Rationale:

Pursuant to Government Code, the initial joint proposal identifying topics to be addressed in negotiations was published at the September 28, 2022, Board meeting and is now presented to the public for comment. Following the public hearing, it is appropriate for the Board of Education to take official action to approve the proposed topics for negotiations.

Background:

The Board of Education is requested to hold a public hearing on the initial joint proposal topics for modification of the current MTA/District collective bargaining agreement and to approve the Initial Joint Proposal for 2022-2023 negotiations.

Legal References:

Government Code 3547.

Additional Information:

Monrovia Teachers Association reserves the right to create, add to, delete from, amend, and modify its proposals and/or open articles of the contract during the negotiation process.

ATTACHMENTS

- [2022_2023 MTA INITIAL PROPOSAL Sunshine.pdf](#)

**JOINT INITIAL PROPOSAL
FOR
MODIFICATION TO THE
COLLECTIVE BARGAINING AGREEMENT
BETWEEN
MONROVIA TEACHERS ASSOCIATION (MTA)
AND
MONROVIA UNIFIED SCHOOL DISTRICT (MUSD)**

The MTA and MUSD propose the following general issues to be addressed in negotiations during the 2022-2023 school year for modifications to the present certificated agreement:

- A. Article X, Evaluation Procedures
- B. Article XII, Leaves of Absence
- C. Article XIV, Class Size
- D. Article XVIII, Salaries and Benefits
- E. On-Going Negotiations as Issues Arise
MTA and the District affirm their commitment to a positive, productive interest-based negotiation process which focuses on improvement of services delivered to our students and our support for a dedicated staff. The teams aim to work together to reach a fair settlement in a continued atmosphere of mutual respect, trust and cooperation.

Agenda Item Details

Meeting Date: 2022-10-12 18:30:00

AGENDA ITEM TITLE:

7. 22/23-5026- RESOLUTION RECOGNIZING THE MONTH OF OCTOBER 2022, AS "FILIPINO AMERICAN HISTORY MONTH"

RECOMMENDATION

The Board of Education is requested to adopt Resolution No. 2223-08, recognizing the month of October 2022 as "*Filipino American History Month.*"

Motion by _____, seconded by _____ Vote _____

Board Member Travanti ____, Board Member Hammond ____, Board Member Anderson ____,

Board Member Gholar ____, Board President Lockerbie _____

Rationale:

In October 2009, Congress passed Senate Resolution No. 298, declaring the month of October, as "National Filipino American History Month." Filipino American History Month is celebrated in October each year to commemorate the first recorded presence of Filipinos in the continental U.S. Each year, Filipino American History Month is recognized with a special theme. This year's theme is Celebrating Our History and Legacies: 50 Years of Filipino American Studies, 40 Years of the Filipino American National Historical Society (FANHS), and 30 years of Filipino American History Month.

Background:

Additional Information:

The proposed resolution is attached.

ATTACHMENTS

- [2223-08 MUSD_Filipino_Heritage_Resolution_2022.pdf](#)



**MONROVIA UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 2223-08
RECOGNIZING OCTOBER 1-31, 2022, AS
"FILIPINO AMERICAN HISTORY MONTH 2022"**

WHEREAS, the celebration of **Filipino American History Month** in October commemorates the first recorded presence of Filipinos in the continental United States, which occurred on October 18, 1587 when "Luzones Indios" came ashore from the Spanish galleon Nuestra Senora de Esperanza and landed at what is now Morro Bay; and

WHEREAS, providing an opportunity to examine Filipino American's history and culture, **Filipino American History Month** highlights the achievements and contributions of Filipino Americans, and the economic, cultural, social, and patriotic contributions they have made in countless ways toward the development of our State and our Country; and

WHEREAS, the 2022 theme for **Filipino American History Month** is "*Celebrating Our History and Legacies: 50 Years of Filipino American Studies, 40 Years of the Filipino American National Historical Society (FANHS), and 30 years of Filipino American History Month*" which recognizes how Filipino Americans have initiated collective, grassroots efforts to ensure that their voices are heard, that their experiences are recognized, and their histories are told.; and

WHEREAS, 2022 marks 50 years of Filipino American Studies across colleges and universities all over the country; 40 years since the establishment of the Filipino American National Historical Society, committed to promoting and preserving Filipino American history; and 30 years of celebrating Filipino American Month.; and

WHEREAS, this year, **Filipino American History Month** acknowledges these major historical markers in the community, and encourages Filipino Americans and their allies across the country to collectively celebrate Filipino American History Month with these legacies in mind; and

WHEREAS, to celebrate the cultural enrichments and historical contributions of Filipino Americans to our nation, the Monrovia USD Board of Education calls upon school districts, schools, and educators to observe the month of October with appropriate ceremonies, activities, and programs to bring awareness of the significant role Filipinos have played in American history;

NOW, THEREFORE, BE IT RESOLVED, that the Monrovia USD Board of Education does hereby adopt Resolution Number 2223-08 recognizing "**Filipino American History Month**," and to mark the achievements and contributions of Filipino Americans in Monrovia Unified School District and throughout the United States of America.

Signed this 12th day of October, 2022:

Selene Lockerbie, President

Traci Gholar, Vice President

Jennifer Anderson, Clerk

Rob Hammond, Board Member

Maritza Travanti, Board Member

Ryan D. Smith, Superintendent

Agenda Item Details

Meeting Date: 2022-10-12 18:30:00

AGENDA ITEM TITLE:

8. 22/23-5027- RESOLUTION DECLARING OCTOBER 23-31, 2022, AS "RED RIBBON WEEK, *CELEBRATE LIFE. LIVE DRUG FREE.*"

RECOMMENDATION

The Board of Education is requested to adopt Resolution No. 2223-09, proclaiming the week of October 23 – 31, 2022, as "Red Ribbon Week."

Motion by _____, seconded by _____ Vote _____

Board Member Travanti ____, Board Member Hammond ____, Board Member Anderson ____,

Board Member Gholar ____, Board President Lockerbie _____

Rationale:

In celebration of Red Ribbon Week, Monrovia schools gladly participate and encourage students to remain drug free. MUSD celebrates Red Ribbon week district wide with banners, artwork, and activities promoting this years theme, "Celebrate Life. Live Drug Free."

Background:

The National Family Partnership (NFP) organized the first Nationwide Red Ribbon Campaign. NFP provides drug awareness by sponsoring the annual National Red Ribbon Campaign. Since its inception in 1985, the Red Ribbon has touched the lives of millions of people around the world. In response to the breakout of violent crimes as a result of drug abuse, angered parents and youth in communities across the country began wearing Red Ribbons as a symbol of their commitment to raise awareness of the killing and destruction cause by drugs in America.

Additional Information:

The proposed resolution is attached.

ATTACHMENTS



**MONROVIA UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 2223-09
PROCLAIMING OCTOBER 23-31, 2022
RED RIBBON WEEK – “CELEBRATE LIFE. LIVE DRUG FREE.”**

WHEREAS, the Monrovia Unified School District will demonstrate its support for Red Ribbon Week activities October 23 through October 31, 2022; and

WHEREAS, the Monrovia Unified School District will support Red Ribbon Week – “Celebrate Life. Live Drug Free.” activities; and

WHEREAS, the Monrovia Unified School District has recognized the seriousness of the use of drugs and alcohol by school-age children; and

WHEREAS, the effects of drug and alcohol are devastating to young people’s lives and their future, to their families, to society, and to the educational environment; and

WHEREAS, schools are an appropriate place to educate youth about the harmful effects of drug and alcohol abuse and to assist them in learning positive ways to make healthy choices in their lives; and

WHEREAS, the future of democracy depends upon having an educated citizenry, knowledgeable about the impact of drugs on individuals and society; and

WHEREAS, schools should provide a safe harbor for students so that our youth can be safe and learn effectively.

NOW, THEREFORE, BE IT RESOLVED, that Monrovia Unified School District Board of Education will continue to make drug and alcohol use prevention a high priority and will support a comprehensive research-based plan of action to prevent drug abuse.

BE IT FURTHER RESOLVED that the Monrovia Unified School District joins the California State Board of Education, Governor Newsom, and educational agencies throughout the nation in proclaiming **October 23-31, 2022**, as **RED RIBBON WEEK – “CELEBRATE LIFE. LIVE DRUG FREE.”**, and calls upon everyone involved with education in California—students, teachers, administrators, school board members, and State and local support personnel—to demonstrate a commitment for a **DRUG-FREE AMERICA** by wearing and displaying red ribbons during Red Ribbon Week.

Signed this 12th day of October, 2022:

Selene Lockerbie, President

Traci Gholar, Vice President

Jennifer Anderson, Clerk

Rob Hammond, Board Member

Maritza Travanti, Board Member

Ryan D. Smith, Superintendent

Agenda Item Details

Meeting Date: 2022-10-12 18:30:00

AGENDA ITEM TITLE:

9. 22/23-5028 - BOARD DISCUSSION REGARDING SUPPORT FOR THE PUBLIC LANDS ACT

RECOMMENDATION

The Board of Education will discuss support for the Public Lands Act.

Motion by _____, seconded by _____ Vote _____

Board Member Travanti ____, Board Member Hammond ____, Board Member Anderson ____,

Board Member Gholar ____, Board President Lockerbie _____

ATTACHMENTS

Subject: PENDING BOARD ISSUES

Prepared by: Ryan Smith, Ed. D., Superintendent

Action desired:

The Board of Education will receive status information on identified tasks and review issues of interest for future attention.

Rationale:

This agenda item affords an opportunity for the Board of Education to review the status of items that have been scheduled for Board consideration, raise issues or questions that have not been scheduled for discussion, and place issues in priority order for attention, consistent with the Board Vision.

Issue/Question/Request	Status	Next steps
Cyclical Reports		
Supt. Performance Objectives	Establish performance objectives for Superintendent Evaluation.	To be conducted annually by September 30
Superintendent Evaluation	Review Superintendent performance objectives for formal evaluation	To be conducted annually by June 30, 2023
Review of Vision & Goals	Review Vision & Goals and progress on the Strategic Plan.	Prior year goals to continue as assumed
Inter-district transfers	Report on number of transfers in and out of the district at Board Meeting and, if needed, in a Study Session.	Next update Oct/Nov 2022

Issue/Question/Request	Status	Next steps
Cyclical Reports (continued)		
<p>Student Achievement: standards & plans for closing the achievement gap; investigation of model practices, demographic data, and multiple measures of achievement.</p>	<p>Educational Services Board Meeting Reports: 12/09/22 • Gold Ribbon Schools Eligible (Board Update) 12/14/22 • Single Plans Student Achievement all sites 1/18/23 • SARC Board approval 2/8/23 • Mid-Year Review – Multiple Measures Report 4/12/23: • CELC Program Report • Carl Perkins Application 4/26/23 • Village Program Report • Dual Immersion Program Report 5/26/23 • Homeless & Foster Youth Report (Board Update) 6/14/23: • Annual LCAP Public Review • Multiple Measures Report w/ LCAP data 6/23/23 • GATE Program Report (Board Update) 6/28/23: • Music/Art Community Theater Report</p>	
CGI Math Update	Provide a program update to the Board of Education	September 2023
Technology Projects	Staff technology standards & teaching plan – working with Educational Services.	December 2022
E-Rate	E-rate funding approval annually.	Jan/Feb/Mar
Safety, Emergency Prep, & Discipline	Update information: Safety, Emergency Preparedness Annually Oct /Nov/Dec.	Next report Fall 2022
Athletic Coach Certification & Training	Athletic coach certification and concussion training seasonally. Next training: October 2022 for Winter sports.	Seasonally based on sports

Issue/Question/Request	Status	Next steps
	Cyclical Reports (Continued)	
Budget/ Enrollment/Staffing	<p><u>2022-23 Budget Preparation Calendar:</u></p> <ul style="list-style-type: none"> • Oct. 26, 2022: 2022-23 October Enrollment Report based on Census Day Enrollment • December 14, 2022: 2022-23 First Interim Budget Report • Jan. 18, 2023: 2021-22 Audit Report • Jan. 18, 2023: 2022-23 P-1 Student Attendance Report • Feb.8, 2023: 2022-23 Budget based on Governor’s January Budget Proposals • Feb. 22, 2023: 2022-23 Enrollment & Staffing Report • Mar. 8, 2023: 2022-23 Second Interim Budget Rpt • April 26, 2023: 2022-23 P-2 Student Attendance Rpt • May 2023: 2023-24 Governor’s May Budget Revision (Board Update) • June 14, 2023: 2023-24 Adopted Budget Public Hearing • June 28, 2023: 2023-24 Budget Adoption 	
Board Walks (Board site visits)	Elementary schools will be visited in the 2022-23 SY; MHS annually	Dates to be determined
Adult Ed Update	Update on status of Adult Education program. Next report Fall 2022	Annually in fall
Redevelopment/ Pass Through Funds	Board update after District receives information from the County.	Upon receipt of funds
Village Extended Day Program	Board Report on Village Program - Even years in Spring.	Next report Spring 2024
Class Size Report / Staffing	Report on Class Size/Staffing annually in Spring:	Next report Spring 2023

Information Item K.1
October 12, 2022

Issue/Question/Request	Status	Next steps
	Long Range Plans	
Legislative Policy	<ul style="list-style-type: none"> Review legislative policy changes/updates Special Education funding 	2022-23
MUSD Marketing	<ul style="list-style-type: none"> Receive guidelines on how to focus marketing efforts 	2022-23
Facilities Needs Assessment Prioritized List	<ul style="list-style-type: none"> Receive recommendations about the Facilities Master Plan needs assessment 	Facilities Advisory Committee will convene in Fall
Jt. Meeting with Monrovia City Council	<ul style="list-style-type: none"> To collaborate and discuss matters of importance to both the City of Monrovia and the District 	Dates to be determined
State of the Schools	<ul style="list-style-type: none"> Plans underway 	October 19, 2022
Solar Panel Options	<ul style="list-style-type: none"> Revisit solar panel options throughout the District 	Determining feasibility and seeking funding options
Amigos de los Rios	<ul style="list-style-type: none"> Status report on the results of the Prop 68 grant 	Progress reports continuously throughout the SY
Lobbyist Efforts for MUSD	<ul style="list-style-type: none"> Discuss efforts of lobbyist group on behalf of the District 	Continue to seek grant opportunities
CELC/ Cognitive Toolbox Update	<ul style="list-style-type: none"> Receive update on the status of the program 	End of 2022-23 SY
Safety Corridor Plans for MUSD schools	<ul style="list-style-type: none"> Plans to create a “safety corridor” in and around school sites are being discussed with MPD 	Plan has been developed and is posted on District & City website
Positive Behavior Intervention & Supports (PBIS) implementation	<ul style="list-style-type: none"> Update on the implementation of PBIS at school sites; including how planning and restorative practices are woven into implementation 	Status update to be provided throughout the year

Issue/Question/Request	Status	Next steps
	Long Range Plans	
Regular Policy Review	District Vision – 0000; Community Relations – 1000; Administration – 2000; Board Operations – 8000; Board Bylaws – 9000	2022-23
	Business Policies	2022-23
	Human Resources Policies	2022-23
	Educational Services Policies	2022-23
	Pupil Personnel Services	2022-23