



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, February 22, 2023**

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

**BOARD OF EDUCATION OPEN SESSION MEETING**

**Wednesday, February 22, 2023**

**6:30 p.m. - Board Room**

**\*\*Pursuant to Govt. Code Sect. 54953(b), Board President Traci Gholar will participate in tonight's meeting via teleconference at the following location: 7723 SW 79th Drive, Gainesville, FL 32608. The teleconference location is open to the public, and any member of the public will have an opportunity to address the Governing Board from the teleconference location in the same manner as if that person attended the regular meeting location. All action taken during this teleconferenced meeting shall be by roll call vote.\*\***

**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. 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, \_\_\_\_\_ at \_\_\_\_\_ pm.

2. Pledge of Allegiance by the Middle School Production Cast of Grease, Patrick Garcia,

Director of Performing Arts

3. Roll Call:

Selene Lockerbie, Board President \_\_\_\_\_ Ryan D. Smith, Superintendent \_\_\_\_\_  
Traci Gholar, Board Vice-President \_\_\_\_\_ Gregoire Francois, Deputy Supt. \_\_\_\_\_  
Jennifer Anderson, Board Clerk \_\_\_\_\_ Jessica Garcia, 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 agendized matters, may be moved up on the Agenda.
2. Approve the Minutes of the Regular Board of Education Meeting on February 8, 2023  
Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_  
Board Member Lockerbie\_, Board Member Travanti\_, Board Member Hammond\_,  
Board Member Anderson\_, Board President Gholar\_.  
[BM 02.08.2023 Minutes.pdf](#)

**F. RECOGNITIONS AND COMMUNICATIONS**

1. Board Member Reports
2. Student Board Member Report
3. 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**

**H. STAFF PRESENTATIONS**

**1. HUMAN RESOURCES UPDATE**

The Board of Education will receive an update from Human Resources.

**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 Lockerbie\_, Board Member Travanti\_, Board Member Hammond\_,  
Board Member Anderson\_, Board President Gholar\_.

## **EDUCATIONAL SERVICES**

### **1. 22/23 - 1090 - BOARD POLICY 1113, *DISTRICT AND SCHOOL WEBSITES*, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION AND EXHIBIT**

The Board of Education is requested to adopt Board Policy 1113, *District and School Websites*, and its accompanying Administrative Regulation and Exhibit, as recommended by the California School Boards Association.

[1113 BP District and school websites.pdf](#)

[1113 AR District and school websites \(11-50\).pdf](#)

[1113-E\(1\) District and school websites.pdf](#)

### **2. 22/23-1091 - BOARD POLICY 3550, *FOOD SERVICE - CHILD NUTRITION PROGRAM*, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION**

The Board of Education is requested to adopt Board Policy 3550, *Food Service - Child Nutrition Program*, and its accompanying Administrative Regulation, as recommended by the California School Boards Association.

[3550\\_BP\\_Food\\_Service-Child\\_Nutrition\\_Program \(11-51\).pdf](#)

[3550\\_AR Food Service-Child Nutrition Program \(11-51\) \(1\).pdf](#)

### **3. 22/23-1092 - BOARD POLICY 5131.2, *BULLYING*, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION**

The Board of Education is requested to adopt Board Policy 5131.2, *Bullying*, and its accompanying Administrative Regulation, as recommended by the California School Boards Association.

[5131.2 BP Bullying.pdf](#)

[AR 5131.2 Bullying.pdf](#)

### **4. 22/23-1093 - RETIREMENT OF BOARD POLICY 5131.3, *POSSESSION OF CELLULAR PHONES/MOBILE COMMUNICATIONS DEVICES***

The Board of Education is requested to retire Board Policy 5131.3, *Possession of Cellular Phones/Mobile Communications Devices*.

[5131\\_3\\_BP \(11-53\) - Possession of Cellular Phones.pdf](#)

### **5. 22/23-1094 - BOARD POLICY 6112, *SCHOOL DAY*, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION**

The Board of Education is requested to adopt Board Policy 6112, *School Day*, and its accompanying Administrative Regulation, as recommended by the California School Boards Association.

[6112\\_BP\\_School\\_Day \(12-11\).pdf](#)

[AR 6112 SCHOOL DAY.pdf](#)

### **6. 22/23-1095 - BOARD POLICY 6173, *EDUCATION FOR HOMELESS CHILDREN*, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION**

The Board of Education is requested to adopt Board Policy 6173, *Education for Homeless Children*, and its accompanying Administrative Regulation, as recommended by the California School Boards Association.

[BP 6173 Education for Homeless Children .pdf](#)

[AR 6173 Education for Homeless Children.pdf](#)

### **7. 22/23-1096 - BOARD POLICY 6173.1, *EDUCATION FOR FOSTER YOUTH*, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION**

The Board of Education is requested to adopt Board Policy 6173.1, *Education for Foster Youth*, and its accompanying Administrative Regulation, as recommended by the California School Boards Association.

[6173.1 BP Education for Foster Youth.pdf](#)

[AR 6173.1 Education for Foster Youth.pdf](#)

**8. 22/23-1097 - BOARD POLICY 5145.6, PARENTAL NOTIFICATIONS**

The Board of Education is requested to adopt Board Policy 5145.6, *Parental Notifications*, as recommended by the California School Boards Association.

[5145.6\\_BP\\_Parental\\_Notifications \(11-53\).pdf](#)

**9. 22/23-1098 - OFFICE OF ADMINISTRATIVE HEARING ORDERED REMEDIES**

The Board of Education is requested to approve remedies ordered through an Office of Administrative Hearing (OAH) decision in regards to Student No. 547657760 dated January 3, 2023.

[Settlement Agreement Report \(2\).pdf](#)

**10. 22/23-1100 - COMPROMISE AND RELEASE AGREEMENT**

The Board of Education is requested to ratify a Compromise and Release agreement in regards to Student No. 5783255201 dated February 21, 2023.

[Settlement Agreement Report.pdf](#)

**BUSINESS SERVICES**

**11. 22/23-2104 - PURCHASE ORDERS AND PAYMENT OF BILLS**

The Board of Education is requested to ratify purchase orders in the amount of \$1,836,399.19 issued January 20, 2023, through February 03, 2023, and payments in the amount of \$6,017,263.73 issued January 27, 2023, through February 07, 2023.

[BA Item 2104\(b-c\) Purchase Order Rpt 2-22-23.pdf](#)

**12. 22/23-2105 - DISTRICT CASH RECEIPTS**

The Board of Education is requested to receive District cash receipts, Deposit Report No. 24 through No. 26, deposited January 25, 2023, through February 9, 2023, for a total amount of \$460,792.92.

[BA Item 2105\(b-d\) Deposit Rpt #24-26 2-22-23.pdf](#)

**13. 22/23-2106 - BUDGETARY TRANSFERS AND REVISIONS**

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

[BA Item 2106\(b\) Budgetary Transfers 2-22-23.pdf](#)

**14. 22/23-2107- ACCEPTANCE OF GIFTS**

The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 2023-10.

[Acceptance of Gifts #2023-10 02-22-23.pdf](#)

**15. 22/23-2108 - PROFESSIONAL SERVICE AGREEMENTS**

The Board of Education is requested to approve the Professional Service Agreements Report #11 for the Monrovia Unified School District 2022-23 SY.

[Professional Service Agmts Report No. 11.pdf](#)

**16. 22/23-2109 - RENEWAL AGREEMENT WITH QUADIENT LEASING USA INC.**

The Board of Education is requested to ratify a renewal lease agreement with Quadient Leasing USA Inc. for the District's mail processing machine.

[BA Item 2109\(b-c\) Renewal Agreement with Quadient Leasing USA Inc 2-22-23.pdf](#)

## **HUMAN RESOURCES**

### **17. 22/23-3060 - PERSONNEL ASSIGNMENTS**

The Board of Education is requested to approve Personnel Assignments Report #12.

[BRD\\_Report\\_20220222\\_Personnel\\_Report\\_12.pdf](#)

### **18. 22/23-3061 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL**

The Board of Education is requested to approve Travel and Conference Report #11.

[02222023TravelConference.pdf](#)

## **BOARD BUSINESS**

### **19. 22/23-5040 - BOARD BYLAW 9100, ORGANIZATION**

The Board of Education is requested to adopt Board Bylaw 9100, *Organization*, as recommended by the California School Boards Association.

[9100\\_BB\\_Organization\\_Updated\\_01.20.2023.pdf](#)

### **20. 22/23-5042 - BOARD BYLAW 9220, GOVERNING BOARD ELECTIONS**

The Board of Education is requested to adopt Board Bylaw 9220, *Governing Board Elections*, as recommended by the California School Boards Association.

[9220\\_BB\\_GOVERNING\\_BOARD\\_ELECTIONS \(12-12\) Updated 01.20.2023.pdf](#)

### **21. 22/23-5043 - BOARD BYLAW 9222, RESIGNATION**

The Board of Education is requested to adopt Board Bylaw 9222, *Resignation*, as recommended by the California School Boards Association.

[9222\\_BB\\_RESIGNATION \(12-12\) Updated 01.20.2023.pdf](#)

## **J. ACTION ITEMS (Non-Consent)**

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

#### **1. 22/23-1088 - NEW COURSE OFFERING FOR HIGH SCHOOL STUDENTS: ADVANCED PLACEMENT PHYSICS 1**

The Board of Education is requested to approve Advanced Placement (AP) Physics 1 as a new course offering at Monrovia High School.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Lockerbie\_, Board Member Travanti\_, Board Member Hammond\_,  
Board Member Anderson\_, Board President Gholar\_.

[Course Description\\_ AP Physics 1.docx \(2\).pdf](#)

#### **2. 22/23-1099 - OVERNIGHT FIELD TRIP**

The Board of Education is requested to approve an overnight field trip for the Monrovia High School's Boys Varsity Volleyball team to participate in matches against prominent San Diego teams in San Diego, California, from March 10 to 11, 2023.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Lockerbie\_, Board Member Travanti\_, Board Member Hammond\_,  
Board Member Anderson\_, Board President Gholar\_.

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

#### **3. 22/23-3062 - CREATION OF NEW CLASSIFIED POSITION, PAYROLL TECHNICIAN**

The Board of Education is requested to establish a new classified position, *Payroll Technician*.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Lockerbie\_, Board Member Travanti\_, Board Member Hammond\_,  
Board Member Anderson\_, Board President Gholar\_.

[Proposed Payroll Technician Job Description - \(revised 20230201\).pdf](#)

#### **4. 22/23-3063 - CREATION OF NEW CLASSIFIED POSITION, INSTRUCTIONAL**

## **ASSISTANT - SPECIAL EDUCATION**

The Board of Education is requested to establish a new classified position, *Instructional Assistant - Special Education*.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Lockerbie\_, Board Member Travanti\_, Board Member Hammond\_,  
Board Member Anderson\_, Board President Gholar\_.

[Instructional Assistant - Special Education.pdf](#)

## **5. 22/23-3064 - SETTING OF SALARY FOR THE NEW CLASSIFICATION, INSTRUCTIONAL AIDE - ELEMENTARY INTERVENTION**

The Board of Education is requested to set the salary for the new classification, *Instructional Aide - Elementary Intervention* at Range 15 on the Non-12-month Classified salary schedule. This position is a 9-month, 6-hour classification.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Lockerbie\_, Board Member Travanti\_, Board Member Hammond\_,  
Board Member Anderson\_, Board President Gholar\_.

[Instruct. Aide - Elem. Intervention Job Description](#)

## **6. 22/23-3065 - APPROVAL OF JOB DESCRIPTION, CTE ENTREPRENEURSHIP TEACHER**

The Board of Education is requested to approve a new job description, *CTE Entrepreneurship Teacher*.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Lockerbie\_, Board Member Travanti\_, Board Member Hammond\_,  
Board Member Anderson\_, Board President Gholar\_.

[CTE JOB DESCRIPTION ENTREPRENEURSHIP.pdf](#)

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

### **7. 22/23-5044 - RESOLUTION NO. 2223-15, RECOGNIZING FEBRUARY AS "CAREER AND TECHNICAL EDUCATION MONTH"**

The Board of Education is requested to adopt Resolution No. 2223-15, recognizing February 2023, as "*Career and Technical Education Month*."

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Lockerbie\_, Board Member Travanti\_, Board Member Hammond\_,  
Board Member Anderson\_, Board President Gholar\_.

[Resolution 2223-15 Career and Technical Education Month.pdf](#)

### **8. 22/23-5046 - VOTE FOR A DELEGATE TO CSBA'S ASSEMBLY**

The Board of Education will vote for a delegate to CSBA's Assembly.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Lockerbie\_, Board Member Travanti\_, Board Member Hammond\_,  
Board Member Anderson\_, Board President Gholar\_.

[CSBA Delegates.pdf](#)

## **K. INFORMATION ITEMS**

### **1. BOARD POLICY 3470, DEBT ISSUANCE AND MANAGEMENT**

The Board of Education is requested to receive for first reading Board Policy 3470, *Debt Issuance and Management*, as recommended by the California School Boards Association.

[3470 BP Debt Issuance and Management.pdf](#)

## **L. FUTURE MEETING DATES**

- March 8, 2023; 6:30 p.m. - Regular Board of Education Meeting
- March 22, 2023; 6:30 p.m. - Regular Board of Education Meeting
- April 12, 2023; 6:30 p.m. - Regular Board of Education Meeting

**M. NEW BUSINESS**

Parent-Teacher Conferences (K-5) - March 6, 2023 - March 10, 2023

Cesar Chavez Day (ALL SITES CLOSED) - March 31, 2023

Spring Break (ALL SITES CLOSED) - April 3, 2023 - April 7, 2023

**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 OPEN SESSION MEETING

Wednesday, February 8, 2023

6:30 p.m. - Board Room

## UNADOPTED MINUTES

\*\*Pursuant to Govt. Code Sect. 54953(b), Board President Traci Gholar will participate in tonight's meeting via teleconference at the following location: 7723 SW 79th Drive, Gainesville, FL 32608, and Board Member Hammond will participate in tonight's meeting via teleconference at the following location: 108 Travertine St. Gardner, MT 50930. The teleconference location is open to the public, and any member of the public will have an opportunity to address the Governing Board from the teleconference location in the same manner as if that person attended the regular meeting location. All action taken during this teleconferenced meeting shall be by roll call vote.\*\*

### A. CONVENE BOARD OF EDUCATION OPEN SESSION MEETING

1. Call to Order
2. Public Comments for Items on the Closed Session Agenda  
**There are none.**

### 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. 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, Vice President Anderson at 6:30 pm.
2. Pledge of Allegiance by Monrovia High School Project Lead the Way Engineering Pathway

Dr. Smith introduced our new Assistant Superintendent of Business Services, Jessica Garcia.

#### 3. Roll Call:

Traci Gholar, Board President Excused  
Jennifer Anderson, Board Vice-Pres. Present  
Rob Hammond, Board Clerk Present  
Maritza Travanti, Board Member Present  
Selene Lockerbie, Board Member Present  
Sarah Tripp, Student Board Member Present

Ryan Smith, Superintendent Present  
Gregoire Francois, Deputy Superintendent Present  
Jessica Garcia, Asst. Sup., Bus. Svcs. Present  
Greg Puccia, Asst. Sup., HR Present  
Cheryl Plotkin, Int. Asst. Sup., Bus. Svc. Excused

### 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 January 18, 2023. Motion by Board Member Travanti, seconded by Board Member Lockerbie, **Vote 4-0** Board Member Lockerbie Y, Board Member Travanti Y, Board Member Hammond Y, Board Member Anderson Y, Board President Gholar E.  
[Board Meeting Minutes 01.18.2023.pdf](#)

## F. **RECOGNITIONS AND COMMUNICATIONS**

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

- **Mireille Salem, Campus Assistant, Clifton Middle School**
- **Christian Mora, Mathematics Teacher, Clifton Middle School**
- **Jessica Ramos, Clerical Assistant III, Monrovia High School**
- **Brandon Equils, Social Science Teacher, Monrovia High School**

2. Recognition of MUSD Counselors as part of *National School Counseling Week*

3. Board Member Reports

Board Member Travanti discussed the Monrovia Chamber of Commerce Gala, where Monrovia's Teacher of the Year, Ms. Lomelin was recognized.

Board Member Anderson shared her experience during the innovative school site visits featuring Circulos and Da Vinci schools.

4. Student Board Member Report

Sarah shared about the new technology being used at Mt. Park and Canyon Oaks High School, and about the Citrus College Promise Program.

5. Report from the Superintendent

Dr. Smith shared about the innovative school site visits, his visit to the Femineers program, and the recognition from CAAASA and ACSA to Dr. Francois, for outstanding leadership in education. Dr. Smith also recognized Dr. Paula Hart-Rodas for her role in making girls' flag football a CIF sport. Dr. Smith also shared that we have purchased 13 defibrillators, and we will now have one on every school site and district office.

Dr. Puccia introduced Rich Morrison, the new Principal at Monroe Elementary.

## 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.

**There are none.**

## 2. Public Comments for items on the Open Session Agenda

- David Krausse spoke on Action Item 1, 21<sup>st</sup> Century Classroom Furniture. He asked that the Board consider keeping the old furniture in the science building at MHS.
- Karen Suarez spoke on Action Item 1, 21<sup>st</sup> Century Classroom Furniture. She does not want the new furniture in the science building at MHS and asked the Board to table the purchase.
- Gina Ayala spoke on Action Item 1, 21<sup>st</sup> Century Classroom Furniture. She does not want wheels on the tables as she is concerned about safety in the middle school science classrooms.

## H. STAFF PRESENTATIONS

### 1. CALIFORNIA SCHOOL DASHBOARD UPDATE AND DISTRICT GOALS PROGRESS REPORT

The Board of Education will receive the California School Dashboard Update and District Goals Progress Report.

A description of the summer school programs being offered across all grade levels was shared. More detailed information will be disseminated about summer school soon.

Enrichment and credit recovery courses will be offered during summer school.

The district is working on implementing a Saturday School Program to reclaim ADA for absences.

SBAC test prep will be integrated into instructional day.

Board member Lockerbie requested three years of data to compare if what we are doing is working.

## 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.

Board member Lockerbie shared her opposition to retiring Item 16.

Consent Agenda Item(s) Pulled, if any: None

Approval of Consent Agenda:

Motion by Board Member Travanti, seconded by Board Member Hammond, **Vote 4-0**

Board Member Lockerbie Y, Board Member Travanti Y, Board Member Hammond Y, Board Member Anderson Y, Board President Gholar E.

## EDUCATIONAL SERVICES

### 1. 22/23-1074 - LOS ANGELES COUNTY OFFICE OF EDUCATION RENEWAL CONTRACT FOR TECHNOLOGY ENHANCED ARTS AND LEARNING (TEAL) WITH SOCIAL EMOTIONAL LEARNING PROJECT

The Board of Education is requested to ratify a contract with the Los Angeles County Office of Education (LACOE) for the Technology Enhanced Arts and Learning with Social Emotional Learning (TEAL/SEL) project from August 18, 2022, through June 30, 2023.

[LACOE - TEAL-SEL Contract #601139.22.23.pdf](#)

### 2. 22/23-1083 - SCHOOL ACCOUNTABILITY REPORT CARDS FOR MONROVIA UNIFIED SCHOOL DISTRICT

The Board of Education is requested to approve the School Accountability Report Cards (SARCs) for each of the following schools: Bradoaks Elementary Science Academy, Mayflower Elementary School, Monroe Elementary School, Plymouth Elementary School, Wild Rose School of Creative Arts, Clifton Middle School, Santa Fe Computer Science Magnet School, Monrovia High School, Canyon Oaks High School, and Mountain Park School for the 2021-22

school year.

[SARCs - 20230203.pdf](#)

### **3. 22/23-1085 - FINAL SETTLEMENT AGREEMENT**

The Board of Education is requested to approve a Final Settlement Agreement regarding Student No. 5493923998 dated November 16, 2022.

[Settlement Agreement Agenda Report 5.pdf](#)

### **4. 22/23-1086 - NON-PUBLIC SCHOOL/AGENCY CONTRACTS**

The Board of Education is requested to ratify Non-Public School/Agency Master Contracts with multiple service providers as detailed in Master Contract Report #5 for the 2022/2023 school year, beginning February 8, 2023, through June 30, 2023.

[Master Contracts - Report 5 - Sheet1.pdf](#)

### **5. 22/23-1087 - MUSIC THEATRE INTERNATIONAL PRODUCTION CONTRACT FOR DISNEY'S ARISTOCATS KIDS**

The Board of Education is requested to approve a production contract with Music Theatre International for the musical, *The Aristocats KIDS*, for the Wild Rose School of Performing Arts Spring 2023 show.

[MTI Production Contract - Aristocats Kids Wild Rose - 20230208.pdf](#)

## **BUSINESS SERVICES**

### **6. 22/23-2096 - PURCHASE ORDERS AND PAYMENT OF BILLS**

The Board of Education is requested to ratify purchase orders in the amount of \$2,315,777.83 issued December 16, 2022, through January 20 2023, and payments in the amount of \$7,787,714.36, issued December 21, 2022, through January 26, 2023.

[BA Item 2096\(b-c\) Purchase Order Rpt 2-8-23.pdf](#)

### **7. 22/23-2097 - DISTRICT CASH RECEIPTS**

The Board of Education is requested to receive District cash receipts, Deposit Report No. 22 through No. 23, deposited January 4, 2023, through January 13, 2023, for a total amount of \$420,012.12.

[BA Item 2097\(b-c\) Deposit Rpt #22-23 2-8-23.pdf](#)

### **8. 22/23-2098 - BUDGETARY TRANSFERS AND REVISIONS**

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

[BA Item 2098\(b\) Budgetary Transfers 2-8-23.pdf](#)

### **9. 22/23-2099 - ACCEPTANCE OF GIFTS**

The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 2023-09.

[Acceptance of Gifts #2023-09 02-08-23.pdf](#)

### **10. 22/23-2100 - PROFESSIONAL SERVICE AGREEMENTS**

The Board of Education is requested to approve the Professional Service Agreements Report #10 for the Monrovia Unified School District 2022-23 SY.

[Professional Service Agmts #10.pdf](#)

### **11. 22/23-2101 - CONTRACT RENEWAL WITH CROWN CASTLE**

The Board of Education is requested to approve and award a 3-year contract with Crown Castle Fiber for continued Internet Services to the District.

[BA Item 2101\(b-c\) Contract Renewal with Crown Castle 2-8-23.pdf](#)

### **12. 22/23-2102 - PURCHASE AGREEMENT WITH CDWG**

The Board of Education is requested to approve the purchase and replacement services

agreement of a UPS (Uninterruptible Power Supply) with CDWG for our Network Operating Center (NOC).

[CDW Tech SOW 01302023.pdf](#)

[CDW SpsQuoteConfirmation.pdf](#)

## **HUMAN RESOURCES**

### **13. 22/23-3057 - PERSONNEL ASSIGNMENTS**

The Board of Education is requested to approve Personnel Assignments Report #11.

[BRD Report 20220208 Personnel Report 11.pdf](#)

### **14. 22/23-3058 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL**

The Board of Education is requested to approve Travel and Conference Report #10.

[02082023TravelConference.pdf](#)

## **BOARD BUSINESS**

### **15. 22/23-5032 BOARD BYLAW 9223, FILLING VACANCIES**

The Board of Education is requested to approve Board Bylaw 9223, *Filling Vacancies*, as recommended by the California School Board Association.

[9223 BB FILLING VACANCIES Revision 1.13.23.pdf](#)

### **16. 22/23-5033 RETIREMENT OF BOARD BYLAW 9141, BOARD LIAISONS TO DEPARTMENTS**

The Board of Education is requested to retire Board Bylaw 9141, *Board Liaisons to Departments*.

## **J. ACTION ITEMS (Non-Consent)**

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

#### **1. 22/23-1073 - 21st CENTURY CLASSROOM FURNITURE**

The Board of Education is requested to approve a request for the purchase of 21st century classroom furniture for all Monrovia Unified School District school sites.

Motion to table by Board Member Lockerbie, no second. Motion dies.

Motion by Board Member Travanti to move forward excluding middle school science classrooms so as to not delay the order for everyone else. Seconded by Board Member Hammond, **Vote 3-1**

Board Member Lockerbie N, Board Member Travanti Y, Board Member Hammond Y,

Board Member Anderson Y, Board President Gholar E.

[McDowell Craig Proposal 02.02.2023.pdf](#)

[OES Proposal 02.02.2023.pdf](#)

#### **2. 22/23-1089 - NEW COURSE OFFERING FOR HIGH SCHOOL STUDENTS: SPORTS MEDICINE III**

The Board of Education is requested to approve Sports Medicine III as a new course offering at Monrovia High School.

Motion by Board Member Travanti, seconded by Board Member Lockerbie, **Vote 4-0**

Board Member Lockerbie Y, Board Member Travanti Y, Board Member Hammond Y,

Board Member Anderson Y, Board President Gholar E.

[Course Description Sports Medicine III.docx.pdf](#)

### **BUSINESS SERVICES – Jessica Garcia, Asst. Supt. of Business Services**

#### **3. 22/23-2103 - AGREEMENT WITH NIC PARTNERS, INC.**

The Board of Education is requested to approve an agreement with NIC Partners, Inc. for the purchase of camera video equipment, materials for installation, installation, service agreement, and software license for Monrovia High School.

Motion by Board Member Lockerbie, seconded by Board Member Travanti, Vote 4-0  
Board Member Lockerbie Y, Board Member Travanti Y, Board Member Hammond Y,  
Board Member Anderson Y, Board President Gholar E.

[NIC Partners 46166-02-21766862-CC.pdf](#)

[BA Item 2103\(b\) Agreement with NIC Partners, Inc. 2-8-23.pdf](#)

Board Member Lockerbie asked about privacy implications. Dr. Smith clarified that the cameras are being placed in locations where there are no reasonable expectations of privacy, such as outdoor spaces and hallways. Signs will be posted and written notice will be sent to parents.

**HUMAN RESOURCES – Greg Puccia, Ed.D., Asst. Supt. of Human Resources**  
**4. 22/23-3059 - APPROVAL OF JOB DESCRIPTION, DIRECTOR OF EXPANDED LEARNING, ENRICHMENT, & ARTS, CERTIFICATED.**

The Board of Education is requested to approve a new job description for the Director of Expanded Learning, Enrichment, & Arts, Certificated.

Motion by Board Member Hammond, seconded by Board Member Travanti, Vote 3-1  
Board Member Lockerbie N, Board Member Travanti Y, Board Member Hammond Y,  
Board Member Anderson Y, Board President Gholar E.

[Director of Expanded Learning, Enrichment, & Arts, certificated.pdf](#)

Board Member Lockerbie shared her concerns that as each program is unique and separate of themselves and would be a lot for one person to be director of both.

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

**5. 22/23-5034- AMENDMENT TO CERTIFICATION OF SIGNATURES**

The Board of Education is requested to approve an amendment to the Annual Certification of Signatures for the 2022-23 school year.

Motion by Board Member Lockerbie, seconded by Board Member Travanti, Vote 4-0  
Board Member Lockerbie Y, Board Member Travanti Y, Board Member Hammond Y,  
Board Member Anderson Y, Board President Gholar E.

**6. 22/23-5035 - BOARD MEMBER ABSENCE FROM THE STATE FOR MORE THAN 60 DAYS**

The Board of Education is requested to extend the absence from the State of California of Board President Traci Gholar beyond the 60 day limit due to a matter of urgent necessity. Motion by Board Member Travanti, seconded by Board Member Hammond, Vote 4-0

Board Member Lockerbie Y, Board Member Travanti Y, Board Member Hammond Y,  
Board Member Anderson Y, Board President Gholar E.

**7. 22/23-5036- RESOLUTION NO. 2223-13, RECOGNIZING THE MONTH OF FEBRUARY AS "BLACK HISTORY MONTH"**

The Board of Education is requested to adopt Resolution No. 2223-13, recognizing the month of February as "*Black History Month*," celebrating the contribution of African Americans to society and Monrovia Unified School District.

Motion by Board Member Lockerbie, seconded by Board Member Travanti, Vote 4-0  
Board Member Lockerbie Y, Board Member Travanti Y, Board Member Hammond Y,  
Board Member Anderson Y, Board President Gholar E.

[Resolution 2223-13 Black History Month.pdf](#)

**8. 22/23-5037- RESOLUTION NO. 2223-14, RECOGNIZING FEBRUARY 6-10 AS "NATIONAL SCHOOL COUNSELING WEEK"**

The Board of Education is requested to adopt Resolution No. 2223-14, recognizing February 6-10, 2023, as "*National School Counseling Week*," celebrating the contribution of school counselors to the students of Monrovia Unified School District.

Motion by Board Member Travanti, seconded by Board Member Lockerbie, Vote 4-0

Board Member Lockerbie Y, Board Member Travanti Y, Board Member Hammond Y, Board Member Anderson Y, Board President Gholar E.

[Resolution 2223-14 National School Counseling Week.pdf](#)

#### **9. 22/23-5038 DESIGNATE A REPRESENTATIVE TO THE MONROVIA COORDINATING COUNCIL**

The Board of Education will designate a representative to the Monrovia Coordinating Council. Board President Gholar will be designated to this role.

Motion by Board Member Lockerbie, seconded by Board Member Travanti, Vote 4-0  
Board Member Lockerbie Y, Board Member Travanti Y, Board Member Hammond Y, Board Member Anderson Y, Board President Gholar E.

#### **10. 22/23-5039 DESIGNATE A REPRESENTATIVE TO THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS MENTAL HEALTH AD-HOC COMMITTEE**

The Board of Education will designate a representative to the San Gabriel Valley Council of Governments Mental Health Ad-Hoc Committee.

Board Member Hammond will be designated to this role.

Motion by Board Member Lockerbie, seconded by Board Member Travanti, Vote 4-0  
Board Member Lockerbie Y, Board Member Travanti Y, Board Member Hammond Y, Board Member Anderson Y, Board President Gholar E.

### **K. INFORMATION ITEMS**

#### **1. BOARD POLICY 1113, *DISTRICT AND SCHOOL WEBSITES*, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION AND EXHIBIT**

The Board of Education is requested to receive for first reading Board Policy 1113, *District and School Websites*, and its accompanying Administrative Regulation and Exhibit, as recommended by the California School Boards Association.

Board Vice President Anderson asked that this item be brought to Consent at next Board meeting.

[1113 BP District and school websites.pdf 1113 AR District and school websites \(11-50\).pdf](#)

[1113-E\(1\) District and school websites.pdf](#)

#### **2. BOARD POLICY 3550, *FOOD SERVICE - CHILD NUTRITION PROGRAM*, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION**

The Board of Education is requested to receive for first reading Board Policy 3550, *Food Service - Child Nutrition Program*, and its accompanying Administrative Regulation, as recommended by the California School Boards Association.

Board Vice President Anderson asked that this item be brought to Consent at next Board meeting.

[3550 BP Food Service-Child Nutrition Program \(11-51\).pdf](#)

[3550 AR Food Service-Child Nutrition Program \(11-51\) \(1\).pdf](#)

#### **3. BOARD POLICY 5131.2, *BULLYING*, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION**

The Board of Education is requested to receive for first reading Board Policy 5131.2, *Bullying*, and its accompanying Administrative Regulation, as recommended by the California School Boards Association.

Board Vice President Anderson asked that this item be brought to Consent at next Board meeting.

[5131.2 BP Bullying.pdf](#)

[AR 5131.2 Bullying.pdf](#)

#### **4. BOARD POLICY 5145.6, *PARENTAL NOTIFICATIONS***

The Board of Education is requested to receive for first reading Board Policy 5145.6, *Parental Notifications*, as recommended by the California School Boards Association. Board Vice President Anderson asked that this item be brought to Consent at next Board meeting.

[5145.6 BP Parental Notifications \(11-53\).pdf](#)

#### **5. BOARD POLICY 6112, SCHOOL DAY, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION**

The Board of Education is requested to receive for first reading Board Policy 6112, *School Day*, and its accompanying Administrative Regulation, as recommended by the California School Boards Association.

Board Vice President Anderson asked that this item be brought to Consent at next Board meeting.

[6112 BP School Day \(12-11\).pdf](#)

[AR 6112 SCHOOL DAY.pdf](#)

#### **6. BOARD POLICY 6173, EDUCATION FOR HOMELESS CHILDREN, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION**

The Board of Education is requested to receive for first reading Board Policy 6173, *Education for Homeless Children*, and its accompanying Administrative Regulation, as recommended by the California School Boards Association.

Board Vice President Anderson asked that this item be brought to Consent at next Board meeting.

[BP 6173 Education for Homeless Children .pdf](#)

[AR 6173 Education for Homeless Children.pdf](#)

#### **7. BOARD POLICY 6173.1, EDUCATION FOR FOSTER YOUTH , AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION**

The Board of Education is requested to receive for first reading Board Policy 6173.1, *Education for Foster Youth*, and its accompanying Administrative Regulation, as recommended by the California School Boards Association.

Board Vice President Anderson asked that this item be brought to Consent at next Board meeting.

[6173.1 BP Education for Foster Youth.pdf](#)

[AR 6173.1 Education for Foster Youth.pdf](#)

#### **8. BOARD BYLAW 9100, ORGANIZATION**

The Board of Education is requested to receive for first reading Board Bylaw 9100, *Organization*, as recommended by the California School Boards Association.

Board Vice President Anderson asked that this item be brought to Consent at next Board meeting.

Board Vice President Anderson asked that this item be brought to Consent at next Board meeting.

[9100 BB Organization Updated 01.20.2023.pdf](#)

#### **9. BOARD BYLAW 9125, LEGAL COUNSEL**

The Board of Education is requested to receive for first reading Board Bylaw 9125, *Legal Counsel*, as recommended by the California School Boards Association.

Board Member Hammond requested that this item be revised and brought back at a later meeting to Action.

[9125 BB Attorney - Updated 01.23.2023.pdf](#)

#### **10. BOARD BYLAW 9220, GOVERNING BOARD ELECTIONS**

The Board of Education is requested to receive for first reading Board Bylaw 9220,

*Governing Board Elections*, as recommended by the California School Boards Association. Board Vice President Anderson asked that this item be brought to Consent at next Board meeting.

[9220 BB GOVERNING BOARD ELECTIONS \(12-12\) Updated 01.20.2023.pdf](#)

**11. BOARD BYLAW 9222, RESIGNATION**

The Board of Education is requested to receive for first reading Board Bylaw 9222, *Resignation*, as recommended by the California School Boards Association.

Board Vice President Anderson asked that this item be brought to Consent at next Board meeting.

[9222 BB RESIGNATION \(12-12\) Updated 01.20.2023.pdf](#)

**L. FUTURE MEETING DATES**

- February 22, 2023; 6:30 p.m. - Regular Board of Education Meeting
- March 8, 2023; 6:30 p.m. - Regular Board of Education Meeting
- March 22, 2023; 6:30 p.m. - Regular Board of Education Meeting

**M. NEW BUSINESS**

Lincoln's Birthday (ALL SITES CLOSED) - February 13, 2023

MUSD School Showcase - February 16, 2023

President's Day (ALL SITES CLOSED) - February 20, 2023

**N. ADJOURN REGULAR BOARD OF EDUCATION OPEN SESSION MEETING at 9:30pm**

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Ryan D. Smith, Superintendent and Board Secretary

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Rob Hammond, Board Clerk

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## **AGENDA ITEM TITLE:**

### **1. HUMAN RESOURCES UPDATE**

## **RECOMMENDATION**

The Board of Education will receive an update from Human Resources.

## **Rationale:**

## **Background:**

## **Budget Implication (\$ Amount):**

## **Legal References:**

## **Additional Information:**

## **ATTACHMENTS**

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### 1. 22/23 - 1090 - BOARD POLICY 1113, *DISTRICT AND SCHOOL WEBSITES*, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION AND EXHIBIT

## RECOMMENDATION

The Board of Education is requested to adopt Board Policy 1113, *District and School Websites*, and its accompanying Administrative Regulation and Exhibit, as recommended by the California School Boards Association.

## Rationale:

As part of the Board of Education's commitment to review and update all Monrovia Unified School District Board Policies and Administrative Regulations, Student Support Services has conducted a review of Board Policies and Administrative Regulations and is presenting a policy, and its accompanying Administrative Regulation and Exhibit, for review and adoption.

## Background:

School districts receive regular policy updates from the California School Boards Association (CSBA) that are compared to existing policies to determine the extent of modification that is needed. The Board Policy, Administrative Regulation, and Exhibit have been revised as recommended by the CSBA and in accordance with new laws AB 27 and AB 819 relating to accessibility, consistency, privacy issues, website design standards, roles and responsibilities, security standards, and posting requirements. Further, the Administrative Regulation revisions addresses the roles and responsibilities for persons uploading material to the district and school website upon approval of the Superintendent and establishing security measures for the district's computer network to prevent unauthorized access and changes. The exhibit revisions delineates materials to be prominently displayed on the district's website such as postings on the home page when required by law.

## Additional Information:

Copies of the proposed revised Board Policy 1113, *District and School Websites*, and the accompanying revised Administrative Regulation and Exhibit are attached.

## ATTACHMENTS

- [1113 BP District and school websites.pdf](#)
- [1113 AR District and school websites \(11-50\).pdf](#)
- [1113-E\(1\) District and school websites.pdf](#)

## **DISTRICT AND SCHOOL WEB SITES**

To enhance communication with students, parents/guardians, staff, and community members ~~and the public at large~~, the Governing Board encourages the Superintendent or designee to ~~development and ongoing maintenance of~~ develop and maintain district and school web sites ~~on the Internet~~. The use of district and school ~~W~~web sites shall support the ~~educational~~ district's vision ~~of the district~~ and goals and shall be ~~consistent~~ coordinated with ~~the other~~ district's ~~plans for~~ communications and ~~media relations~~ strategies.

(cf. 0000 - Vision)

### **Design Standards**

The Superintendent or designee shall ~~develop guidelines regarding the content of~~ standards for district and school websites ~~which shall include standards for the ethical and responsible use of information and technology. These guidelines shall be consistent with law, Board policy and administrative regulation.~~ in order to maintain a consistent identity, professional appearance, and ease of use.

The district's design standards shall address the accessibility of district and school websites to individuals with disabilities, including compatibility with commonly used assistive technologies.

(cf. 0440 - District Technology Plan)  
(cf. 1100 - Communication with the Public)  
(cf. 1312.3 - Uniform Complaint Procedures)

~~District and school web sites shall not include content which is obscene, libelous or slanderous, or which creates a clear and present danger of inciting students to commit unlawful acts on school premises, violate school rules or substantially disrupt the school's orderly operation.~~

~~Any links to external sites shall follow the same guidelines applicable to district and school web sites.~~

### **Privacy Rights**

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on district and school websites.

(cf. 1114 - District-Sponsored Social Media)  
(cf. 5022 - Student and Family Privacy Rights)

The district regards photographs as a category of director information that would

not generally be considered harmful or an invasion of privacy if disclosed. Therefore, a student's photograph, together with their name, may be published on district or school websites unless the student's parent/guardian has notified the district in writing to not release the student's photograph without prior written consent, in accordance with BP/AR 5125.1- Release of Directory Information.

(cf. 1325 - Advertising and Promotion)  
(cf. 5125.1 - Release of Directory Information)

~~The Superintendent or designee shall ensure that copyright laws are not violated in the use of material on district or school web sites.~~

~~The Superintendent or designee shall ensure that web site content protects the privacy rights of students, parents/guardians, staff, Board members and other individuals. No personal directory information about students or their parents/guardians, including phone numbers, home addresses or e-mail addresses, shall be published on a district or school web page without their permission. Photographs of students who can be individually identified shall be used only with written permission from the students' parents/guardians. Home addresses or telephone numbers of staff members shall not be posted on a website with access outside of district personnel without their permission, nor shall it be published on an intranet if the staff member has requested that it be withheld.~~

If students' names are not included, photographs of individual students or groups of students, such as at a school event, may be published on school or district websites.

Employees' home addresses, personal telephone numbers, and personal email addresses shall not be posted on district or school websites.

((cf. 4119.23 - Unauthorized Release of Confidential/Privileged Information)

~~District and school web sites shall not post the home address or telephone number of any elected or appointed official without the permission of that individual. The home address or telephone number of any elected or appointed official including, but not limited to, a Board member or public safety official, shall not be posted on district or school websites without the prior written permission of that individual. (Government Code 3307.5, 6254.21, 6254.24)~~

No public safety official shall be required to consent to the posting on the Internet of their photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or their family. (Government Code 3307.5)

~~The Superintendent or designee may establish standards for the design of district and school web sites in order to maintain a consistent identity, professional appearance and ease of use.~~

~~Staff and students may submit materials for web site publication to the district or school webmaster who shall ensure that the content adheres to district guidelines and policies.~~

## Legal Resources:

**STATE****BUSINESS CODE**

22580-22582 Privacy Rights of California Minors in the Digital World

22584-22585 Student Online Personal Information Protection Act

22586-22587 Early Learning Personal Information Protection Act

**EDUCATION CODE**

35182.5 Contracts for advertising

35258 Internet access to school accountability report cards

48852.6 Information regarding homelessness

48907 Exercise of free expression; time, place and manner rules and regulations

48950 Speech and other communication

49061 Definitions, directory information

49073 Release of directory information

60048 Commercial brand names, contracts or logos

**GOVERNMENT CODE**

11135 Nondiscrimination: accessibility to state websites

12950 California Department of Fair Employment and Housing posters

3307.5 Publishing identity of public safety officers

6254.21 Publishing addresses and telephone numbers of officials

6254.24 Definition of public safety official

**PENAL CODE**

14029.5 Prohibition against publishing personal information of person in witness protection program

**PUBLIC RESOURCES CODE**

21082.1 California Environmental Quality Act environment review documents

21092 California Environmental Quality Act environment review documents

21092.2 California Environmental Quality Act environment review documents

**FEDERAL****CODE OF FEDERAL REGULATIONS, TITLE 16**

312.1-312.12 Children's Online Privacy Protection Act

**UNITED STATES CODE, TITLE 17**

101-122 Subject matter and scope of copyright

504 Penalties for copyright infringement

**UNITED STATES CODE, TITLE 20**

1232g Family Educational Rights and Privacy (FERPA)

**UNITED STATES CODE, TITLE 29**

705 Definitions; Vocational Rehabilitation Act  
794 Rehabilitation Act of 1973; Section 504

**CODE OF FEDERAL REGULATIONS, TITLE 34**

104.1-104.61 Nondiscrimination on the basis of disability  
99.1-99.67 Family Educational Rights and Privacy

**UNITED STATES CODE, TITLE 42**

12101-12213 Americans with Disabilities Act

**MANAGEMENT RESOURCES**

**CA DEPT OF FAIR EMPLOYMENT AND HOUSING PUBLICATION**

Family Care and Medical Leave and Pregnancy Disability leave  
California Law Prohibits Workplace Discrimination and Harassment  
Transgender Rights in the Workplace  
Your Rights and Obligations as Pregnant Employee

**COURT DECISION**

Aaris v. Las Virgenes Unified School district, (1998) 64 Cal.App.4th1112  
City of San Jose v. Superior Court, (2017) 2 Cal.5th 608

**U.S. DEPARTMENT OF AGRICULTURE PUBLICATION**

Unpaid Meal Charges: Local meal Charge Policies, SP 46-2016, July 2016

**U.S. DEPARTMENT OF JUSTICE PUBLICATION**

Accessibility of State and Local Government Websites to People with Disabilities, June 2003

**U.S. DOE OFFICE FOR CIVIL RIGHTS PUBLICATION**

Dear Colleague Letter, May 26, 2011  
Joint Dear colleague Letter: Electronic Book Readers, June 29, 2010

**WEBSITE**

[Governor's Office of Planning and Research, The California Quality Act](#)  
[California Department of Education, Web Accessibility Standards](#)  
[California School Public Relations Association](#)  
[U.S. Department of Justice, Civil Rights Division, Disability Rights Section](#)  
[World Wide Web Consortium, Web Accessibility Initiative](#)  
[CSBA](#)  
[California Department of Fair Employment and Housing](#)

**WORLD WIDE WEB CONSORTIUM PUBLICATION**

Web Content Accessibility Guidelines, December 2008

Revised:

Adopted: March 14, 2007

## **DISTRICT AND SCHOOL WEB SITES**

### Design Standards

The Superintendent or designee shall develop design standards for district and school websites that include, but are not limited to, guidelines to ensure the clear organization of the material, readability of the font type and size, and simplicity of the navigation structure linking the content on the website. Such standards shall take into consideration the ease of use on a wide range of devices.

In accordance with the requirements of the Americans with Disabilities Act and Section 504 of the federal Rehabilitation Act of 1973, district and school websites shall contain features that ensure accessibility for individuals with disabilities, which may include, but are not limited to, captions for videos and multimedia presentations, text alternatives to images, provision of sufficient time to use the content, avoidance of flashing images, adequate contrast in visual presentations, and/or other features that meet applicable standards for web site accessibility. The Superintendent or designee shall regularly review district and school web sites and modify them as needed to ensure legal compliance with accessibility standards.

### Website Content

As applicable, ~~D~~district and school websites shall provide current ~~and useful~~ information regarding the district's mission and goals, district/school programs and operations, district/school news, agendas and minutes of Governing Board meetings, School Accountability Report Cards, school calendars, and links to educational resources ~~activities and operations~~. Such information shall be appropriate for both internal and external audiences.

~~The content of web sites may include, but not be limited to, district or school news, district mission and goals, agendas and minutes of Governing Board meetings, policy information, messages from the Board or administrators, information about curriculum and instruction, school calendars, student projects, school clubs and activities, lunch menus, transportation schedules, school map, school handbook, parent conferences, educational resources, links to other educational sites and contacts for further information.~~

~~The Superintendent or designee shall make the information contained in the School Accountability Report Card accessible on the Internet and shall ensure that such information is updated annually.~~

With approval of the principal, individual teachers may create webpages linked to the district or school website to provide information pertaining to class assignments, expectations, and activities.

Student work may be published on a **district or school** website provided that both the student and ~~his/her~~ **their** parent/guardian provide written permission or the work is part of an existing publication such as a newspaper or school newsletter.

~~Students, staff or other individuals may not use district or school web sites to provide access to their personal web pages or online services.~~

~~If a~~Any copyrighted material ~~is to be~~ posted on a district or school website, ~~shall be~~ submitted to the Superintendent or designee together with the permission of the copyright owner to reprint the material. Any copyrighted material submitted without the copyright owner's permission shall only be posted on a district or school website if the Superintendent or designee determines that the material is in the public domain or that the intended use meets the criteria for fair use or another exception pursuant to 17 USC 107-122. When any copyrighted material is posted, the web site shall include a notice crediting the ~~original producer~~ copyright owner and, as necessary, shall note that ~~of the material and noting how and when~~ permission to reprint the material was granted.

Whenever a district or school website includes links to external websites, it shall include a disclaimer that the district is not responsible for the content of external websites

### Roles and Responsibilities

~~The district webmaster~~ An employee assigned as a district or school webmaster shall be responsible for the ~~content and publication of the district web site~~ uploading of material to the website(s) upon approval of the Superintendent or designee. ~~He/she~~ They shall review ~~all content before publication, upload content to the district web server, district and school websites to ensure consistency with district standards,~~ regularly check links for accuracy and appropriateness, keep the web server free of outdated or unused files, and provide technical assistance as needed ~~to school webmasters~~.

~~The school webmaster shall perform similar duties related to the content and maintenance of the school's web site upon approval of the school principal. The principal or school webmaster shall notify the Superintendent or designee regarding the creating and updating of a school web site.~~

The Superintendent or designee shall provide staff development opportunities related to district content guidelines, design standards, and accessibility laws and standards to district communications and technology staff, district and school webmasters, and/or other appropriate staff.

Security

~~The web site host computer shall have security procedures that prohibit unauthorized persons from accessing system level controls or making changes to web site content. To the extent possible, the host computer shall be in a lockable room with restricted access.~~ The Superintendent or designee shall establish security procedures for the district's computer network to prevent unauthorized access and changes to district and school web sites. To the extent possible, the host computer(s) shall be in a lockable room with restricted access.

Revised:

Adopted: March 14, 2007

**MATERIALS REQUIRED TO BE POSTED ON DISTRICT WEBSITE****Materials to Prominently Display**

The following must be posted in a prominent location on the district's web site, such as on the home page when required by law:

1. The district's local control and accountability plan (LCAP), any updates or revisions to the LCAP, and the local control funding formula budget overview (Education Code 52064.1, 52065). See AR 0460 - Local Control and Accountability Plan.
2. A direct link to the current board agenda containing the time and location of the meeting and a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session, or a link to the district's agenda management platform where the current agenda shall be the first available (Government Code 54954.2, 54956). Post at least 72 hours before a regular board meeting or 24 hours before a special meeting. See BB 9320 - Meetings and Notices and BB 9322 - Agenda/Meeting Materials.
3. The district's policy on student suicide prevention including, for grades K-6, the age appropriateness of the policy (Education Code 234.6). See BP 5141.52 - Suicide Prevention.
4. The district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media (Education Code 234.6). See AR 5131.2 - Bullying and AR 5145.3 - Nondiscrimination/Harassment.

5. The district's policy on preventing and responding to hate violence, if the district has adopted such a policy (Education Code 234.6). See BP 5145.9 - Hate-Motivated Behavior.
6. The definition of discrimination and harassment based on sex as described in Education Code 230, including the rights set forth in Education Code 221.8 (Education Code 234.6). See AR 5145.3 - Nondiscrimination/Harassment.
7. Information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the name and contact information of the Title IX Coordinator, the rights of students and the public as specified in Education Code 221.8, the responsibilities of the district under Title IX, web links to information about those rights and responsibilities on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights, a description of how to file a complaint of noncompliance under Title IX with specified components, and a link to Title IX information posted on the California Department of Education's (CDE) web site (Education Code 221.6, 221.61, 234.6; 34 CFR 106.8). See AR 5145.3 - Nondiscrimination/Harassment and AR 5145.7 - Sexual Harassment.
8. A link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families (Education Code 234.5, 234.6). See AR 5145.3 - Nondiscrimination/Harassment.
9. Posters published by the California Department of Fair Employment and Housing (DFEH) including, "California Law Prohibits Workplace Discrimination and Harassment," and for districts with five or more employees, "Transgender Rights in the Workplace," "Your Rights and Obligations as a Pregnant Employee," and "Family Care and Medical Leave and Pregnancy Disability Leave" (Government Code 12950). See AR 4030 - Nondiscrimination in Employment and AR

4161.8/4261.8/4361.8 - Family Care and Medical Leave.

10. If the district has formed a community facilities district (Mello-Roos district) for the acquisition or improvement of school facilities, a copy of the annual report for the fiscal year if requested pursuant to Government Code 53343.1, the report provided to the California Debt and Investment Advisory Commission pursuant to Government Code 53359.5, and the report provided to the State Controller's office pursuant to Government Code 12463.2 (Government Code 53343.2). Post within seven months after the last day of the fiscal year. See BP 7212 - Mello-Roos Districts.

### **Other Postings**

The following materials are also required to be posted on the district web site. However, there are no specific requirements related to where they are posted on the web site.

1. The Special Education Local Plan Area's approved comprehensive local plan for special education, annual budget plan, annual service plan, and annual assurances support plan and any updates or revisions to the plans (Education Code 56205.5). See AR 0430 - Comprehensive Local Plan for Special Education.
2. The district's nondiscrimination policy and regulation, including the complaint procedure and the compliance coordinator's contact information (34 CFR 100.6, 106.8). See BP 0410 - Nondiscrimination in District Programs and Activities and AR 4030 - Nondiscrimination in Employment.
3. Training materials used to train the Title IX Coordinator, investigator(s), decisionmaker(s), and any person(s) who facilitate an informal resolution process in response to a Title IX sexual harassment complaint (34 CFR 106.45). See AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures and AR 5145.71 - Title IX Sexual Harassment Complaint Procedures.

4. Contact information for the district's liaison(s) for homeless students and other persons as required by Education Code 48852.6, and information regarding the educational rights and resources available to persons experiencing homelessness (Education Code 48852.6). See AR 6173 - Education for Homeless Children.
5. For all schools offering competitive athletics, the total enrollment of the school classified by gender, the number of students enrolled at the school who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9). The information shall be posted at the end of the school year on the school's web site or, if the school does not have a web site, on the district's web site. See AR 6145.2 - Athletic Competition.
6. If the district has interdistrict attendance agreement(s), the procedures and timelines for requesting an interdistrict transfer permit, including, but not limited to, a link to the board's policy on interdistrict attendance, the date that the district will begin accepting applications, reasons that the district may approve/deny the request, the process for appeal, that failure to meet timelines will be deemed an abandonment of the request, and the condition under which an existing interdistrict transfer permit may be revoked or rescinded (Education Code 46600.2). See AR 5117 - Interdistrict Transfer.
7. If the district has elected to be a school district of choice, application information including, at a minimum, any applicable form, the timeline for a transfer, and an explanation of the selection process (Education Code 48301). See AR 5117 - Interdistrict Transfer.
8. For districts that offer grade 9, the district's policy and protocols related to student placement in mathematics courses (Education Code 51224.7). See AR 6152.1 - Placement in Mathematics Courses.

9. The section(s) of the district's employee code of conduct addressing interactions with students (Education Code 44050). Post these section(s) or a link to them on each school's web site or, if a school does not have its own web site, on the district's web site in a manner that is accessible to the public without a password. See BP 4119.21/4219.21/4319.21 - Professional Standards and BP 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions.
10. The district's meal payment collection policy and procedures (U.S. Department of Agriculture (USDA) Memorandum SP 46-2016). See BP/AR 3551 - Food Services Operations/Cafeteria Fund.
11. If the district includes information about the free and reduced-priced meal program on its web site, a nondiscrimination statement about the district's status as an equal opportunity provider and the address of the agency with responsibility to handle complaints made against the district (USDA FNS Instruction 113-1). For the required wording of the statement, see E 3555 - Nutrition Program Compliance.
12. The school's or district's integrated pest management plan, whenever a school chooses to use a pesticide not exempted pursuant to Education Code 17610.5 (Education Code 17611.5). Post on the school's web site or, if the school does not have a web site, then on the district's web site. See AR 3514.2 Integrated Pest Management.
13. When the California Environmental Quality Act requires an environmental impact report, negative declaration, or mitigated negative declaration, those environmental review documents, public notice of the preparation and availability of such documents within a reasonable period of time prior to certification of the environmental impact report, adoption of a negative declaration, or determination that a proposed subsequent project will have no additional significant effect on the environment, and specified notices when written requests for notices have

been filed (Public Resources Code 21082.1, 21092, 21092.2).

14. When a citizens' oversight committee is formed after the approval of a bond under the 55 percent majority threshold, the committee's minutes, documents received, and reports issued (Education Code 15280). See AR 7214 - General Obligation Bonds.
15. Copy of each school's school accountability report card, on or before February 1 of each year (Education Code 35258). See BP 0510 - School Accountability Report Card.
16. Results of the Western Association of Schools and Colleges (WASC) or other accrediting agency's inspection of a school, within 60 days of receiving the results. (This notification could be made in writing to parents/guardians instead of or in addition to posting the results on the district's web site.) In addition, if a school loses its WASC or other agency's accreditation, the district and school shall post on their web sites a notice of the loss of accreditation and potential consequences (Education Code 35178.4). See BP 6190 - Evaluation of the Instructional Program.

Adopted:

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### **2. 22/23-1091 - BOARD POLICY 3550, *FOOD SERVICE - CHILD NUTRITION PROGRAM*, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION**

#### **RECOMMENDATION**

The Board of Education is requested to adopt Board Policy 3550, *Food Service - Child Nutrition Program*, and its accompanying Administrative Regulation, as recommended by the California School Boards Association.

#### **Rationale:**

As part of the Board of Education's commitment to review and update all Monrovia Unified School District Board Policies and Administrative Regulations, Student Support Services has conducted a review of Board Policies and Administrative Regulations and is presenting a policy, and its accompanying Administrative Regulation, for review and adoption.

#### **Background:**

School districts receive regular policy updates from the California School Boards Association (CSBA) that are compared to existing policies to determine the extent of modification that is needed. The Board Policy and Administrative Regulation have been revised as recommended by the CSBA and reflecting new law AB 130. AB 130 requires districts to provide nutritionally adequate breakfast and lunch to any student who requests a meal, regardless of the student's free and/or reduced meal eligibility. Further revisions reflected in the Administrative Regulation clarify changes in the "Food Safety" section.

#### **Legal References:**

#### **Additional Information:**

Copies of the proposed revised Board Policy 3550, *Food Service - Child Nutrition Program*, and the accompanying revised Administrative Regulation are attached.

## ATTACHMENTS

- [3550\\_BP\\_Food\\_Service-Child\\_Nutrition\\_Program\(11-51\).pdf](#)
- [3550\\_AR\\_Food\\_Service-Child\\_Nutrition\\_Program\(11-51\)\(1\).pdf](#)

### **FOOD SERVICE – CHILD NUTRITION PROGRAM**

The Governing Board recognizes that ~~students need~~ adequate, nourishing food ~~is essential to student health and well-being, development, and ability to learn. in order to grow, learn and maintain good health.~~ The Superintendent or designee shall develop strategies to increase student's access to and participation in the district's food service programs and maintain fiscal integrity of the programs in accordance with the law.

(cf. 1325 - Advertising and Promotion)

~~To reinforce the district's nutrition education program, f~~Foods and beverages available ~~on school premises~~ through the district's food service program shall:

1. Be carefully selected so as to contribute to students' nutritional wellbeing and the prevention of disease.
2. Meet or exceed nutritional standards specified in law ~~and administrative regulation.~~
3. Be prepared in ways which will appeal to students, retain nutritive quality, and foster ~~lifelong~~ healthful eating habits.
4. Be served in age appropriate ~~portions quantities and at reasonable prices.~~
5. Be ~~sold at reasonable prices~~ provided at no cost to students who request a meal.

(cf. 32600 - Fees and Charges)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

(cf. 3553 - Free and Reduced Price meals)

At the beginning of each school year, ~~the~~ Superintendent or designee shall communicate information related to the district's food service programs to the public through available means, including, but not limited to, the district's website, flyers, and school publications. ~~develop strategies designed to encourage the participation of students and parents/guardians in the selection of foods of good nutritional quality for school menus.~~

The district's food service program shall give priority to serving unprocessed foods and fresh fruits and vegetables.

(cf. 3555 - Nutrition Program compliance)

District schools are encouraged to establish school gardens and/or farm-to-school projects to increase the availability of safe, fresh, seasonal fruits and vegetables for school meals and to support the district's nutrition education program.

~~The Board desires to provide students with adequate time and space to eat meals. To the extent possible, school and transportation schedules shall be designed to encourage participation in school meal programs.~~

~~The Superintendent or designee shall periodically review the adequacy of school facilities for cafeteria eating and food preparation. School cafeterias shall comply with the sanitation and safety requirements of the California Retail Food Code (CALCODE) as set forth in Health and Safety Code 113700114455.~~

~~Professional development for food service personnel shall include nutrition education and safe food handling.~~

~~To the extent permitted possible, under the National School Lunch and School Breakfast Programs, students in all grades shall be allowed to decline parts of their meal which they do not intend to consume.~~ the school meal program shall be coordinated with the nutrition education program, instructional program for teachers, parents/guardians and food service employees, available community resources, and other related district programs.

(cf. 4131 - Staff Development)

To encourage student participation in school meal programs, schools may offer multiple choices of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.

(cf. 5030 - Student Wellness)

(cf. 6142.8 - Comprehensive Health Education)

The Superintendent or designee may invite students and parents/guardians to participate in the selection of foods of good nutritional quality for school menus.

Students shall be allowed adequate time and space to eat meals. To the extent possible, school, recess, and transportation schedules shall be designed to promote participation in school meal programs.

(cf. 5148.2 - Before/After School Programs)

(cf. 6176 - Weekend/Saturday Classes)

The Superintendent or designee shall periodically review the adequacy of school cafeterias and facilities for food preparation and consumption.

In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation and service process.

The Superintendent or designee shall annually report to the Board on student participation in the district's nutrition programs and the extent to which the district's food service program meets state and federal nutrition standards for foods and beverages. In addition, the Superintendent or designee shall provide all necessary and available documentation required for the Administrative Review conducted by the California Department of Education (CDE) to ensure the food service program's compliance with federal requirements related to nutrition standards, meal patterns, provision of drinking water, school meal environment, food safety, and other areas as required by the CDE.

#### Legal Resources:

#### **STATE**

#### **CALIFORNIA CODE OF REGULATIONS, TITLE 5**

- 15510 Mandatory meals for needy students
- 15530-15535 Nutrition education
- 15550-15565 School lunch and breakfast programs
- 15575-15578 Requirements for foods and beverages outside the federal meals program

#### **EDUCATION CODE**

- 35182.5 Contracts for advertising
- 38080-38103 Cafeteria; establishment and use
- 45103.5 Contracts for management consulting services; restrictions
- 48432.3 Voluntary enrollment in continuation education
- 49430-49434 Pupil Nutrition, Health, and Achievement Act of 2001
- 49490-49494 School breakfast and lunch programs
- 49500-49505 School meals
- 49501.5 California Universal Meals Program
- 49510-49520 Nutrition
- 49530-49536 Child Nutrition Act
- 49540-49546 Child Care Food Program
- 49547-49548.3 Comprehensive nutrition services
- 49550-49562 Meals for needy students
- 49570 National School Lunch Act

51795-51797 School instructional gardens

**Health & Safety Code**

113700-114437 California Retail Food code; sanitation and safety requirements

**FEDERAL**

**UNITED STATES CODE, TITLE 42**

1751-1769j National School Lunch Program  
1758b Local wellness policy  
1761 Summer Food Service Program and SEamless Summer Feeding Option  
1769a Fresh Fruit and Vegetable Program  
1771-1793 Child Nutrition Act  
1772 Special Milk Program  
1773 School Breakfast Program

**CODE OF FEDERAL REGULATIONS, TITLE 7**

210.1-210.31 National School Lunch Program  
215.1-215.18 Special Milk Program  
220.2-220.22 National School Breakfast Program  
245.1-245.13 Eligibility for free and reduced-price meals and free milk

**MANAGEMENT RESOURCES**

**CA PROJECT LEAN PUBLICATION**

Policy in Action: A guide to Implementing Your local School Wellness Policy, October 2006

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATION**

Healthy children Ready to Learn, January 2005  
Professional Standards in the School Nutrition Programs, management Bulletin  
SNP-13-2020, Updated January 2022

**CSBA PUBLICATION**

Building Healthy Communities: A School Leader's Guide to Collaboration and  
Community Engagement, 2009  
Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief,  
rev. October 2007  
Monitoring for Success: Student Wellness Policy Implementation Monitoring  
Report and Guide, 2007  
Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide,  
rev. April 2006

**U.S. DEPARTMENT OF AGRICULTURE PUBLICATION**

School Breakfast Toolkit

Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS  
Instruction 113-1, November 2005

Dietary Guidelines for Americans, 2005

Food Buying Guide for Child Nutrition Programs, December 2007

Fresh Fruit and Vegetable Program: Handbook for Schools, December 2010

Guidance for School Food Authorities: Developing a School Food Safety Program Based on  
the Process Approach to HACCP Principles, June 2005

**WEBSITE**

[U.S. Department of Agriculture, Food and Nutrition Services](#)

[California Farm Bureau Federation](#)

[Nourish California](#)

[California Project LEAN \(Leaders Encouraging Activity and Nutrition\)](#)

[Centers for Disease Control and Prevention](#)

[National Alliance for Nutrition and Activity](#)

[California School Nutrition Association](#)

[California Department of Education, Nutrition Services Division](#)

[California Department of Public Health](#)

[CSBA](#)

**Revised:**

October 24, 2007

(Changed Board Policy number from BP 3546 Food Services – Child Nutrition Program)

(Revised: May 11, 2005)

(Revised: April 1977)

(Revised: July 1969)

(Revised: January 1968)

(Adopted: December 1967)

**FOOD SERVICE — /CHILD NUTRITION PROGRAM****Nutritional Standards for ~~Foods~~ School Meals**

~~Schools participating in the National School Lunch Program or School Breakfast Program pursuant to 42 USC 1751-1769h and 1771-1791 shall meet the nutritional standards, as well as the nutrient and calorie levels for students of each age or grade group, required by 7 CFR 210.10 and 220.8.~~

~~Beginning July 1, 2007, the only foods that may be sold to a student at an elementary school during the school day are full meals and individually sold portions of nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruit, vegetables that have not been deep fried, and legumes. An individually sold dairy or whole grain food item may be sold if it meets all of the following criteria:~~

- ~~1. Not more than 35 percent of its total calories is from fat.~~
- ~~2. Not more than 10 percent of its total calories is from saturated fat.~~
- ~~3. Not more than 35 percent of its total weight is composed of sugar, including naturally occurring and added sugar.~~
- ~~4. Its total calories do not exceed 175 calories.~~

~~Beginning July 1, 2007, foods sold to students in middle schools, junior high schools, and high schools, except foods served as part of a federally reimbursable meal program, shall meet the following standards:~~

- ~~1. Each entree item shall:
  - ~~a. Not exceed 400 calories~~
  - ~~b. Contain no more than four grams of fat per 100 calories~~
  - ~~c. Be categorized as an entree item in the National School Lunch or School Breakfast program~~~~
- ~~2. For each snack item that supplements a meal:
  - ~~a. Not more than 35 percent of its total calories shall be from fat, excluding nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruits,~~~~

~~vegetables that have not been deep fried, or legumes.~~

~~b. Not more than 10 percent of its total calories shall be from saturated fat, excluding eggs or cheese packaged for individual sale.~~

~~c. Not more than 35 percent of its total weight shall be composed of sugar, including naturally occurring and added sugar, excluding fruits or vegetables that have not been deep fried.~~

~~d. Its total calories shall not exceed 250 calories.~~

~~The district's food service program shall give priority to serving unprocessed foods and ingredients and fresh fruits and vegetables that have not been deep fried.~~

Meals, food items, and beverages provided through the district's food services program shall: (Education Code 49501.5, 49553; 42 USC 1758, 1773)

- ~~1. Comply with National School Lunch and/or Breakfast Program standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10 or 220.8 as applicable~~
- ~~2. Not be deep fried, par fried, or flash fried, as defined in Education Code 49430 and 49430.7~~

#### ~~Nutritional Standards for Beverages~~

~~The only beverages that may be sold to elementary students, regardless of the time of day, are:~~

- ~~1. Fruit based drinks that are composed of no less than 50 percent fruit juice and have no added sweetener~~
- ~~2. Vegetable-based drinks that are composed of no less than 50 percent vegetable juice and have no added sweetener~~
- ~~3. Drinking water with no added sweetener~~
- ~~4. Milk that is 1-percent fat, 2-percent fat, or nonfat; soy milk, rice milk, or other similar nondairy milk~~

~~The only beverages that may be sold to middle school or junior high school students from one-half hour before the start of the school day until one-half hour after the end of the school day are:~~

- ~~1. Fruit based drinks that are composed of no less than 50 percent fruit juice and~~

~~have no added sweetener~~

~~2. Vegetable based drinks that are composed of no less than 50 percent vegetable juice and have no added sweetener~~

~~3. Drinking water with no added sweetener~~

~~4. Milk that is 1 percent fat, 2 percent fat, or nonfat; soy milk, rice milk, or other similar nondairy milk~~

~~5. Electrolyte replacement beverages that contain no more than 42 grams of added sweetener per 20-ounce serving~~

~~Beginning July 1, 2007, all of the beverages sold to high school students from one-half hour before the start of the school day until one-half hour after the end of the school day shall be those specified in items #1-5 above.~~

### **Drinking Water**

The district shall provide access to free, fresh drinking water during meal times in food service areas at all district schools, including, but not limited to, areas where reimbursable meals under the National School Lunch or Breakfast Program are served or consumed. (Education Code 38086; 42 USC 1758)

### **Special Milk Program**

Any school that does not participate in the National School Lunch or Breakfast Program may participate in the Special Milk Program to provide all enrolled students with reasonably priced milk. (7 CFR 215.7)

### **Food Safety**

The Superintendent or designee shall ensure that the district's food service program meets the applicable sanitation and safety requirements of the California Retail Food Code as set forth in Health and Safety Code 113700-114437.

For all district schools participating in the National School Lunch and/or School Breakfast Program, the Superintendent or designee shall implement a written food safety program for the storage, preparation, and service of school meals which complies with the national Hazard Analysis and Critical Control Point (HACCP) system. The district's HACCP plan shall include, but is not limited to, a determination of critical control points and critical limits at each stage of food production, monitoring procedures, corrective actions, and recordkeeping procedures. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall ensure that food service directors, managers, and staff complete an annual continuing education or training as required by law. Each new employee, including a substitute, or volunteer shall complete initial food safety training prior to handling food. For each employee, the Superintendent or designee shall document the date, trainer, and subject of each training.

The Superintendent or designee shall assign staff to maintain records and logs documenting food safety activities, including, but not limited to, records of food deliveries, time and temperature monitoring during food production, equipment temperature (freezer, cooler, thermometer calibration), corrective actions, verification or review of safety efforts, and staff training.

### **Inspection of Food Facilities**

All food preparation and service areas shall be inspected in accordance with Health and Safety Code 113725-113725.1 and applicable county regulations.

Each school participating in the National School Lunch and/or Breakfast Program shall, during each school year, obtain a minimum of two food safety inspections conducted by the county environmental health agency. (42 USC 1758; 7 CFR 210.13, 220.7)

The Superintendent or designee shall retain records from the most recent food safety inspection. All schools shall post a notice indicating that the most recent inspection report is available to any interested person upon request. (Health and Safety Code 113725.1; 42 USC 1758; 7 CFR 210.13, 210.15, 220.7)

Revised:

Adopted: October 24, 2007

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### 3. 22/23-1092 - BOARD POLICY 5131.2, *BULLYING*, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION

#### RECOMMENDATION

The Board of Education is requested to adopt Board Policy 5131.2, *Bullying*, and its accompanying Administrative Regulation, as recommended by the California School Boards Association.

#### Rationale:

As part of the Board of Education's commitment to review and update all Monrovia Unified School District Board Policies and Administrative Regulations, Student Support Services has conducted a review of Board Policies and Administrative Regulations and is presenting a policy, and its accompanying Administrative Regulation, for review and adoption.

#### Background:

School districts receive regular policy updates from the California School Boards Association (CSBA) that are compared to existing policies to determine the extent of modification that is needed. The Board Policy and Administrative Regulation have been created as recommended by the CSBA, as Monrovia Unified School District does not currently have a Board Policy and Administrative Regulation regarding bullying. The policy and regulation incorporate strategies to address bullying and school safety plans, initiation of an investigation process, the definition of bullying and conduct that constitutes bullying, provisions for bullying prevention, staff and student development, and direction for reporting and filing complaints.

#### Additional Information:

Copies of the proposed Board Policy 5131.2, *Bullying*, and the accompanying Administrative Regulation are attached.

## ATTACHMENTS

- [5131.2 BP Bullying.pdf](#)
- [AR 5131.2 Bullying.pdf](#)

### **DISRUPTION OF INSTRUCTION**

~~The Board of Education recognizes that instruction is at the core of the district's mission of helping all students perform academically to their highest potential.~~

~~The Superintendent or designee shall develop rules and regulations, and school administrators shall implement practices, to minimize disruption of instruction.~~

~~Rules, regulations and practices shall eliminate and/or reduce instruction disturbances caused by public address announcements, classroom deliveries, student pull-outs, and other occurrences which interrupt the instructional periods.~~

### **BULLYING**

The Governing Board recognizes the harmful effects of bullying on student well-being, student learning, and school attendance and desires to provide a safe school environment that protects students from physical and emotional harm. No individual or group shall, through physical, written, verbal, visual, or other means, harass, sexually harass, threaten, intimidate, cyberbully, cause bodily injury to, or commit hate violence against any student or school personnel, or retaliate against them for filing a complaint or participating in the complaint resolution process.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1313 - Civility)

(cf. 5131 - Conduct)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-motivated behavior)

The Superintendent or designee shall develop strategies for addressing bullying in district schools with the involvement of students, parents/guardians, and staff. As appropriate, the Superintendent or designee may also collaborate with social services, mental health services, law enforcement, courts, and other agencies and community organizations in the development and implementation of effective strategies to promote safety in schools and the community.

(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 5137- Positive School Climate)  
(cf. 5138 - Conflict Resolution/Peer Mediation)

Such strategies shall be incorporated into the comprehensive safety plan and, to the extent possible, into the local control and accountability plan and other applicable district and school plans.

Any complaint of bullying shall be investigated and, if determined to be discriminatory, resolved in accordance with law and the district's uniform complaint procedures specified in AR 1312.3. If, during the investigation, it is determined that a complaint is about nondiscriminatory bullying, the principal or designee shall inform the complainant and shall take all necessary actions to resolve the complaint.

If the Superintendent or designee believes it is in the best interest of a student who has been the victim of an act of bullying, as defined in Education Code 48900, the Superintendent or designee shall advise the student's parents/guardians that the student may transfer to another school. If the parents/guardians of a student who has been the victim of an act of bullying requests a transfer for the student pursuant to Education Code 46600, the Superintendent or designee shall allow the transfer in accordance with law and district policy on intradistrict or interdistrict transfer, as applicable.

(cf. 5116.1 - Intradistrict open Enrollment)  
(cf. 5117 - Interdistrict Attendance)  
(cf. 5144 - 6184 - Continuation Education)

Any employee who permits or engages in bullying or retaliation related to bullying shall be subject to disciplinary action, up to and including dismissal.

(cf. 4129.21 - Professional Standards)  
(cf. 4319.21 - Professional Standards)  
(cf. 5144 - Discipline)

### **Legal References:**

**STATE**  
**CALIFORNIA CODE OF REGULATIONS, TITLE 5**

4600-4670 Uniform complaint procedures

**EDUCATION CODE**

200-262.4 Prohibition of discrimination

32280-32289.5 School Safety Plans

32283.5 Bullying; online training

35181 Governing board authority to set policy on responsibilities of students

35291-35291.5 Rule

46600 Student transfers

48900-48925 Suspension and expulsion

48985 Notices to parents in language other than English

50060-52077 Local control and accountability plan

**PENAL CODE**

422.55 Definition of hate crime

647 Use of camera or other instrument to invade person's privacy; misdemeanor

647.7 Use of camera or other instrument to invade person's privacy; punishment

653.2 Electronic communication devices; threats to safety

**HEALTH AND SAFETY CODE**

11362.7-11362.85 Medicinal cannabis

**FEDERAL**

**UNITED STATES CODE, TITLE 28**

35.107 Nondiscrimination on basis of disability; complaints

**UNITED STATES CODE, TITLE 34**

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

110.25 Notification of nondiscrimination on the basis of age

**UNITED STATES CODE, TITLE 47**

254 Universal service discounts (E-rate)

**MANAGEMENT RESOURCES**

**CA Office of the Attorney General Publication**

Promoting Safe & Secure Learning Environment for All: Guidance & Model Policies to Assist CA K-12 Schools in Responding to Immigration Issues, 4/2018

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATION**

Bullying at School, 2003

Bullying Module

California's social and Emotional Learning: Guiding Principles, 2018

Health Education content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Social and Emotional Learning in California; A Guide to Resources, 2018

### **COURT DECISION**

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094

### **NATIONAL DIABETES EDUCATION PROGRAM PUBLICATION**

Helping the Student with Diabetes Succeed: A guide for School personnel, June 2003

Lavine v. Blaine School District, (2002) 279 F.3d 719

Wynar v. Douglas County School District, (2013) 728 F.3d 1062

### **CSBA PUBLICATION**

Addressing the Conditions of Children: Focus on Bullying, Governance Brief, December 2012

Building Healthy Communities: A School Leaders Guide to Collaboration and Community Engagement, 2009

Cyberbullying: Policy Considerations for Boards, Policy Brief, rev. July 2010

Providing a Safe, Nondiscriminatory School Environment for Transfender and Gender-Noconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities & Facilities, Legal Guidance, March 2014

### **U.S. DOE OFFICE FOR CIVIL RIGHTS PUBLICATION**

Guidance to America's Schools: Bullying of Students with Disabilities, October 2014

Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014

Dear Colleague Letter: Guidance on Schools' Obligations to Protect Students from Student-on-Student Harassment on Basis of Sex, Race, Color, Oct 2010

Dear Colleague Letter: Harassment and Bullying, October 2010

### **WEBSITE**

[CSBA District and county Office of Education Legal Services](#)

[National School Safety Center](#)

[Partnership for Children and Youth](#)

[Center on Great Teachers and Leaders](#)

[Collaborative for Academic Social and Emotional Learning](#)

[Common Sense Media](#)

[California Department of Education, Safe Schools](#)

[California Office of the Attorney General](#)

[CSBA](#)  
[U.S. Department of Education](#)

**Revised:**  
Adopted: August 27, 2008

### **DISRUPTION OF INSTRUCTION**

~~The Board of Education recognizes that the purpose of students attending school is to acquire the knowledge and skills necessary to become graduates prepared for life.~~

~~The district's mission of student success is supported by daily instruction that is free of unnecessary disruption.~~

~~School administrators shall implement rules, regulations and practices that specifically minimize the disruption of instruction, including, but not limited to:~~

- ~~1. Eliminating or reducing disturbances such as public address announcements, classroom deliveries, students leaving class, and other occurrences that are disruptive to instruction.~~
- ~~2. Prohibiting the delivery of balloons, flowers or other celebratory items during the instructional day.~~
- ~~3. Encouraging staff, students, and parents to value and respect instructional time.~~

### **BULLYING**

#### **Examples of Prohibited Conduct**

*Bullying* is an aggressive behavior that involves a real or perceived imbalance of power between individuals with the intent to cause emotional or physical harm. Bullying can be physical, verbal, or social/relational and may involve a single severe act or repetition or potential repetition of a deliberate act. Bullying includes, but is not limited to, any act described in Education Code 48900(r).

*Cyberbullying* includes the electronic creation or transmission of harassing communications, direct threats, or other harmful texts, sounds, or images. Cyberbullying also includes breaking into another person's electronic account or assuming that person's online identity in order to damage that person's reputation.

Examples of the types of conduct that may constitute bullying and are prohibited by the district include, but are not limited to:

1. **Physical bullying:** An act that inflicts harm upon a person's body or possessions, such as hitting, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's possessions, or making cruel or rude hand gestures
2. **Verbal bullying:** An act that includes saying or writing hurtful things, such as teasing, name-calling, inappropriate sexual comments, taunting, or threats to cause harm
3. **Social/relational bullying:** An act that harms a person's reputation or relationships, such as leaving a person out of an activity on purpose, influencing others not to be friends with someone, spreading rumors, or embarrassing someone in public
4. **Cyberbullying:** An act such as sending demeaning or hateful text messages or emails, spreading rumors by email or by posting on social networking sites, or posting or sharing embarrassing photos, videos, web site, or fake profiles

### **Measures to Prevent Bullying**

The Superintendent or designee shall implement measures to prevent bullying in district schools, including, but not limited to, the following:

1. Ensuring that each school establishes clear rules for student conduct and implements strategies to promote a positive, collaborative school climate
2. Providing information to students, through student handbooks, district and school websites and social media, and other age-appropriate means, about district and school rules related to bullying, mechanisms available for reporting incidents or threats, and the consequences for engaging in bullying
3. Encouraging students to notify school staff when they are being bullied or when they suspect that another student is being bullied, and providing means by which students may report threats or incidents confidentially and anonymously

4. Conducting an assessment of bullying incidents at each school and, if necessary, increasing supervision and security in areas where bullying most often occurs, such as playgrounds, hallways, restrooms, and cafeterias
5. Annually notifying district employees that, pursuant to Education Code 234.1, any school staff who witnesses an act of bullying against a student has a responsibility to immediately intervene to stop the incident when it is safe to do so

### **Staff Development**

The Superintendent or designee shall annually make available to all certificated staff and to other employees who have regular interaction with students the California Department of Education (CDE) online training module on the dynamics of bullying and cyberbullying, including the identification of bullying and cyberbullying and the implementation of strategies to address bullying. (Education Code 32283.5)

The Superintendent or designee shall provide training to teachers and other school staff to raise their awareness about the legal obligation of the district and its employees to prevent discrimination, harassment, intimidation, and bullying of district students. Such training shall be designed to provide staff with the skills to:

1. Discuss the diversity of the student body and school community, including their varying immigration experiences
2. Discuss bullying prevention strategies with students, and teach students to recognize the behavior and characteristics of bullying perpetrators and victims
3. Identify the signs of bullying or harassing behavior
4. Take immediate corrective action when bullying is observed
5. Report incidents to the appropriate authorities, including law enforcement in instances of criminal behavior

### **Information and Resources**

The Superintendent or designee shall post on the district's website, in a prominent location and in a manner that is easily accessible to students and parents/guardians, information on bullying and harassment prevention which includes the following:  
(Education Code 234.6)

1. The district's policy on student suicide prevention, including a reference to the policy's age appropriateness for students in grades K-6
2. The definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8
3. Title IX information included on the district's web site pursuant to Education Code 221.61, and a link to the Title IX information included on CDE's web site pursuant to Education Code 221.6
4. District policies on student sexual harassment, prevention and response to hate violence, discrimination, harassment, intimidation, bullying, and cyberbullying
5. A section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media
6. A link to statewide resources, including community-based organizations, compiled by CDE pursuant to Education Code 234.5.
7. Any additional information the Superintendent or designee deems important for preventing bullying and harassment

### **Student Instruction**

As appropriate, the district shall provide students with instruction, in the classroom or other educational settings, that promotes social-emotional learning, effective communication and conflict resolution skills, character development, respect for cultural and individual differences, self-esteem development, assertiveness skills, and appropriate online behavior.

The district shall also educate students about the negative impact of bullying, discrimination, intimidation, and harassment based on actual or perceived immigration status, religious beliefs and customs, or any other individual bias or prejudice.

Students should be taught the difference between appropriate and inappropriate behaviors, how to advocate for themselves, how to help another student who is being bullied, and when to seek assistance from a trusted adult. As role models for students, staff shall be expected to demonstrate effective problem-solving and anger management skills.

To discourage cyberbullying, teachers may advise students to be cautious about sharing passwords, personal data, or private photos online and to consider the consequences of making negative comments about others online.

### **Reporting and Filing of Complaints**

Any student, parent/guardian, or other individual who believes that a student has been subjected to bullying or who has witnessed bullying may report the incident to a teacher, the principal, a compliance officer, or any other available school employee.

When a report of bullying is submitted, the principal or a district compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with AR 1312.3 - Uniform Complaint Procedures. The student who is the alleged victim of the bullying shall be given an opportunity to describe the incident, identify witnesses who may have relevant information, and provide other evidence of bullying.

Within one business day of receiving such a report, a staff member shall notify the principal of the report, whether or not a uniform complaint is filed. In addition, any school employee who observes an incident of bullying involving a student shall, within one business day, report such observation to the principal or a district compliance officer, whether or not the alleged victim files a complaint.

Within two business days of receiving a report of bullying, the principal shall notify the district compliance officer identified in AR 1312.3.

When the circumstances involve cyberbullying, individuals with information about the activity shall be encouraged to save and print any electronic or digital messages that they feel constitute cyberbullying and to notify a teacher, the principal, or other employee so that the matter may be investigated. When a student uses a social

networking site or service to bully or harass another student, the Superintendent or designee may file a request with the networking site or service to suspend the privileges of the student and to have the material removed.

### **Discipline/Corrective Actions**

Corrective actions for a student who commits an act of bullying of any type may include counseling, behavioral intervention and education, and, if the behavior is severe or pervasive as defined in Education Code 48900, may include suspension or expulsion in accordance with district policies and regulations.

When appropriate based on the severity or pervasiveness of the bullying, the Superintendent or designee shall notify the parents/guardians of victims and perpetrators and may contact law enforcement.

### **Support Services**

The Superintendent, principal, or principal's designee may refer a victim, witness, perpetrator, or other student affected by an act of bullying to a school counselor, school psychologist, social worker, child welfare attendance personnel, school nurse, or other school support service personnel for case management, counseling, and/or participation in a restorative justice program as appropriate. (Education Code 48900.9)

If any student involved in bullying exhibits warning signs of suicidal thought or intention or of intent to harm another person, the Superintendent or designee shall, as appropriate, implement district intervention protocols which may include, but are not limited to, referral to district or community mental health services, other health professionals, and/or law enforcement.

Revised:

Adopted: August 27, 2008

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### **4. 22/23-1093 - RETIREMENT OF BOARD POLICY 5131.3, POSSESSION OF CELLULAR PHONES/MOBILE COMMUNICATIONS DEVICES**

#### **RECOMMENDATION**

The Board of Education is requested to retire Board Policy 5131.3, *Possession of Cellular Phones/Mobile Communications Devices*.

#### **Rationale:**

As part of the Board of Education's commitment to review and update all Monrovia Unified School District Board Policies and Administrative Regulations, Student Support Services has conducted a review of Board Policies and Administrative Regulations and is presenting a Board Policy for retirement. The cellular phone policy has been updated and adopted by the Board of Education as Board Policy 5131.8; therefore, Board Policy 5131.3 is no longer necessary.

#### **Additional Information:**

A copy of Board Policy 5131.3, requested to be retired, is attached.

#### **ATTACHMENTS**

- [5131\\_3\\_BP \(11-53\) - Possession of Cellular Phones.pdf](#)

**POSSESSION OF CELLULAR PHONES/MOBILE COMMUNICATIONS DEVICES**

The Monrovia Unified School District Board of Education acknowledges the importance of electronic communication between students and parents. Further, the Board recognizes the need to protect the educational process and instructional time from unnecessary disruptions.

Therefore, students may be given the privilege of having in their possession an electronic signaling device on school campuses during the school day, while attending school sponsored activities, or while under the supervision and control of a school district employee, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities, or activities that violate school rules or pose disruption.

Electronic signaling devices include any device that operates through transmission or receipt of radio waves, including but not limited to pagers, cellular telephones, and two-way radios.

Such electronic devices shall be powered off and deactivated and their use for any activity (phone, texting, photography, etc.) shall be strictly prohibited during instructional class time and during the school day (beginning bell to ending bell for elementary and middle schools) as outlined in school written rules (handbook etc.).

Use of electronic devices may be allowed, as follows:

1. during an emergency situation as outlined in the school handbook and/or as officially authorized by school officials.
2. upon direction from a licensed physician if carrying such a device is essential to and use is limited specifically to the health of the student.

If a disruption occurs, a student uses any mobile communications device for improper activities, or the device is found to be activated at prohibited times, then a school employee shall direct the student to turn off the device and shall confiscate it. The school employee shall then deliver the device to administration, where it shall be picked up by the parent/guardian. Further disciplinary measures may be taken.

A student who violates this policy may lose the privilege of possessing a mobile communications device at school or school-related events and/or may be subject to discipline in accordance with board policy and AR. Each school shall have a process for addressing misuse of electronic devices, including confiscation.

In permitting student possession of electronic signaling devices, the district assumes no liability for the loss of the device, damage, or its misuse.

Adopted: August 27, 2008

(Replaces: BP 5134 Electronic Signaling Device)

(Adopted: January 15, 2003)

(Replaces: AR 5134 Electronic Signaling Device)

(Adopted: January 15, 2003)

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### 5. 22/23-1094 - BOARD POLICY 6112, SCHOOL DAY, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION

#### RECOMMENDATION

The Board of Education is requested to adopt Board Policy 6112, *School Day*, and its accompanying Administrative Regulation, as recommended by the California School Boards Association.

#### Rationale:

As part of the Board of Education's commitment to review and update all Monrovia Unified School District Board Policies and Administrative Regulations, Student Support Services has conducted a review of Board Policies and Administrative Regulations and is presenting a policy, and its accompanying Administrative Regulation, for review and adoption.

#### Background:

School districts receive regular policy updates from the California School Boards Association (CSBA) that are compared to existing policies to determine the extent of modification that is needed. The Board Policy and Administrative Regulation have been revised as recommended by the CSBA, reflecting the clarification in the California Department of Education's Frequently Asked Questions about Independent Study and the minimum school day and new law AB 131 that relates to school day for kindergarten and transitional kindergarten as well as when the school day may begin for middle and high school students.

#### Additional Information:

Copies of the proposed revised Board Policy 6112, School Day, and the accompanying revised Administrative Regulation are attached.

## ATTACHMENTS

- [6112\\_BP\\_School\\_Day \(12-11\).pdf](#)
- [AR 6112 SCHOOL DAY.pdf](#)

### SCHOOL DAY

The Governing Board shall fix the length of the school day ~~subject to the provisions of~~ in accordance with the law. (Education Code 46100)

(cf. 6000 - Concepts and Roles)

~~The Superintendent or designee will schedule class periods giving consideration to course requirements and curricular demands, availability of school facilities, the age and attention span of students, and legal requirements.~~

At each school, the length of the school day shall be the same for all students, except as otherwise permitted by law. For any student with a disability, the length of the school day shall be as specified in the student's individualized education program or Section 504 plan.

(cf. 6159 - Individualized Education Plan)

Cf. 6164.6 - Identification and Education under Section 504)

The daily schedule for elementary schools shall include at least one period of recess of at least 20 minutes, during which students shall be provided supervised opportunities to engage in unstructured physical activity.

(cf. 5030 - Student Wellness)

(cf. 6142.7 - Physical Education and Activity)

In establishing the daily instructional schedule for each secondary school, the Superintendent or designee shall give consideration to course requirements and curricular demands, availability of school facilities, and applicable legal requirements.

(cf. 6172.1 - Concurrent Enrollment in college Classes)

(cf. 6178 - Career Technical Education)

(cf. 6178.1 - work-Based learning)

(cf. 6178.2 - Regional Occupational Center/Program)

The Board encourages flexibility in scheduling so as to provide longer time blocks or class periods when appropriate and desirable to support student learning, provide more intensive study of core academic subjects or extended exploration of complex topics, and reduce transition time between classes.

(cf. 6179 - Supplemental Instruction)

Prior to implementing a block or alternative schedule that will allow secondary students to attend school for fewer school days than the total number of school days for which the school is in session, the Board shall consult in good faith, in an effort to reach agreement with the certificated and classified employees of the school, parents/guardians of the students who would be affected by the change, and the community at large. Such consultation shall include at least one public hearing for which the Board shall give adequate notice to the employees and to the parents/guardians of affected students. (Education Code 46162)

(cf. 0470 - COVID-19 Mitigation Plan)

(cf. 3516.5 - Emergency Schedules)

(cf. 6111 - School Calendar)

Legal References:

**STATE**

**EDUCATION CODE**

37202 Equal time in all schools

37670 year-round schools

46010 total days of attendance

46100 length of school day

46110-46119 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

46160-46162 Alternative schedule - junior high and high school

46170 Continuation schools, minimum day

46180 Opportunity schools, minimum day

46190-46192 Adult education classes, day of attendance

46200-46206 Minimum instructional time

48200 Minimum school day

48663 Community day school, minimum school day

48800-48802 Concurrent enrollment in community college

51222 Physical education, instructional minutes

51760-51769.5 Work experience education

52325 Regional occupational center, minimum day

8970-8974 Early primary program, including extended-day kindergarten

**MANAGEMENT RESOURCES**

**NASPE POSITION STATEMENT**

Recess for Elementary School Students, 2006

STATE BOARD OF EDUCATION POLICY STATEMENT

99-03 Physical Education (PE) Requirements for Block Schedules, July 2006

U.S. DEPARTMENT OF EDUCATION PUBLICATION

Extending learning Time for Disadvantaged Students, August 1995

WEBSITE

National Association for Sport and Physical Education

State Board of Education

WestEd

U.S. Department of Education

California Department of Education

WESTED PUBLICATION

Full-Day Kindergarten: Expanding Learning Opportunities, Policy Brief, April 2005

**Revised:**

Revised: September 10, 2008

(Reviewed: October 23, 1991)

(Adopted: August 28, 1985)

## **SCHOOL DAY**

### **Kindergarten/Transitional Kindergarten**

Kindergarten and transitional kindergarten (TK) classes in district schools may be maintained for different lengths of time, either at the same or different school sites. (Education Code 37202)

The average school day for kindergarten and TK students shall be at least three hours, including recesses but excluding noon intermissions. If fewer than 40 students are enrolled in kindergarten classes, the district may request approval of the Superintendent of Public Instruction to maintain two kindergarten classes of 150 minutes each. (Education Code 46114, 46115, 46117, 46119)

In any school day, kindergarten and/or TK students shall not be kept in school for longer than four hours, excluding recesses, except where the school is operating an early primary program pursuant to Education Code 8970-8974 or an expanded learning opportunity program pursuant to Education Code 46120. (Education Code 46111, 46115, 46120)

In any district school operating an early primary program pursuant to Education Code 8970-8974, the kindergarten school day may exceed four hours, excluding recess, if both of the following conditions are met: (Education Code 8973)

1. The Governing Board has declared that the extended-day kindergarten program does not exceed the length of the primary school day.
2. The extended-day kindergarten program includes ample opportunity for both active and quiet activities within an integrated, experiential, and developmentally appropriate educational program.

Under an extended day kindergarten program, recess may be counted as instructional minutes for purposes of determining the maximum school day if it occurs under teacher supervision.

In any multitrack year-round school operating pursuant to Education Code 37670, the kindergarten school day may be up to 265 minutes, excluding recesses. (Education Code 46111)

The Superintendent or designee shall annually report to the California Department of Education as to whether the district's kindergarten and TK programs are offered full day, part day, or both. (Education Code 48003)

**Grades 1-8**

Except as otherwise provided by law, the school day for elementary and middle school students shall be:

1. At least 230 minutes for students in grades 1-3, unless the Board has prescribed a shorter school day because of lack of school facilities requiring double sessions, in which case the minimum school day shall be 200 minutes (Education Code 46112)
2. At least 240 minutes for students in grades 4-8 (Education Code 46113, 46142)

In determining the number of minutes for purposes of compliance with the minimum school day for students in grades 1-8, both noon intermissions and recesses shall be excluded. (Education Code 46115)

The school day for a middle school shall begin no earlier than 8:00 a.m. (Education Code 46148)

**Grades 9-12**

The school day for a high school shall begin no earlier than 8:30 a.m. (Education Code 46148)

The school day for students in grades 9-12, including students in the traditional independent study program, shall be at least 240 minutes. (Education Code 46141, 46142)

However, the school day may be less than 240 minutes when authorized by law. Programs that have a minimum school day of 180 minutes include, but are not necessarily limited to:

1. Continuation high school or classes (Education Code 46141, 46170)
2. Opportunity school or classes (Education Code 46141, 46180)
3. Regional occupational center (Education Code 46141, 52325)
4. Work experience education program approved pursuant to Education Code 51760-51769.5 (Education Code 46141, 46144)

A student in grade 12 who is enrolled in work experience education and is in the last semester or quarter before graduation may, upon written request by the student's parent/guardian or the student, if 18 years of age or over, be permitted to attend school for less than 180 minutes per school day if all requirements for graduation would be completed, except physical education courses, in less than

180 minutes each day. (Education Code 46147)

5. Concurrent enrollment in a community college pursuant to Education Code 48800-48802 or, for students in grades 11-12, part-time enrollment in classes of the California State University or University of California, provided academic credit will be awarded upon satisfactory completion of enrolled courses (Education Code 46146)
6. An early college high school or middle college high school, provided the students are enrolled in community college or college classes in accordance with item #5 above (Education Code 46141, 46146.5)
7. Special day or Saturday vocational training program conducted under a federally approved plan for career technical education (Education Code 46141, 46144)
8. Adult education classes (Education Code 46190)

For an evening high school operated pursuant to Education Code 51720-51724, the number of days, specific days of the week, and number of hours during which the program shall be in session may be determined by the Board. (Education Code 46141, 51721)

Students in grade 12 shall be enrolled in at least five courses each semester or the equivalent number of courses each quarter. This requirement shall not apply to students enrolled in regional occupational centers or programs, courses at accredited postsecondary institutions, independent study, special education programs in which the student's individualized education program establishes a different number of courses, continuation education classes, work experience education programs, or any other course of study authorized by the Board that is equivalent to the approved high school course of study. (Education Code 46145)

### **Alternative Block Schedule for Secondary Schools**

In order to establish a block or other alternative schedule or to accommodate career technical education and regional occupational center/program courses, the district may authorize students to attend fewer than the total number of days in which school is in session provided that students attend classes for at least 1,200 minutes during any five school day period or 2,400 minutes during any 10 school day period. (Education Code 46160)

An early college high school or middle college high school may be scheduled so that students attend classes for at least 900 minutes during any five-school day period or 1,800 minutes during any 10-school day period. (Education Code 46160)

ADOPTED:

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### **6. 22/23-1095 - BOARD POLICY 6173, *EDUCATION FOR HOMELESS CHILDREN*, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION**

#### **RECOMMENDATION**

The Board of Education is requested to adopt Board Policy 6173, *Education for Homeless Children*, and its accompanying Administrative Regulation, as recommended by the California School Boards Association.

#### **Rationale:**

As part of the Board of Education's commitment to review and update all Monrovia Unified School District Board Policies and Administrative Regulations, Student Support Services has conducted a review of Board Policies and Administrative Regulations and is presenting a policy, and its accompanying Administrative Regulation, for review and adoption.

#### **Background:**

School districts receive regular policy updates from the California School Boards Association (CSBA) that are compared to existing policies to determine the extent of modification that is needed. The Board Policy and Administrative Regulation have been revised as recommended by the CSBA to reflect new law AB 27, which requires districts to identify all homeless children and unaccompanied youth, create a webpage or post a listing of district liaisons for such populations, and report the number of homeless children and unaccompanied youth enrolled in the district to the California Department of Education (CDE). It also sets requirements for districts to receive funding to administer a housing questionnaire. In accordance with new law SB 400, further revisions provide training materials for professional development and support to school personnel who provide services to these students.

#### **Additional Information:**

Copies of the proposed revised Board Policy 6173, *Education for Homeless Children*, and the accompanying revised Administrative Regulation are attached.

## ATTACHMENTS

- [BP 6173 Education for Homeless Children .pdf](#)
- [AR 6173 Education for Homeless Children.pdf](#)

### **EDUCATION FOR HOMELESS CHILDREN**

The Governing Board ~~desires to ensure~~ believes that the identification of homeless students is critical to improving the educational outcomes of such students and ensuring that homeless students have access to the same free and appropriate public education provided to other students within the district. The district shall provide homeless students with access to education and other services necessary for ~~these such~~ students to meet the same challenging academic standards as other students.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

When there are at least 15 homeless students in the district or a district school, the district's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students. (Education Code 52052, 52060, 52064)

(cf. 0415 - Equity)

(cf. 0460 - Local control and Accountability Plan)

The Superintendent or designee shall regularly review and recommend updates to district policies to ensure removal of any barriers to the education of homeless students and unaccompanied youth. Any such review shall address identification, enrollment, and retention of such students, including those barriers that are due to absences or outstanding fees or fines. (42 USC 11432)

The Superintendent or designee shall designate an appropriate staff person to serve as a liaison for homeless children and youths. The district liaison for homeless students shall fulfill the duties specified in 42 USC 11432 to assist in identifying and supporting homeless students to succeed in school.

The superintendent or designee shall ensure that each district school identifies all homeless children and youth and unaccompanied youths enrolled at the school. (Education Code 48851)

To ensure easy identification of homeless students, the Superintendent or designee shall annually administer a housing questionnaire developed by the California Department of Education (CDE) to all parents/ guardians of students and all unaccompanied youths. (Education Code 48851)

(cf. 1113 - District and School Websites)

If the primary language of a student's parent/guardian or an unaccompanied youth is not English, either the housing questionnaire shall be made available in the primary language of the student's parent/guardian or the unaccompanied youth pursuant to Education Code 48985, or an appropriate translation of the housing questionnaire shall be provided upon request of a student's parent/guardian or an unaccompanied youth. (Education Code 48851)

In addition, the Superintendent or designee shall ensure that the district liaison's contact information and other information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness, are posted on the district and school web sites as specified in the accompanying administrative regulation. (Education Code 48852.6)

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

Each homeless student shall be provided services that are comparable to services offered to other students in the school, including, but not limited to, transportation, educational programs for which the student meets the eligibility criteria (such as federal Title I services or similar state or local programs, programs for students with disabilities, and educational programs for English learners), career and technical education programs, programs for gifted and talented students, and school nutrition programs. (42 USC 11432)

(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 3250 - Transportation Fees)  
(cf. 3260 - Fees and Charges)  
(cf. 3541 - Transportation Routes and Services)  
(cf. 3550 - Food Service/Child Nutrition Program)  
(cf. 3553 - Free and Reduced Price Meals)  
(cf. 6159 - Individualized Education Program)  
(cf. 6171 - Title I Programs)  
(cf. 6172 - Gifted and Talented Student Program)  
(cf. 6178 - Career Technical Education)

Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way. However, the Superintendent or designee may separate homeless students on school grounds as necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services to meet the unique needs of homeless students. (42 USC 11432, 11433)

The Superintendent or designee shall ensure that information and/or materials for homeless students are provided in a manner and form understandable to the parents/guardians of homeless students and to unaccompanied youths.

Information about a homeless student's living situation shall be considered part of a student's educational record, subject to the Family Educational Rights and Privacy Act, shall not be deemed to be directory information as defined in 20 USC 1232g, and shall not be released without written consent. (42 USC 11432)

### Transportation

~~The district shall provide transportation for a homeless student to and from his/her school of origin when the student is residing within the district and the parent/guardian requests that such transportation be provided. If the student moves outside of district boundaries, but continues to attend his/her school of origin within this district, the Superintendent or designee shall consult with the superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation.~~

The Superintendent or designee shall coordinate with other agencies and entities to ensure that homeless children and youth are promptly identified, ensure that homeless students have access to and are in reasonable proximity to available education and related support services, and raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. Toward these ends, the Superintendent or designee shall collaborate with local social services agencies, other agencies or entities providing services to homeless children and youth, and, if applicable, transitional housing facilities. In addition, the Superintendent or designee shall coordinate transportation, transfer of school records, and other interdistrict activities with other local educational agencies. As necessary, the Superintendent or designee shall coordinate, within the district and with other involved local educational agencies, services for homeless students and services for students with disabilities. (42 USC 11432)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

At least annually, the district liaison and other appropriate staff shall participate in professional development and other technical assistance activities to assist them in identifying and meeting the needs of homeless students. Such professional development and technical assistance shall include, but are not limited to, training on the definitions of terms related to homelessness, the steps that should be taken once a potentially homeless student is identified and how to connect homeless students with appropriate housing and service providers. (Education code 48852.5; 42 USC 11432)

(cf. 4131 - Staff Development)

The Superintendent or designee shall report to CDE the number of homeless children and youths and unaccompanied youths enrolled in the district as identified from the housing questionnaire described above. (Education Code 48851)

At least annually, the Superintendent or designee shall report to the Board on outcomes for homeless students, which may include, but are not limited to, the housing questionnaire responses, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, suspension/expulsion rates, and other outcomes related to any goals and specific actions identified in the LCAP. Based on the evaluation data, the district shall revise its strategies as needed to more effectively identify and support the education of homeless students.

(cf. 5113.1 - Chronic Absence and Truancy)

Legal Resources:

**STATE**

**CALIFORNIA CODE OF REGULATIONS, TITLE 5**

4600-4670 Uniform complaint procedures

**EDUCATION CODE**

39807.5 Payment of transportation costs by parents

48850 Academic achievement of students in foster care and homeless children

48850-48859 Education of students in foster care and students who are homeless

48851 Identification of homeless children and youth and unaccompanied youths;  
housing questionnaire

48851.5 Local educational agency liaison for homeless children and youths

48852.5 Notice of educational rights of homeless students

48852.6 Website posting of information regarding homelessness

48852.7 Education of homeless students: immediate enrollment

48859 Definitions

48915.5 Recommended expulsion, homeless student with disabilities

48918.1 Notice of recommended expulsion

48985 Notices to parents in language other than English

51225.1-51225.3 Graduation requirements

52052 Accountability; numerically significant student subgroups

52060-52077 Local control and accountability plan

**FEDERAL**

**UNITED STATES CODE, TITLE 20**

1087vv Free Application for Federal Student Aid; definitions

1232g Family Educational Rights and Privacy Act (FERPA) of 1974

1400-1482 Individuals with Disabilities Education Act

6311 State plan

**UNITED STATES CODE, TITLE 42**

11431-11435 McKinney-Vento Homeless Assistance Act

12705 Cranston-Gonzalez National Affordable Housing Act; state and local strategies

**MANAGEMENT RESOURCES**

**CALIFORNIA CHILD WELFARE COUNCIL**

Partial Credit Model Policy and Practice Recommendations

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATION**

2021-2022 Federal Program Monitoring Instrument, May 2021

Homeless Education Dispute Resolution Process, March 2020

**NATIONAL CENTER OF HOMELESS EDUCATION PUBLICATION**

Homeless Liaison Toolkit, 2020

**U.S. DEPARTMENT OF EDUCATION GUIDANCE**

Education for Homeless Children and Youths Program, Non-Regulatory Guidance, August 2018

**WEBSITE**

[California State University](#)

[University of California](#)

[California Department of education, Homeless Children and Youth Education](#)

[National Center for Homeless Education at SERVE](#)

[National Homeless Law Center](#)

[U.S. Department of Education - Education for Homeless Children and Youths Grants for State and Local Activities](#)

[California Community Colleges](#)

[California Interscholastic Federation](#)

[California Child Welfare Council](#)

Revised:

Adopted: December 10, 2008

## **EDUCATION FOR HOMELESS CHILDREN**

### Definitions

Homeless students means students who lack a fixed, regular, and adequate nighttime residence and includes: (Education Code 48852.7; 42 USC 11434a)

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; ~~or are awaiting foster care placement;~~
2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
4. Migratory children who qualify as homeless because they are living in conditions described in items # 1-3 above; ~~and~~
- ~~5. Unaccompanied youth who are not in the physical custody of a parent or guardian.~~

~~Unaccompanied youth includes youth who are not in the physical custody of a parent or guardian. (20 USC 11434a)~~

School of origin means the school that the **homeless** student attended when permanently housed or the school in which the student was last enrolled, ~~including a preschool. If the school the homeless student attended when permanently housed is different from the school in which they were last enrolled, or if there is some other school that they attended within the preceding 15 months and with which they are connected, the district liaison shall determine, in consultation with and with the agreement of the homeless student and the person holding the right to make educational decisions for the student, and in the best interests of the homeless student, which school shall be deemed the school of origin. (Education Code 48852.7; 42 USC 11432)~~

Best interest means ~~that, in making educational and school placement decisions~~

for a homeless student, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the students' access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. ~~to the extent feasible, continuing a student's enrollment in the school of origin for the duration of his/her homelessness, except when doing so is contrary to the wishes of his/her parent/guardian.~~ (Education Code 48850, 48853; 42 USC 11432)

### District Liaison

The Superintendent designates the following staff person as the district liaison for homeless students:

Student Support Services  
~~Counselor Technician~~  
325 East Huntington Drive  
Monrovia, CA 91016  
(626) 471-203649

The district's liaison for homeless students shall: (Education Code 48852.5; 42 USC 11432)

1. Ensure that homeless students are identified by school personnel and through outreach and coordination activities with other entities and agencies;
2. Ensure that homeless students enroll in, and have a full and equal opportunity to succeed in, district schools;
3. Ensure that homeless families and ~~students~~ children and youth have access to and receive educational services for which they are eligible, including services through Head Start and Early Head Start programs, early intervention services under Part C of the federal Individuals with Disabilities Education Act, and other preschool programs administered by the district
4. Ensure that homeless families and students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services
- 4 5. Inform parents/guardians of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children;

- ~~5~~ 6. Disseminate notice of the educational rights of homeless students in ~~district schools that provide services to homeless children and at places where they receive services~~; locations frequented by parents/guardians of homeless children and youth and by unaccompanied youth, including ~~such as~~ schools, family shelters, ~~public libraries and hunger relief agencies (soup kitchens)~~; The rights shall be presented in a manner and form understandable to the parents/guardians of homeless students and unaccompanied youth.
- ~~6~~ 7. Mediate enrollment disputes in accordance with law, ~~Board policy, and administrative regulation~~; and the section "Resolving Enrollment Disputes" below
- ~~7~~ 8. Fully inform parents/guardians of homeless students and unaccompanied youth of all transportation services; including transportation to the school of origin, and assist them in accessing transportation to the school of choice
- ~~8~~ 9. ~~When notified pursuant to Education Code 48918.1, assist facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in his/her expulsion~~; Ensure that school personnel providing services to homeless students, including principals and other school leaders, attendance supervisors, teachers, enrollment personnel, and specialized instructional support personnel, receive professional development and other support
- ~~9~~ 10. ~~When notified pursuant to Education Code 48915.5, participate in an individualized education program team meeting to make a manifestation determination regarding the behavior of a student with a disability; and~~ Ensure that unaccompanied youth are enrolled in school, have opportunities to meet the same challenging state academic standards established for other students, and are informed of their status as independent students under 20 USD 1087vv and that they may receive assistance from the district liaison to receive verification of their independent student status for purposes of applying for federal student aid pursuant to 20 USC 1090
- ~~10~~ 11. ~~Assist a homeless student to obtain records necessary for his/her enrollment into or transfer out of district schools, including immunization, medical, and academic records~~. Coordinate and collaborate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless students, including the collection and provision of comprehensive data to the state coordinator as required by law.

In addition, when notified pursuant to Education Code 48918.1, the district liaison shall assist, facilitate, or represent a homeless student who is undergoing a disciplinary

proceeding that could result in the student's expulsion. When notified pursuant to Education Code 48915.5, the district liaison shall participate in an individualized education program (IEP) team meeting to make a manifestation determination regarding the behavior of a student with a disability.

The Superintendent or designee shall inform homeless children and youth, their parents/guardians, school personnel, service providers, and advocates working with homeless families of the duties of the district's liaison. The Superintendent or designee shall also provide the name and contact information of the district's liaison to the California Department of Education (CDE) for publishing on the CDE's web site. (42 USC 11432)

## **Enrollment**

The district shall make placement decisions for homeless students based on the student's best interest. (42 USC 11432)

~~In determining a student's the best interest of the student, a homeless student shall, to the extent feasible, be placed in his/her school of origin, unless his/her parent/guardian requests otherwise.~~ the district shall consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety, giving priority to the request of the student's parent/guardian or, in the case of unaccompanied youth, the youth. (42 USC 11432)

~~The student may continue attending his/her school of origin for the duration of the homelessness, or if the student moves into permanent housing, until the end of any academic year in which he/she moves into permanent housing.~~

~~In the case of an unaccompanied youth, the liaison shall assist in placement or enrollment decisions, consider the views of the student, and provide notice to the student of his/her appeal rights.~~

~~When making a placement decision for a homeless student, the Superintendent or designee may consider the age of the student, the distance of the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.~~

Such factors may include, but are not limited to, the age of the student, the distance of the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school

placement of siblings, and the time remaining in the school year.

However, placement decisions shall not be based on whether a homeless student lives with ~~his/her~~ the student's homeless parent/guardian or has been temporarily placed elsewhere. (42 USC 11432)

In the case of an unaccompanied youth, the liaison shall assist in placement or enrollment decisions, give priority to the views of the student, and provide notice to the student of the right to appeal. (42 USC 11432)

In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in the school of origin, unless the student's parent/guardian or the unaccompanied youth requests otherwise. (Education Code 48852.7; 42 USC 11432)

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice, ~~even if the parent/guardian is unable to provide the school with the records normally required for enrollment.~~ The student shall be enrolled if the student: (Education Code 48850, 48852.7; 42 USC 11432)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended
2. Does not have clothing normally required by the school, such as school uniforms
3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and records of immunization and other required health records
4. Has missed application or enrollment deadlines during any period of homelessness

The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other ~~medical~~ required health records, the principal or designee shall **immediately** refer the parent/guardian to the district's liaison for homeless students. The district liaison shall assist the parent/guardian, or the student if ~~he/she~~ **they is are** an unaccompanied youth, in obtaining the necessary immunizations, screenings, or records for the student. (42 USC 11432)

If the student is placed at a school other than ~~the~~ school of origin or the school requested by ~~his/her~~ the student's parent/guardian or the student, if an unaccompanied youth, the Superintendent or designee shall provide the parent/guardian or the unaccompanied youth with a written explanation of the decision, including why placement in the student's school origin or requested school is not the student's best

interest, along with a statement regarding the ~~parent/guardian's~~ right to appeal the placement decision. The written explanation shall be in a manner and form understandable to such parent/guardian or unaccompanied youth. (42 USC 11432)

At the point of any change or subsequent change in the residence of a homeless student, the student may continue attending the student's school of origin for the duration of the homelessness. (Education Code 48852.7; 42 USC 11432)

To ensure that the homeless student has the benefit of matriculating with the student's peers in accordance with the established feeder patterns, the following shall apply: (Education Code 48852.7; 42 USC 11432)

1. If the student is transitioning between grade levels, the student shall be allowed to continue in the same attendance area.
2. If the student is transitioning to a middle school or high school, and the school designated for matriculation is in another school district, the student shall be allowed to continue to the school designated for matriculation in that district.

If the student's status changes before the end of the school year so that the student is no longer homeless, the student shall be allowed to stay in the school of origin: (Education Code 48852.7)

1. Through the duration of the school year if they are in grades K-8
2. Through graduation if they are in high school

### **Resolving Enrollment Disputes**

If a dispute arises over ~~student eligibility~~, school selection, or enrollment in a particular school, ~~the student shall be immediately admitted to the school in which enrollment is sought pending resolution of the dispute.~~ the matter shall be referred to the district liaison, who shall carry out the dispute resolution process as expeditiously as possible. (42 USC 11432)

The parent/guardian or unaccompanied youth shall be provided with a written explanation of ~~the placement decision, which shall be complete, as brief as possible, simply stated, and provided in language that the parent/guardian or student can understand.~~ any decisions related to eligibility, school selection, or enrollment and of the right of the parent/guardian or unaccompanied youth to appeal such decisions. (42 USC 11432)

The written explanation shall include:

1. ~~The district liaison's contact information;~~ A description of the action proposed or refused by the district
2. ~~A description of the district's decision;~~ An explanation of why the action is proposed or refused
3. ~~Notice of the student's right to enroll in the school of choice pending resolution of the dispute, including the right to fully participate in all school activities; and~~ A description of any other options the district considered and the reasons that any other options were rejected
4. ~~Notice of the parents/guardians right to appeal the decision to the county office of education and, if the dispute remains unresolved, to the California Department of Education.~~ A description of any other factors relevant to the district's decision and information related to the eligibility or best interest determination including facts, witnesses, and evidence relied upon and their sources
5. Appropriate timelines to ensure any relevant deadlines are not missed
6. Contact information for the district liaison and state coordinator, and a brief description of their roles

The written explanation shall be complete, as brief as possible, simply stated, and provided in language that the parent/guardian or student can understand.

The district liaison ~~shall work to resolve an enrollment dispute as expeditiously as possible after receiving notice of the dispute.~~ may use an informal process as an alternative to formal dispute resolution procedures, provided that the parents/guardians or unaccompanied youth have access to the more formal process if informal resolution is not successful in resolving the matter.

In working with a student's parents/guardians ~~or unaccompanied youth~~ to resolve an enrollment dispute, the district liaison shall:

1. Inform them that they may provide written and/or oral documentation to support their position;
2. Inform them that they may seek the assistance of social services, advocates, and/or service providers in having the dispute resolved;
3. Provide them ~~with~~ a simple form that they may use and turn in to the school to

initiate the dispute resolution process;

4. Provide them a copy of the dispute form they submit for their records; ~~and~~
5. Provide them the outcome of the dispute for their records.

When a student's parent/guardian or an unaccompanied youth involved in the enrollment dispute is an English learner, Items #1-5 shall be provided either in the native language of the parent/guardian or unaccompanied youth or through an interpreter, and any additional support needed because of a disability of that parent/guardian or unaccompanied youth shall be made available without a charge.

If a parent/guardian or unaccompanied youth disagrees with the liaison's enrollment decision, ~~he/she the decision may be appealed the decision~~ to the Superintendent. The Superintendent shall make a determination within five working days.

If the parent/guardian or unaccompanied youth chooses to appeal the district's placement decision, the district liaison shall forward all written documentation and related paperwork to the ~~homeless~~ liaison for homeless students at the Los Angeles County Office of Education.

Pending final resolution of the dispute, including all available appeals, the student shall be immediately enrolled in the school in which enrollment is sought and shall be allowed to attend classes and participate fully in school activities. (42 USC 11432, 11434a)

### **Transportation**

The district shall provide transportation for a homeless student to and from their school of origin when the student is residing within the district and the parent/guardian, or the district liaison in the case of an unaccompanied youth, requests that such transportation be provided. If the student moves outside of district boundaries, but continues to attend their school of origin within this district, the Superintendent or designee shall consult with the superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)

The district shall not be obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless, unless the formerly homeless student has an individualized education program that includes transportation as a necessary related service for the student. (Education Code 48852.7)

### **Transfer of Coursework and Credits**

When a homeless student transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school ~~or agency~~ and shall not require the student to retake the course. (Education Code 51225.2)

If the homeless student did not complete the entire course, ~~he/she they~~ shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that ~~he/she they~~ did not complete at ~~his/her their~~ previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the holder of educational rights for the student, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a homeless student in any particular course, ~~he/she they~~ shall be enrolled in the same or equivalent course, if applicable, so that ~~he/she they~~ may continue and complete the entire course. (Education Code 51225.2)

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject. Partial credits and grades earned by a student shall be included on the student's official transcript within two business days of the district's notification of the student's transfer, as required under Education Code 49069.5.

In no event shall the district prevent a homeless student from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

### **~~Exemption from District~~ Applicability of Graduation Requirements**

To obtain a high school diploma, a homeless student shall ~~pass the high school exit examination in English language arts and mathematics~~, complete all courses required by Education Code 51225.3, and fulfill any additional graduation requirement prescribed by the Governing Board.

However, when a homeless student who has completed ~~his/her their~~ second year of high school transfers into the district from another school district or transfers between high schools within the district, ~~he/she the student~~ shall be exempted from all district-adopted coursework and other district-established graduation requirements, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of ~~his/her their~~ fourth year of high school. Within 30 calendar days of the homeless student's transfer, the Superintendent or designee shall notify the student, the person holding the right to

make educational decisions for ~~him/her~~ the student, and the district liaison for homeless students of the availability of the exemption and whether the student qualifies for it. ~~If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student is no longer homeless.~~ (Education Code 51225.1)

To determine whether a homeless student is in ~~his/her~~ their third or fourth year of high school, the district shall use either the number of credits ~~he/she has they have~~ earned as of the date of the transfer or the length of ~~his/her~~ the student's school enrollment, whichever qualifies ~~him/her~~ them for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any homeless student who is granted an exemption and the person holding the right to make educational decisions for ~~him/her~~ the student how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a homeless student to transfer schools in order to qualify for an exemption and no request for a transfer solely to qualify for an exemption shall be made by a homeless student, the person holding the right to make educational decisions for the student, or by the district liaison on behalf of the student. (Education Code 51225.1)

If the Superintendent or designee determines that a homeless student is reasonably able to complete district graduation requirements within ~~his/her~~ their fifth year of high school, ~~he/she~~ the Superintendent or designee shall: (Education Code 51225.1)

1. Inform the student and, if under 18 years of age, the person holding the right to make educational decisions for ~~him/her~~ the student, of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect ~~his/her~~ their ability to gain admission to a postsecondary educational institution;
2. Provide information to the homeless student about transfer opportunities available through the California Community Colleges; ~~and~~
3. Upon agreement with the homeless student or, ~~with~~ the person holding the right to make educational decisions for ~~him/her~~ the student if ~~he/she is~~ they are under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements.

### **Eligibility for Extracurricular Activities**

A homeless student who enrolls in any district school shall have access to extracurricular and enrichment activities that are available to all student in the school, including, but not limited to, ~~be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities~~ administered by the California Interscholastic Federation. (Education Code 48850)

### **Notification and Complaints**

Information regarding the educational rights of homeless students, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint that the district has not complied with requirements regarding the education of homeless students, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

The Superintendent or designee shall ensure that a list of the district's liaison(s) and the contact information for such liaison(s), as well as specific information on homelessness, including, but not limited to, information regarding the educational rights and resources available to persons experiencing homelessness, are posted on the district's web site. (Education Code 48852.6)

Each district school that has a web site shall also post the contact information for the district liaison and the name and contact information of any employee or other person under contract with the school who assists the district liaison in completing the liaison's duties pursuant to 42 USC 11432. (Education Code 48852.6)

Revised:

Revised: June 5, 2015

Adopted: December 9, 2008

Reference: MUSD Board Policy 5111.13

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### **7. 22/23-1096 - BOARD POLICY 6173.1, *EDUCATION FOR FOSTER YOUTH*, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION**

#### **RECOMMENDATION**

The Board of Education is requested to adopt Board Policy 6173.1, *Education for Foster Youth*, and its accompanying Administrative Regulation, as recommended by the California School Boards Association.

#### **Rationale:**

As part of the Board of Education's commitment to review and update all Monrovia Unified School District Board Policies and Administrative Regulations, Student Support Services has conducted a review of Board Policies and Administrative Regulations and is presenting a policy, and its accompanying Administrative Regulation, for review and adoption.

#### **Background:**

School districts receive regular policy updates from the California School Boards Association (CSBA) that are compared to existing policies to determine the extent of modification that is needed. The Board Policy and Administrative Regulation have been revised as recommended by the CSBA to address implementation and strategies necessary for the improvement of academic achievement of foster youth in the Local Control and Accountability Plan (LCAP) and reflect new law AB 1055 that modified the definition of "foster youth" as specified by law and clarify changes to the responsibilities of the district liaison for foster youth.

#### **Additional Information:**

Copies of the proposed revised Board Policy 6173.1, *Education for Foster Youth*, and the accompanying revised Administrative Regulation are attached.

## ATTACHMENTS

- [6173.1 BP Education for Foster Youth.pdf](#)
- [AR 6173.1 Education for Foster Youth.pdf](#)

## **EDUCATION FOR FOSTER YOUTH**

The Governing Board recognizes that foster youth may face significant barriers to achieving academic success due to their family circumstances, disruption to their educational program, and their emotional, social, and other health needs. ~~its obligation and desire to ensure that foster youth have access to the academic resources, services and extracurricular and enrichment activities that are available to district students. The district shall provide Students in foster care within the district with access to educational opportunities and other services necessary to help such students achieve the district's performance standards. To~~ enable such students to achieve state and district academic standards, the Superintendent or designee shall provide them with full access to the district's educational program and implement strategies identified as necessary for the improvement of the academic achievement of foster youth in the district's local control and accountability plan (LCAP).

The Superintendent or designee shall ensure that placement decisions for foster youth are based on the students' best interests as defined in law and administrative regulation. To that end, ~~he/she~~ they shall designate a staff person as a district liaison for foster youth to help facilitate the enrollment, placement, and transfer of foster youth.

The Superintendent or designee and district liaison shall ensure that all appropriate staff, including, but not limited to, each principal, school registrar, and attendance clerk, receive training regarding the enrollment, placement, and ~~transfer rights~~ of foster youth and other related rights.

~~The Superintendent or designee shall collaborate with the county placing agency and other appropriate agencies to ensure maximum utilization of available funds and to meet the educational needs of foster youth within the district.~~

~~The Board desires to provide foster youth with a safe, positive learning environment that is free from discrimination and harassment and that promotes students' self-esteem and academic achievement. The Superintendent or designee shall develop strategies to build a foster youth's feeling of connectedness with their school, including, but not limited to, strategies that promote positive discipline and conflict resolution, the development of resiliency and interpersonal skills, and the involvement of foster parents, group home administrators, and/or other caretakers in school programs and activities.~~

~~To address the needs of foster youth and help ensure the maximum utilization of available funds, the Superintendent or designee shall collaborate with local agencies and officials including, but not limited to, the county placing agency, social services, probation officers, and juvenile court officers. The Superintendent or designee shall~~

explore the feasibility of entering into agreements with these groups to coordinate services and protect the rights of foster youth.

At least annually and in accordance with the established timelines, the Superintendent or designee shall report to the Board on the outcomes for foster youth regarding the goals and specific actions identified in the LCAP, including, but not limited to, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, and suspension/expulsion rates. As necessary, evaluation data shall be used to determine and recommend revisions to the LCAP for improving or increasing services for foster youth.

Revised:

~~Revised: September 8, 2010~~

Adopted: December 10, 2008

## EDUCATION FOR FOSTER YOUTH

### Definitions

*Foster youth, foster child, or student in foster care* means ~~a child who has been subject to one~~ any of the following: (Education Code 42238.01, 48853.5)

1. A child who is the subject of petition filed pursuant to Welfare and Institutions Code 300, whether or the child has been removed from the child's home by the juvenile court pursuant to Welfare and Institutions Code 319 or 361. ~~Has been removed from his/her home pursuant to Welfare and Institutions Code 309 (temporary custody);~~
2. A child who ~~is~~ is the subject of a petition filed under Welfare and Institutions Code ~~300 or~~ 602, has been removed from the child's home by the juvenile court pursuant to WEelfare and Institutions Code 727, and is in foster care as defined by WEelfare and Institutions Code 727.4(d). ~~(jurisdiction of juvenile court); or~~
3. ~~Has been removed from his/her home and is the subject of a petition filed under Welfare and Institutions Code 300 or 602.~~ A nonminor who is under the transition jurisdiction of a juvenile court, as described in Welfare and INstitutions Code 450, and satisfies the criteria specified in Education Code 42238.01.
4. A dependent child of the court of an Indian tribe, consortium of tribes, or tribal organization who is the subject of a petition filed in the tribal court pursuant to the court's jurisdiction in accordance with the tribe's law.
5. A child who is the subject of a voluntary placement agreement, as defined in Welfare and INstitutions Code 11400.

*Person holding the right to make educational decisions* means a responsible adult appointed by a court pursuant to Welfare and Institutions Code 361 or 727.

*School of origin* means the school that the foster youth attended when permanently housed or the school in which ~~he/she the foster youth~~ he/she the foster youth was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which ~~he/she the foster youth~~ he/she the foster youth was last enrolled, or if there is ~~some other another~~ another school that the foster youth attended within the preceding 15 months and with which the youth is connected, the ~~district liaison for foster youth shall, in consultation with and with the agreement of the foster youth and the person holding the right to make~~ district liaison for foster youth shall, in consultation with and with the agreement of the foster youth and the person holding the right to make

~~educational decisions for the youth~~, determine, in the best interests of the foster youth, which school shall be deemed ~~is~~ the school of origin. This determination shall be made in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the foster youth. (Education Code 48853.5)

*Best interests of a foster youth* means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, the proximity to the school at the time of placement, appropriateness of the educational setting, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 20 USC 6311)

#### District Liaison

The Superintendent designates the following position as the district liaison for foster youth: (Education Code 48853.5)

Director of Student Support Services  
325 East Huntington Drive  
Monrovia, CA 91016  
(626) 471-2000

The liaison for foster youth shall:

1. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of students in foster care (Education Code 48853.5)
2. Ensure proper transfer of credits, records, and grades, when students in foster care transfer from one school to another or from one district to another (Education Code 48645.5, 48853.5)

When a student in foster care is enrolling in a district school, the liaison shall contact the school last attended by the student to obtain, within two business days, all academic and other records, ~~within two business days of receiving the request~~. When a foster youth is transferring to a new school, the liaison shall provide the student's records to the new school within two business days of receiving the new school's request. (Education Code 48853.5)

3. Notify a foster youth's attorney and the representative of the appropriate county child welfare agency, when required by law for a foster youth who is undergoing any

- expulsion or the disciplinary proceeding including a manifestation determination for a foster youth who is a student with a disability, prior to a change in the foster youth's placement. (Education Code 48853.5, 48911, 48915.5, 48918.1) ~~As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services under Section 504 of the federal Rehabilitation Act of 1973;~~
4. ~~As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services under Section 504 of the federal Rehabilitation Act of 1973. Ensure that students in foster care receive appropriate school-based services, such as supplemental instruction, counseling, or after-school services;~~
  5. Ensure that students in foster care receive appropriate school-based services, such as ~~supplemental instruction,~~ counseling and health services, supplemental instruction, ~~or~~ and after-school services; ~~Develop protocols and procedures so that district staff, including principals, school registrars, and attendance clerks, are aware of the requirements for the proper enrollment, placement, and transfer of foster youth;~~
  6. Develop protocols and procedures ~~for creating awareness so that~~ for district staff, including principals, school registrars, and attendance clerks, ~~and attendance clerks, are aware~~ of the requirements for the proper enrollment, placement, and transfer of foster youth; ~~Collaborate with the county placing agency, social services, probation officers, juvenile court officers, nonprofit organizations, and advocates to help coordinate services for the district's foster youth; and~~
  7. Collaborate with the county ~~office of education,~~ county placing agency, ~~social services, probation officers~~ county child welfare agency, county probation department, juvenile court ~~officers,~~ nonprofit organizations, and advocates and other appropriate agencies to help coordinate instruction, counseling, tutoring, mentoring vocational training, and other related ~~to help coordinate~~ services for the district's foster youth; ~~and~~
  8. Monitor the educational progress of foster youth and provide reports to the Superintendent or designee and the Governing Board based on indicators identified in ~~Board policy.~~ in the district's local control and accountability plan.

The Superintendent or designee shall regularly monitor the caseload of the liaison, as well as ~~his/her~~ their additional duties outside of the foster youth program, to ~~determine whether~~ ensure that adequate time and resources are ~~available~~ provided to meet the needs of foster youth in the district.

### Enrollment

A ~~foster-youth~~ student placed in a licensed children's institution or foster family home within the district shall attend programs operated by the district unless one of the following circumstances applies: (Education Code 48853, 48853.5)

1. The student has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency, or in another local educational agency.
2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best interest of the student to be placed in another educational program **and submits a written statement to the district indicating that determination and an awareness of the following:**
  - a. The student has a right to attend a regular public school in the least restrictive environment.
  - b. The alternate education program is a special education program, if applicable.
  - c. The decision to unilaterally remove the student from the district school and to place the student in an alternate education program may not be financed by the district.
  - d. Any attempt to seek reimbursement for the alternate education program may be at the expense of the parent/guardian or other person holding the right to make educational decisions for the student.
3. At the initial placement or any subsequent change in placement, the student exercises **his/her the** right to continue in **his/her the** school of origin, ~~as defined above.~~ (Education Code 48853.5)
  - a. The student may continue in the school of origin for the duration of the court's jurisdiction ~~or, if the court's jurisdiction is terminated prior to the end of a school year, then for remainder of the school year.~~
  - b. ~~If the court's jurisdiction over a grade K-8 student is terminated prior the end of a school year, the student may continue in the school or origin for the remainder of the school year. To provide the student the benefit of matriculating with his/her peers in accordance with the established feeder patterns of school districts, a student who is transitioning between school grade levels shall be allowed to continue in the district of origin in the same attendance area. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.~~

- c. If the court's jurisdiction is terminated while the student is in high school, the student may continue in the school of origin through graduation.
- D. If the student is transitioning between school grade levels, the student shall be allowed to continue in the district in the same attendance area to provide the student the benefit of matriculating with the student's peers in accordance with the established feeder patterns of school in the district. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.

The role of the liaison shall be advisory with respect to placement decisions and determination of the school of origin.

The **district** liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, recommend that the youth's right to attend the school of origin be waived and **he/she the foster youth** be enrolled in any school that students living in the attendance area in which the foster youth resides are eligible to attend. All decisions shall be made **in accordance** with the foster youth's best interests. (Education Code 48853.5)

Prior to making any recommendation to move a foster youth from **his/her the** school of origin, the liaison shall provide the youth and the person holding the right to make educational decisions for the youth with a written explanation of the basis for the recommendation and how this recommendation serves the youth's best interests. (Education Code 48853.5)

If the liaison, in consultation with the foster youth and the person holding the right to make educational decisions for the foster youth, agrees that the best interests of the **foster** youth would be served by **his/her a** transfer to a school other than the school of origin, the principal or designee of the new school shall immediately enroll the foster youth, **regardless of whether the foster youth: ~~The foster youth shall be immediately enrolled even if he/she:~~** (Education Code 48853.5)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended;
2. Does not have clothing **normally** required by the school, such as school uniforms; **and/or**
3. Is unable to produce records, normally required for enrollment, such as previous academic records, proof of residency, and medical records, including, but not

limited to, immunization records or other documentation..

If ~~the foster youth or~~ a person ~~with holding~~ the right to make educational decisions for ~~a the~~ foster youth ~~or the foster youth~~ disagrees with the liaison's enrollment recommendation, ~~he/she may an appeal may be filed with to~~ the Superintendent. The Superintendent shall make a determination within 30 calendar days of receipt of the appeal. Within 30 calendar days of receipt of the Superintendent's decision, the ~~parent/guardian or~~ foster youth ~~or the person holding the right to make educational decisions for the foster youth~~ may appeal that decision to the Board. The Board shall consider the issue at its next regularly scheduled meeting. The Board's decision shall be final.

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the ~~foster~~ youth has the right to remain in the school of origin pending resolution of the dispute. (Education Code 48853.5)

### Transportation

~~Upon request, the district may provide transportation for a foster youth to and from his/her school of origin when the student is residing within the district and the school of origin is within district boundaries.~~ The Superintendent or designee shall collaborate with the local child welfare agency to determine how transportation will be provided, arranged, and funded in a cost-effective manner to enable a foster youth to remain in the school of origin, for the duration of the time spent in foster care, when it is in the foster youth's best interest to do so. Such transportation costs may be paid by either the child welfare agency or the district, or shared by both. (20 USC 6312)

### Grades/Credits Effect of Absences on Grades

Grades for a student in foster care shall not be lowered ~~if the student is absent for any absence~~ from school ~~that is~~ due to either of the following circumstances: (Education Code 49069.5)

1. A decision by a court or placement agency to change the student's placement, in which case the student's grades and credits shall be calculated as of the date the student left school; ~~or~~
2. A verified court appearance or related court-ordered activity.

### Transfer of Coursework and Applicability of Graduation Requirements

When a foster youth transfers into a district school, the district shall accept and issue full credit for any coursework that the foster youth has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian

school or agency and shall not require the foster youth to retake the course.

If the foster youth did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the foster youth to retake the portion of the course completed if, in consultation with the holder of educational rights for the foster youth, the district finds that the foster youth is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a foster youth in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course.

In no event shall the district prevent a foster youth from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California.

When a foster youth in grade 11 or 12 transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all coursework and other graduation requirements adopted by the Board that are in addition to the statewide coursework requirements specified in Education Code 51225.3 and the high school exit examination, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school while he/she remains in foster care.

The Superintendent or designee shall notify any student who is granted an exemption and, as appropriate, the person holding the right to make educational decisions for the student if any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges.

#### Eligibility for Extracurricular Activities

A foster youth who changes residences pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for

MONROVIA UNIFIED SCHOOL DISTRICT Administrative Regulation 6173.1

Page 6 of 6

participation in interscholastic sports or other extracurricular activities.

Revised: May 23, 2012

Revised: April 20, 2011

Revised: September 8, 2010

Adopted: December 9, 2008

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### 8. 22/23-1097 - BOARD POLICY 5145.6, *PARENTAL NOTIFICATIONS*

#### RECOMMENDATION

The Board of Education is requested to adopt Board Policy 5145.6, *Parental Notifications*, as recommended by the California School Boards Association.

#### Rationale:

As part of the Board of Education's commitment to review and update all Monrovia Unified School District Board Policies and Administrative Regulations, Student Support Services has conducted a review of Board Policies and Administrative Regulations and is presenting a policy for review and adoption.

#### Background:

School districts receive regular policy updates from the California School Boards Association (CSBA) that are compared to existing policies to determine the extent of modification that is needed. The Board Policy has been revised as recommended by the CSBA to address the need to keep parents/guardians informed regarding educational programs, school operations, and the legal rights of students and their parents/guardians. The policy further requires that annual notifications include a request for parent signature or electronic acknowledgment of receipt of the notification and shall be written in languages other than English if 15 percent or more of the student population speaks a single primary language other than English.

#### Additional Information:

A copy of the proposed revised Board Policy 5145.6, *Parental Notifications*, is attached.

## ATTACHMENTS

- [5145.6\\_BP\\_Parental\\_Notifications \(11-53\).pdf](#)

## PARENTAL NOTIFICATIONS

The Governing Board ~~recognizes that notifications are essential to~~ desires to promote effective communication between the school and the home and to keep parents/guardians informed regarding educational programs, school operations, and the legal rights of students and their parents/guardians. The Superintendent or designee shall send students and parents/guardians all notifications required by law, ~~including notifications about their legal rights,~~ and any other notifications ~~he/she~~ the Superintendent or designee believes will promote parental understanding and involvement.

(cf. 9310 - Board Policies)

~~The Superintendent or designee shall ensure that the Annual Parent Notification Notice of the rights and responsibilities of parents/guardians as specified in Education Code 48980 shall be sent at the beginning of each academic year and may be provided by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used by the district for written communication with parents/guardians. include a request that the parent/guardian sign the notice and return it to the school.~~

(Education Code 48981)

No activity specified in Education Code 48980 shall be undertaken with respect to any particular student unless the student's parent/guardian has been informed of such action through the annual notification or other separate special notification. Such notice shall state the activity that will be undertaken and the approximate date on which the activity will occur.

(Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian submit a signed acknowledgement of receipt of the notice to the school. The parent/guardian's signature is an acknowledgment of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld.

(Education Code 48982)

Whenever a student enrolls in a district school during the school year, the student's

parents/guardians shall be given all required parental notifications at that time.

(cf. 5020 - Parent Rights and Responsibilities)  
(cf. 5111 - Admission)  
(cf. 5111.1 - District Residency)  
Cf. 5116.1 - Intradistrict open Enrollment)  
(cf. 5117 - Interdistrict Attendance)

Notifications shall be presented in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians can understand.

Whenever 15 percent or more of the students enrolled in a district school speak a single primary language other than English, as determined from the California Department of Education census data collected pursuant to Education Code 52164, all notices sent to the parent/guardian of any such student shall, in addition to being written in English, be written in the primary language, and may be responded to either in English or the primary language. (Education Code 48981, 48985)

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 0460 - Local control and Accountability Plan)  
(cf. 4219.21 - Professional Standards)  
(cf. 4319.21 - Professional Standards)

~~Notifications to parents/guardians shall be written both in English and in the family's primary language when so required by law.~~ Whenever an employee learns that a student's parent/guardian is ~~for any reason~~ unable to understand the district's printed notifications ~~for any reason~~, the employee shall inform the principal or designee, who shall work with the parent/guardian to establish other appropriate means of communication.

Legal references:

CALIFORNIA CODE OF REGULATIONS, TITLE 17

2950-2951 Hearing tests

6000-6075 School attendance immunization requirements

CALIFORNIA CODE OF REGULATIONS, TITLE 5

11303 Reclassification of English learners

11511.5 English language proficiency assessment; test results

11523 Notice of proficiency examinations

18066 Child care policies regarding excused and unexcused absences

18094-18095 Notice of Action; child care services

18114 Notice of delinquent fees; child care services

18118-18119 Notice of Action: child care services

3052 Behavioral intervention

4622 Uniform complaint procedures

4631 Uniform complaint procedures; notification of decision and right to appeal

4702 Student transfer from school identified under Open Enrollment Act

4917 Notification of sexual harassment policy

852 Exemptions from state assessments

863 Reports of state assessment results

CIVIL CODE

1798.29 District records, specifically- breach of security

EDUCATION CODE

17288 Building standards for university campuses

17611.5-17612 Notification of pesticide use

221.5 Equal opportunity

231.5 Sexual harassment policy

234.7 Student protections relating to immigration and citizenship status

262.3 Appeals for discrimination complaints; information regarding availability of civil remedies

310 Language acquisition programs

313 Reclassification of English learners, parental consultation

313.2 Long-term English learner, notification

32221.5 Insurance for athletic team members

32255-32255.6 Student's right to refrain from harmful or destructive use of animals

32390 Voluntary program for fingerprinting students

33479.3 The Eric Paredes Sudden Cardiac Arrest Prevention Act

35160.5 Extracurricular and cocurricular activities

35178.4 Notice of accreditation status

35182.5 Advertising in the classroom

35183 School dress code; uniforms

35186 Complaints concerning deficiencies in instructional materials and facilities

35211 Driver training; district insurance, parent/guardian liability

35256 School Accountability Report Card

35258 School Accountability Report Card

35291 Rules for student discipline

37616 Consultation regarding year-round schedule

39831.5 School bus rider rules and information

440 English language proficiency assessment; instruction in English language development

44050 Employee code of conduct; interaction with students

44808.5 Permission to leave school grounds

46010.1 Notice regarding excuse to obtain confidential medical services

46014 Regulations regarding absences for religious purposes

46600-46611 interdistrict attendance agreements

48000 Minimum age of admission

48070.5 Promotion and retention of students

48204 Residency requirements

48205 Absence for personal reasons

- 48206.3 Students with temporary disabilities; individual instruction; definitions
- 48207-48208 Students with temporary disabilities in hospitals
- 48213 Prior notice of exclusion from attendance
- 48216 Immunization
- 48260.5 Notice regarding truancy
- 48262 Need for parent conference regarding truancy
- 48263 Referral to school attendance review board or probation department
- 48301 Interdistrict transfers
- 48350-48361 Open Enrollment Act
- 48354 Option to transfer from school identified under Open enrollment Act
- 48357 Status of application for transfer from school identified under Open Enrollment Act
- 48412 Certificate of proficiency
- 48432.3 voluntary enrollment in continuation education
- 48432.5 Involuntary transfers of students
- 48850-48859 Education of foster youth and homeless students
- 48900.1 Parental attendance required after suspension
- 48904 Liability of parent/guardian for willful student misconduct
- 48904.3 Withholding grades, diplomas, or transcripts
- 48906 Notification of release of student to peace officer
- 48911 Notification in case of suspension
- 48911.1 Assignment to supervised suspension classroom
- 48912 Closed session; consideration of suspension
- 48915.1 Expelled students: enrollment in another district
- 48916 Readmission procedures
- 48918 Rules governing expulsion procedures
- 48929 Transfer of student convicted of violent felony or misdemeanor
- 48980 Required notification at beginning of term
- 48980.3 Notification of pesticide use
- 48981 Time and means of notification
- 48982 Parent signature acknowledging receipt of notice
- 48983 Contents of notice
- 48984 Activities prohibited unless notice given
- 48985 Notices to parents in language other than English
- 48987 Child abuse information
- 49013 Use of uniform complaint procedures for complaints regarding student fees
- 49063 Notification of parental rights
- 49067 Student evaluation; student in danger of failing course
- 49068 Transfer of permanent enrollment and scholarship record
- 49069 Absolute right to access
- 49070 Challenging content of student record
- 49073 Release of directory information
- 49073.6 Student records: social media
- 49076 access to student records

- 49077 Access to information concerning a student in compliance with court order
  - 49403 Cooperation in control of communicable disease and immunizations
  - 49423 Administration of prescribed medication for student
  - 49451 Physical examination: parent's refusal to consent
  - 49452.5 Screening for scoliosis
  - 49452.7 Information on type 2 diabetes
  - 49452.8 Oral health assessment
  - 49456 Results of vision or hearing test
  - 49471-49472 Insurance
  - 49475 Student athletes; concussions and head injuries
  - 49480 Counting medication regimen for nonepisodic conditions
  - 48510-49520 Duffy moscone Family Nutrition Education and Services Act of 1970
  - 49557.5 Child Hunger prevention and Fair Treatment Act of 2017; notice of negative balance in meal account
  - 51225.1 Exemption from district graduation requirements
  - 51225.2 course credits; foster youth, homeless youth, former juvenile court school students and military-connected students
  - 51225.3 Graduation requirements; courses that satisfy college entrance criteria
  - 51229 Course of study for grades 7-12
  - 51513 Personal beliefs; privacy
  - 51938 HIV/AIDS and sexual health instruction
  - 52164 Language census
  - 52164.1 Census-taking methods; determination of primary language; assessment of language skills
  - 52164.3 Reassessment of English learners: notification of results
  - 5444.2 Migrant education programs; parent involvement
  - 56301 Child-find system; policies regarding written notification rights
  - 56321 Special education: proposed assessment plan
  - 56321.5-56321.6 Notice of parent rights pertaining to special education
  - 56329 Written notice of right to findings; independent assessment
  - 56341.1 Development of individualized education program; right to audio record meeting
  - 56341.5 Individualized education program team meetings
  - 56343.5 Individualized education program meetings
  - 56521.1 Behavioral intervention
  - 58501 Alternative schools; notice required prior to establishment
  - 60615 Exemption from state assessment
  - 60641 California Assessment of Student Performance and Progress
  - 69432.9 Submission of grade point average to Cal Grant program
  - 8483 Before/after school program; enrollment priorities
- HEALTH AND SAFETY CODE
- 104420 Tobacco use prevention
  - 104855 Availability of topical fluoride treatment
  - 116277 Lead testing of school drinking water

120365-120375 immunizations

120440 SHaring immunization information

1596.857 Right to enter child care facility

PENAL CODE

626.81 Notice of permission granted to sex offender to vounteer on campus

627.5 Hearing request following denial or revocation of registration

UNITED STATES, TITLE 20

1232g Family Educational Rights and Privacy Act (FERPA) of 1974

1232h Privacy rights

1415 Procedural safeguards

6311 State plan

6312 Local educational agency plan

6318 Parent adn family engagement

7908 Armed forces recruiter access to students

CODE OF FEDERAL REGULATIONS, TITLE 34

104.32 District responsibility to provide free appropriate public education

104.36 Procedural safeguards

104.8 Nondiscrimination

106.9 Notification of nondiscrimination on basis of sex

200.48 Teacher qualifications

300.300 Parent consent for special education evaluation

300.322 Parent participation in IEP team meetings

300.502 Independent educational evaluation of student with disability

300.503 Prior written notice regarding identification, evaluation, or placement of student with disability

300.504 Procedural safeguards notice for students with disabilities

300.508 Due process complaint

300.530 Discipline procedures

99.30 Disclosure of personally identifiable information

99.34 Student records, disclosure to other educational agencies

99.37 Disclosure of directory information

99.7 Student records, annual notification

CODE OF FEDERAL REGULATIONS, TITLE 40

763.84 Asbestos inspections, response actions and post-response actions

763.93 Asbestos management plans

UNITED STATES, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

1758 Child nutrition programs

CODE OF FEDERAL REGULATIONS, TITLE 7

Eligibility criteria for free and reduced-price meals

245.6a Verification of eligibility for free and reduced-price meals

Management Resources:

U.S. DEPARTMENT OF AGRICULTURE PUBLICATION

Civil Rights Compliance and Enforcement--Nutrition Programs and Service, FNS  
Instruction 113.-1, 2005

Unpaid meal Charges: Guidance and O&A, SP 23-2017, March 2017

WEBSITE:

U.S. Department of Agriculture, Food and Nutrition Service

Revised:

Adopted: August 27, 2008

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### 9. 22/23-1098 - OFFICE OF ADMINISTRATIVE HEARING ORDERED REMEDIES

#### RECOMMENDATION

The Board of Education is requested to approve remedies ordered through an Office of Administrative Hearing (OAH) decision in regards to Student No. 547657760 dated January 3, 2023.

#### Rationale:

Board approval is required for payment of educationally related services as ordered for the OAH decision, which releases all disputes and claims for Monrovia Unified School District Special Education Student No. 547657760.

#### Budget Implication (\$ Amount):

The total cost of the Compromise and Release Agreement is not to exceed \$14,855.00.

#### Legal References:

Public Law 94-142; Education Code sections 56361, 56365, 56366, and 56740; and Title 5 CAC 3061 and 3062.

## ATTACHMENTS

- [Settlement Agreement Report \(2\).pdf](#)

Final Settlement Agreement  
Student No. 547657760  
Report

Compensatory Services through NPA 53 hours to be completed by 6/30/2024	NTE \$6,360.00
Parent Reimbursement for parent education/counseling	NTE \$5,000.00
Reimburse attorney for evaluations conducted by Stowell Learning Center and Susan Hollar	\$3,495.00

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### 10. 22/23-1100 - COMPROMISE AND RELEASE AGREEMENT

#### RECOMMENDATION

The Board of Education is requested to ratify a Compromise and Release agreement in regards to Student No. 5783255201 dated February 21, 2023.

#### Rationale:

Board approval is required for payment of educationally related services for the Compromise and Release Agreement, which releases all disputes and claims for Monrovia Unified School District Special Education Student No. 5783255201.

#### Budget Implication (\$ Amount):

The total cost of the Compromise and Release Agreement is not to exceed \$12,150.00.

#### Legal References:

Public Law 94-142; Education Code sections 56361, 56365, 56366, and 56740; and Title 5 CAC 3061 and 3062.

## ATTACHMENTS

- [Settlement Agreement Report.pdf](#)

\*Agenda Item 22/23-1100  
February 22, 2023

Final Settlement Agreement  
Student No. 5783255201  
Report

Academic Remediation through NPA 70 hours to be completed by 6/30/2024	NTE \$6,500.00
Attorney Fees Yarijanian and Associates, Inc.	\$5,500.00

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### 11. 22/23-2104 - PURCHASE ORDERS AND PAYMENT OF BILLS

#### RECOMMENDATION

The Board of Education is requested to ratify purchase orders in the amount of \$1,836,399.19 issued January 20, 2023, through February 03, 2023, and payments in the amount of \$6,017,263.73 issued January 27, 2023, through February 07, 2023.

#### 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

**Report ID: FIN-PROC-0099**

**Run Date: 02/08/2023**

**Run Time: 8:48:55 AM**

**Monrovia Unified School District**

**Purchase Order Board List**

**From 01/20/23 - To 02/03/23**

## **Cover Page**

### **Prompts and Parameters**

**From Approval Date:** 1/20/23

**To Approval Date:** 2/3/23

**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: 02/08/2023

Purchase Order Board List

Run Time: 8:48:55 AM

From 01/20/23 - To 02/03/23

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount	
01/20/23	PO1-64790-2040000-230000000179-3-Modification	2	Open PO for Office Depot Office Supplies	0000236666-ODP Business Solutions, LLC	Plymouth	01.0-30100.0-11100-10000-4310-2040000	\$11,000.00	\$3,307.37	
<b>PO1-64790-2040000-230000000179-3-Modification</b>							<b>Sum:</b>	<b>\$11,000.00</b>	<b>\$3,307.37</b>
01/20/23	PO1-64790-6010050-230000000002-2-Modification	1	Office Depot Open PO 22/23 Warehouse Office Supplies	0000224027-ODP Business Solutions, LLC	Warehouse & Purchasing	01.0-00000.0-00000-75300-4350-6010050	\$1,147.27	\$476.62	
<b>PO1-64790-6010050-230000000002-2-Modification</b>							<b>Sum:</b>	<b>\$1,147.27</b>	<b>\$476.62</b>
01/20/23	PO3W-64790-0000000-2300000000196-1-New	0	Paper Products for Warehouse Inventory	0000223645-HOME DEPOT PRO	No Location	01.0-00000.0-00000-00000-9320-0000000	\$8,041.19	\$0.00	
<b>PO3W-64790-0000000-2300000000196-1-New</b>							<b>Sum:</b>	<b>\$8,041.19</b>	<b>\$0.00</b>
01/20/23	PO3W-64790-2030000-2300000000199-1-New		Lakeshore Instructional Makerspace (STEM) Program Monroe	0000223944-DBA LAKESHORE LEARNING MATERIALS	Monroe	01.4-07102.0-11100-10000-4310-2031400	\$1,241.55	\$0.00	
<b>PO3W-64790-2030000-2300000000199-1-New</b>							<b>Sum:</b>	<b>\$1,241.55</b>	<b>\$0.00</b>
01/20/23	PO3W-64790-6010014-2300000000198-1-New		AMAZON order for Sports Medicine MHS	0000223395-AMAZON.COM	Instructional Services	01.0-63880.0-38000-10000-4310-6010014	\$115.75	\$0.00	
<b>PO3W-64790-6010014-2300000000198-1-New</b>							<b>Sum:</b>	<b>\$115.75</b>	<b>\$0.00</b>
01/20/23	PO3W-64790-6010015-2300000000195-1-New		CELCS PED Supplies	0000223928-SOUTHWEST SCHOOL & OFFICE	Pupil Services	01.0-65000.0-57300-11100-4310-6010015	\$95.16	\$0.00	
<b>PO3W-64790-6010015-2300000000195-1-New</b>							<b>Sum:</b>	<b>\$95.16</b>	<b>\$0.00</b>
01/20/23	PO3W-64790-6010040-2300000000141-2-Cancellation	1	Computer Monitor - Business Services	0000224060-DELL MARKETING L.P.	Business	01.0-00000.0-00000-72001-4340-6010040	\$367.89	\$0.00	

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 02/08/2023

Purchase Order Board List

Run Time: 8:48:55 AM

From 01/20/23 - To 02/03/23

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
<b>PO3W-64790-6010040-230000000141-2-Cancellation</b>						<b>Sum:</b>	<b>\$367.89</b>	<b>\$0.00</b>
01/20/23	PO3W-64790-6010040-230000000197-1-New	0	Computer Monitor - Business Services	0000223734-AREY JONES EDUCATIONAL SOLUTIONS	Business	01.0-00000.0-00000-72001-4340-6010040	\$372.89	\$372.89
<b>PO3W-64790-6010040-230000000197-1-New</b>						<b>Sum:</b>	<b>\$372.89</b>	<b>\$372.89</b>
01/20/23	PO3W-64790-7100000-230000000200-1-New		HP Notebook Adult Education	0000328726-Intelli-Tech	Adult Education School	11.0-00000.0-00000-27000-4440-7100000	\$1,470.39	\$0.00
<b>PO3W-64790-7100000-230000000200-1-New</b>						<b>Sum:</b>	<b>\$1,470.39</b>	<b>\$0.00</b>
01/24/23	PO1-64790-6010015-230000000257-2-Modification	1	Reimbursement to parent for Educational Services	0000313047-Norma Jean Ramirez	Pupil Services	01.0-65000.0-57600-11900-5889-6010015	\$81,880.00	\$15,753.10
<b>PO1-64790-6010015-230000000257-2-Modification</b>						<b>Sum:</b>	<b>\$81,880.00</b>	<b>\$15,753.10</b>
01/24/23	PO1-64790-6010052-230000000134-2-Modification	1	Open PO for 22/23v SY for US National Corp for repairs/paint	0000315614-Jimenez Painting Company	Food Services	13.0-53100.0-00000-37000-5630-6010052	\$31,995.00	\$0.00
<b>PO1-64790-6010052-230000000134-2-Modification</b>						<b>Sum:</b>	<b>\$31,995.00</b>	<b>\$0.00</b>
01/24/23	PO1-64790-6040047-230000000043-2-Modification	1	Open PO for Fuel 2022-23	0000223091-CITY OF MONROVIA	Maintenance	01.0-07230.0-00000-36000-4361-6040049	\$50,000.00	\$30,390.50
01/24/23		1	Open PO for Fuel 2022-23	0000223091-CITY OF MONROVIA	Maintenance	01.0-81500.0-00000-81100-4361-6040047	\$45,000.00	\$29,220.35
<b>PO1-64790-6040047-230000000043-2-Modification</b>						<b>Sum:</b>	<b>\$95,000.00</b>	<b>\$59,610.85</b>
01/24/23	PO1-64790-6040047-230000000096-2-Modification	1	2022-23 Open PO Pest Control	0000223949-WALSH'S PEST CONTROL	Maintenance	01.0-81500.0-00000-81100-5570-6040047	\$10,000.00	\$4,455.00

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<b>PO1-64790-6040047-230000000096-2-Modification</b>						<b>Sum:</b>	<b>\$10,000.00</b>	<b>\$4,455.00</b>
01/24/23	PO1-64790-6040047-230000000267-2-Modification	1	OPEN PO - Flooring, Window Blinds Repair / Replacement	0000325150-Mike's Custom Flooring, Inc	Maintenance	01.0-81500.0-00000-81100-5630-6040047	\$18,624.60	\$2,000.00
<b>PO1-64790-6040047-230000000267-2-Modification</b>						<b>Sum:</b>	<b>\$18,624.60</b>	<b>\$2,000.00</b>
01/24/23	PO1-64790-7100000-230000000430-2-Modification	1	Century 21 equipment and installation Adult Ed	0000223489-NIC PARTNERS INC.	Adult Education School	01.6-00000.0-00000-81100-5630-6000000	\$67,236.38	\$0.00
<b>PO1-64790-7100000-230000000430-2-Modification</b>						<b>Sum:</b>	<b>\$67,236.38</b>	<b>\$0.00</b>
01/24/23	PO1-64790-7100000-230000000466-1-New		Open P.o. - Hi-Set	0000339481-PSI Services LLC	Adult Education School	11.0-63910.0-41100-10000-4310-7100000	\$1,500.00	\$1,307.00
<b>PO1-64790-7100000-230000000466-1-New</b>						<b>Sum:</b>	<b>\$1,500.00</b>	<b>\$1,307.00</b>
01/24/23	PO2W-64790-2030000-2300000000273-1-New		Magnify Glass for Health Office Monroe	0000223395-AMAZON.COM	Monroe	01.0-00000.0-00000-31400-4391-2030000	\$99.21	\$0.00
<b>PO2W-64790-2030000-2300000000273-1-New</b>						<b>Sum:</b>	<b>\$99.21</b>	<b>\$0.00</b>
01/24/23	PO2W-64790-6010015-2300000000274-1-New		SEIS Reimbursement Travel and Conference Eva Puccio	0000337135-Eva Puccio	Pupil Services	01.0-65000.0-50010-39000-5220-6010015	\$296.97	\$296.97
<b>PO2W-64790-6010015-2300000000274-1-New</b>						<b>Sum:</b>	<b>\$296.97</b>	<b>\$296.97</b>
01/24/23	PO2W-64790-6010015-2300000000275-1-New		SEIS Reimbursement Travel and Conference - William Vasquez	0000339897-WILLIAM VASQUEZ	Pupil Services	01.0-65000.0-50010-39000-5220-6010015	\$266.84	\$266.84
<b>PO2W-64790-6010015-2300000000275-1-New</b>						<b>Sum:</b>	<b>\$266.84</b>	<b>\$266.84</b>

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01/24/23	PO2W-64790-601001 5-230000000276-1- New		SEIS Reimbursement Travel and Conference Vonni Cummings	0000339904-Vonni Cummings	Pupil Services	01.0-65000.0-50010-39000-5220-6010015	\$273.54	\$273.54
<b>PO2W-64790-6010015-230000000276-1-New</b>						<b>Sum:</b>	<b>\$273.54</b>	<b>\$273.54</b>
01/24/23	PO2W-64790-602002 2-230000000278-1- New		Network Down @ MHS MDF and IDF2	0000223723- AMS.NET	Technology	01.0-00000.0-00000-77000-5840-6020022	\$1,500.00	\$0.00
<b>PO2W-64790-6020022-230000000278-1-New</b>						<b>Sum:</b>	<b>\$1,500.00</b>	<b>\$0.00</b>
01/24/23	PO2W-64790-602002 2-230000000279-1- New		Newspaper advertisement for RFP	0000223476- BEACON MEDIA, INC.	Technology	01.0-00000.0-00000-77000-5832-6020022	\$136.00	\$0.00
<b>PO2W-64790-6020022-230000000279-1-New</b>						<b>Sum:</b>	<b>\$136.00</b>	<b>\$0.00</b>
01/24/23	PO2W-64790-710000 0-230000000277-1- New		Dell Precision Warranty	0000223734-AREY JONES EDUCATIONAL SOLUTIONS	Adult Education School	11.0-00000.0-00000-27000-4440-7100000	\$279.69	\$279.69
<b>PO2W-64790-7100000-230000000277-1-New</b>						<b>Sum:</b>	<b>\$279.69</b>	<b>\$279.69</b>
01/24/23	PO3W-64790-201000 0-230000000203-1- New		Printers for Bradoaks	0000224063-CDW COMPUTER CTRS, INC.	Bradoaks	01.0-00000.0-11100-10000-4340-2010000	\$1,322.77	\$0.00
<b>PO3W-64790-2010000-230000000203-1-New</b>						<b>Sum:</b>	<b>\$1,322.77</b>	<b>\$0.00</b>
01/24/23	PO3W-64790-600000 0-230000000202-1- New		Changing Table for Clifton	0000341470- Medicaleshop Inc.	District Wide	01.0-32120.0-00000-31400-4491-6000000	\$2,449.92	\$2,449.92
<b>PO3W-64790-6000000-230000000202-1-New</b>						<b>Sum:</b>	<b>\$2,449.92</b>	<b>\$2,449.92</b>
01/24/23	PO3W-64790-601001 5-230000000204-1- New		Technology Display for SpEd Director Office	0000224063-CDW COMPUTER CTRS, INC.	Pupil Services	01.0-00000.0-00000-39000-4440-6010015	\$955.36	\$0.00

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<b>PO3W-64790-6010015-230000000204-1-New</b>						<b>Sum:</b>	<b>\$955.36</b>	<b>\$0.00</b>
01/24/23	PO3W-64790-6010015-230000000205-1-New		Protocols for Occupational Therapy Assessment	0000328957-Pearson Education, Inc	Pupil Services	01.0-65000.0-57600-31420-4310-6010015	\$558.59	\$558.59
<b>PO3W-64790-6010015-230000000205-1-New</b>						<b>Sum:</b>	<b>\$558.59</b>	<b>\$558.59</b>
01/24/23	PO3W-64790-6010052-230000000201-1-New	0	Printer for Bradoaks Food Svcs	0000224063-CDW COMPUTER CTRS, INC.	Food Services	13.0-53100.0-00000-37000-4340-6010052	\$498.98	\$498.98
<b>PO3W-64790-6010052-230000000201-1-New</b>						<b>Sum:</b>	<b>\$498.98</b>	<b>\$498.98</b>
01/24/23	PO3W-64790-6040049-230000000039-2-Modification	1	Power Port Bus Charging Stations MOT	0000325236-Nuvve Holding Corp	Transportation	01.0-74250.0-00000-77000-4440-6000000	\$9,817.50	\$0.00
<b>PO3W-64790-6040049-230000000039-2-Modification</b>						<b>Sum:</b>	<b>\$9,817.50</b>	<b>\$0.00</b>
01/25/23	PO1-64790-2030000-2300000000467-1-New		Irvine Park Railroad Monroe Field Trip	0000339594-Irvine Park Railroad	Monroe	01.0-90125.0-11100-41000-5881-2030000	\$1,390.00	\$0.00
<b>PO1-64790-2030000-2300000000467-1-New</b>						<b>Sum:</b>	<b>\$1,390.00</b>	<b>\$0.00</b>
01/25/23	PO1-64790-2030000-2300000000468-1-New		California Science Center- Feild Trip Monroe	0000341460-California Science Center	Monroe	01.0-90125.0-11100-41000-5881-2030000	\$467.00	\$0.00
<b>PO1-64790-2030000-2300000000468-1-New</b>						<b>Sum:</b>	<b>\$467.00</b>	<b>\$0.00</b>
01/25/23	PO1-64790-6000000-2300000000185-3-Modification	2	District Fire Alarm Systems Annual Testing and Inspection	0000223202-USA ALARM SYSTEMS	District Wide	01.0-32120.0-00000-83200-5890-6000000	\$40,000.00	\$4,170.00
<b>PO1-64790-6000000-2300000000185-3-Modification</b>						<b>Sum:</b>	<b>\$40,000.00</b>	<b>\$4,170.00</b>

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01/25/23	PO1-64790-6040047-230000000048-2-Modification	1	2022-23 Open PO Flooring Supplies	0000223233-BIG D FLOOR COVERING SUPPLIES	Maintenance	01.0-81500.0-00000-81100-4380-6040047	\$1,500.00	\$775.91	
<b>PO1-64790-6040047-230000000048-2-Modification</b>							<b>Sum:</b>	<b>\$1,500.00</b>	<b>\$775.91</b>
01/25/23	PO2W-64790-4080000-2300000000280-2-Cancellation	1	Graduate Pole Banners for Old Town Monrovia	0000223375-D PRINTING	MHS	01.0-00000.0-00000-27001-4390-4080000	\$3,783.78	\$0.00	
<b>PO2W-64790-4080000-2300000000280-2-Cancellation</b>							<b>Sum:</b>	<b>\$3,783.78</b>	<b>\$0.00</b>
01/25/23	PO2W-64790-4080000-2300000000281-1-New		Graduate Pole Banners for Old Town Monrovia	0000223345-IMPRINTABILITY	MHS	01.0-00000.0-00000-27001-4390-4080000	\$3,783.78	\$0.00	
<b>PO2W-64790-4080000-2300000000281-1-New</b>							<b>Sum:</b>	<b>\$3,783.78</b>	<b>\$0.00</b>
01/25/23	PO2W-64790-6000015-2300000000259-2-Modification	1	AMAZON supplies order for Video Production at MHS	0000223395-AMAZON.COM	District Wide - Pupil Svcs	01.0-63880.0-38000-10000-4310-6010014	\$1,260.17	\$0.00	
01/25/23		1	AMAZON supplies order for Video Production at MHS	0000223395-AMAZON.COM	District Wide - Pupil Svcs	01.0-63880.0-38000-10000-4410-6010014	\$771.74	\$0.00	
<b>PO2W-64790-6000015-2300000000259-2-Modification</b>							<b>Sum:</b>	<b>\$2,031.91</b>	<b>\$0.00</b>
01/25/23	PO3W-64790-2010000-2300000000206-1-New		Heggerty Kindergarten and Primary Curriculum	0000341495-Heggerty Phonemic Awareness	Bradoaks	01.4-07102.0-11100-10000-4310-2011400	\$768.96	\$0.00	
<b>PO3W-64790-2010000-2300000000206-1-New</b>							<b>Sum:</b>	<b>\$768.96</b>	<b>\$0.00</b>
01/26/23	PO1-64790-6010012-2300000000469-1-New		Facilitation of School Visits for Board and Ex. Cabinet	0000334344-Learner-Centered Collaborative	Superintendent	01.0-00000.0-00000-71500-5810-6010012	\$13,000.00	\$0.00	
<b>PO1-64790-6010012-2300000000469-1-New</b>							<b>Sum:</b>	<b>\$13,000.00</b>	<b>\$0.00</b>

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01/26/23	PO1-64790-6010014-230000000470-1-New		Ed Consulting CSC Agreement	0000341545-Ed Consulting CSC	Instructional Services	01.4-07202.0-11100-10000-5850-6003000	\$84,000.00	\$58,500.00
<b>PO1-64790-6010014-230000000470-1-New</b>						<b>Sum:</b>	<b>\$84,000.00</b>	<b>\$58,500.00</b>
01/26/23	PO2W-64790-6010015-2300000000282-1-New		Vision Screenings for Monrovia Students	0000223595-VISION SCREENING SERVICES	Pupil Services	01.0-00000.0-00000-31400-5850-6010015	\$9,100.00	\$0.00
<b>PO2W-64790-6010015-2300000000282-1-New</b>						<b>Sum:</b>	<b>\$9,100.00</b>	<b>\$0.00</b>
01/26/23	PO2W-64790-7100000-2300000000283-1-New		2023 Winter Course Catalog	0000223416-CIVIC PUBLICATIONS	Adult Education School	11.0-63910.0-00000-21500-5839-7100000	\$18,670.00	\$18,670.00
<b>PO2W-64790-7100000-2300000000283-1-New</b>						<b>Sum:</b>	<b>\$18,670.00</b>	<b>\$18,670.00</b>
01/26/23	PO3W-64790-6010014-2300000000210-1-New		Megaphone AVID T-Shirts and Sweaters for MHS/ AVID	0000223535-AWP	Instructional Services	01.4-07106.0-11100-10000-4310-6002200	\$2,995.55	\$2,995.55
<b>PO3W-64790-6010014-2300000000210-1-New</b>						<b>Sum:</b>	<b>\$2,995.55</b>	<b>\$2,995.55</b>
01/26/23	PO3W-64790-6010015-2300000000207-1-New		Assessment Materials for Speech Language Pathologists	0000223957-PEARSON EDUCATION	Pupil Services	01.0-65000.0-57600-11901-4310-6010015	\$109.97	\$109.97
01/26/23			Assessment Materials for Speech Language Pathologists	0000223957-PEARSON EDUCATION	Pupil Services	01.0-65000.0-57600-31200-4310-6010015	\$2,715.79	\$2,715.79
<b>PO3W-64790-6010015-2300000000207-1-New</b>						<b>Sum:</b>	<b>\$2,825.76</b>	<b>\$2,825.76</b>
01/26/23	PO3W-64790-6010015-2300000000208-1-New		Assessment Materials for Speech Language Pathologists	0000224055-SUPER DUPER SCHOOL CO.	Pupil Services	01.0-65000.0-57600-11901-4310-6010015	\$2,131.14	\$2,131.14
<b>PO3W-64790-6010015-2300000000208-1-New</b>						<b>Sum:</b>	<b>\$2,131.14</b>	<b>\$2,131.14</b>

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01/26/23	PO3W-64790-6010015-230000000209-1-New		Printer/scanner for ATP- SPED Staff	0000224063-CDW COMPUTER CTRS, INC.	Pupil Services	01.0-65000.0-57600-11900-4440-6010015	\$498.98	\$498.98
<b>PO3W-64790-6010015-230000000209-1-New</b>						<b>Sum:</b>	<b>\$498.98</b>	<b>\$498.98</b>
01/26/23	PO3W-64790-6010015-230000000211-1-New		Protocols for Occupational Therapy Assessment WPS	0000223981-Western Psychological Services (WPS)	Pupil Services	01.0-65000.0-57600-31420-4310-6010015	\$1,371.62	\$1,371.62
<b>PO3W-64790-6010015-230000000211-1-New</b>						<b>Sum:</b>	<b>\$1,371.62</b>	<b>\$1,371.62</b>
01/27/23	PO1-64790-6010014-230000000385-2-Modification	1	Amazon open PO MHS AP Materials	0000223395-AMAZON.COM	Instructional Services	01.4-07106.0-11100-10000-4210-6002100	\$8,000.00	\$3,586.44
<b>PO1-64790-6010014-230000000385-2-Modification</b>						<b>Sum:</b>	<b>\$8,000.00</b>	<b>\$3,586.44</b>
01/27/23	PO3W-64790-000000230000000212-1-New	0	Cafe Soap for Warehouse Inventory	0000223645-HOME DEPOT PRO	No Location	01.0-00000.0-00000-00000-9320-0000000	\$1,093.33	\$0.00
<b>PO3W-64790-000000023000000212-1-New</b>						<b>Sum:</b>	<b>\$1,093.33</b>	<b>\$0.00</b>
01/30/23	PO1-64790-1650000-230000000471-1-New		Community Care Licensing Fees CELC	0000223249-DEPARTMENT OF SOCIAL SERVICES	Preschool	12.0-61050.0-00010-10000-5310-1650000	\$1,815.00	\$0.00
<b>PO1-64790-1650000-230000000471-1-New</b>						<b>Sum:</b>	<b>\$1,815.00</b>	<b>\$0.00</b>
01/30/23	PO2W-64790-1650000-230000000284-2-Cancellation	1	Community Care Licensing Fees CELC	0000223249-DEPARTMENT OF SOCIAL SERVICES	Preschool	12.0-61050.0-00010-10000-5310-1650000	\$1,815.00	\$0.00
<b>PO2W-64790-1650000-230000000284-2-Cancellation</b>						<b>Sum:</b>	<b>\$1,815.00</b>	<b>\$0.00</b>
01/30/23	PO2W-64790-1650000-230000000285-1-New		ECERS & DRDP Training Professional Devlopment CELC	0000223922-KATHY GOMEZ	Preschool	12.0-61050.0-00010-10000-5850-1650000	\$1,840.00	\$0.00

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<b>PO2W-64790-1650000-230000000285-1-New</b>						<b>Sum:</b>	<b>\$1,840.00</b>	<b>\$0.00</b>
01/30/23	PO3W-64790-000000-0-230000000189-2-Modification	1	Trash Liners - Warehouse Inventory Quote # 15519	0000223870-RANCHO JANITORIAL SUPPLIES	No Location	01.0-00000.0-00000-00000-9320-0000000	\$6,634.03	\$6,634.03
<b>PO3W-64790-0000000-230000000189-2-Modification</b>						<b>Sum:</b>	<b>\$6,634.03</b>	<b>\$6,634.03</b>
01/31/23	PO1-64790-2030000-2300000000475-1-New		Teacher Reimbursement Monroe	0000341848-Micaela Hedden	Monroe	01.0-90125.0-11100-41000-5881-2030000	\$25.00	\$25.00
<b>PO1-64790-2030000-2300000000475-1-New</b>						<b>Sum:</b>	<b>\$25.00</b>	<b>\$25.00</b>
01/31/23	PO1-64790-6010012-2300000000476-1-New		Open PO for mileage for Board Deliveries	0000342249-Joe Lona	Superintendent	01.0-00000.0-00000-71100-5250-6010016	\$115.00	\$115.00
<b>PO1-64790-6010012-2300000000476-1-New</b>						<b>Sum:</b>	<b>\$115.00</b>	<b>\$115.00</b>
01/31/23	PO1-64790-6010014-2300000000477-1-New		Replenishing Petty Cash for Educational Services	0000324565-Greg Francois	Instructional Services	01.0-00000.0-00000-21500-4390-6010014	\$477.74	\$0.00
<b>PO1-64790-6010014-2300000000477-1-New</b>						<b>Sum:</b>	<b>\$477.74</b>	<b>\$0.00</b>
01/31/23	PO1-64790-6010015-2300000000472-1-New		Attorney Fees for OAH Case 2022070062	0000223594-YARIJANIAN & ASSOCIATES	Pupil Services	01.0-65000.0-50010-39000-5821-6010015	\$7,000.00	\$7,000.00
<b>PO1-64790-6010015-2300000000472-1-New</b>						<b>Sum:</b>	<b>\$7,000.00</b>	<b>\$7,000.00</b>
01/31/23	PO1-64790-6010015-2300000000473-1-New		Reimbursement to parent for OT Services OAH 2022040153	0000341637-Michael Pollock	Pupil Services	01.0-65000.0-57600-11900-5889-6010015	\$900.00	\$900.00
<b>PO1-64790-6010015-2300000000473-1-New</b>						<b>Sum:</b>	<b>\$900.00</b>	<b>\$900.00</b>

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 02/08/2023

Purchase Order Board List

Run Time: 8:48:55 AM

From 01/20/23 - To 02/03/23

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
01/31/23	PO1-64790-6010015-230000000474-1-New		Attorney Fees for OAH Case 2022040153	0000341841-Vanaman German LLP	Pupil Services	01.0-65000.0-50010-39000-5821-6010015	\$14,000.00	\$14,000.00
<b>PO1-64790-6010015-230000000474-1-New</b>						<b>Sum:</b>	<b>\$14,000.00</b>	<b>\$14,000.00</b>
01/31/23	PO2W-64790-6010012-230000000286-1-New		AASA Renewal for Dr. Ryan Smith Membership #618584	0000341613-AASA	Superintendent	01.0-00000.0-00000-71500-5310-6010012	\$470.00	\$470.00
<b>PO2W-64790-6010012-230000000286-1-New</b>						<b>Sum:</b>	<b>\$470.00</b>	<b>\$470.00</b>
01/31/23	PO2W-64790-6010015-230000000288-1-New		Installation of TV Display for SpEd Director	0000334850-Dweld Johnson	Pupil Services	01.0-00000.0-00000-39000-4440-6010015	\$800.00	\$800.00
<b>PO2W-64790-6010015-230000000288-1-New</b>						<b>Sum:</b>	<b>\$800.00</b>	<b>\$800.00</b>
01/31/23	PO2W-64790-6010040-230000000287-1-New		For Overnight SISC Payment	0000224028-FEDEX	Business	01.0-00000.0-00000-72001-5930-6010040	\$31.40	\$0.00
<b>PO2W-64790-6010040-230000000287-1-New</b>						<b>Sum:</b>	<b>\$31.40</b>	<b>\$0.00</b>
01/31/23	PO3W-64790-0000000-230000000218-1-New	0	Warehouse Inventory Laminating Film	0000223928-SOUTHWEST SCHOOL & OFFICE	No Location	01.0-00000.0-00000-00000-9320-0000000	\$1,386.28	\$0.00
<b>PO3W-64790-0000000-230000000218-1-New</b>						<b>Sum:</b>	<b>\$1,386.28</b>	<b>\$0.00</b>
01/31/23	PO3W-64790-6010014-230000000215-1-New		Haggerty Curriculum for Interventionist	0000341495-Heggerty Phonemic Awareness	Instructional Services	01.4-07102.0-11100-10000-4210-6001200	\$480.60	\$480.60
<b>PO3W-64790-6010014-230000000215-1-New</b>						<b>Sum:</b>	<b>\$480.60</b>	<b>\$480.60</b>
01/31/23	PO3W-64790-6010014-230000000216-1-New		Discovery Order for CA Science Sp Textbooks for Wild Rose	0000223782-DISCOVERY EDUCATION	Instructional Services	01.0-63000.0-11100-10000-4110-6010014	\$3,583.13	\$3,583.13

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 02/08/2023

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From 01/20/23 - To 02/03/23

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
<b>PO3W-64790-6010014-230000000216-1-New</b>						<b>Sum:</b>	<b>\$3,583.13</b>	<b>\$3,583.13</b>
01/31/23	PO3W-64790-6010014-230000000217-1-New		Video Prod / Newton request	0000223395-AMAZON.COM	Instructional Services	01.0-63880,1-38000-10000-4310-6010014	\$83.35	\$83.35
<b>PO3W-64790-6010014-230000000217-1-New</b>						<b>Sum:</b>	<b>\$83.35</b>	<b>\$83.35</b>
01/31/23	PO3W-64790-6010015-230000000213-2-Modification	1	Printer/scanner for SLP- SPED Staff	0000224063-CDW COMPUTER CTRS, INC.	Pupil Services	01.0-65000.0-57600-11901-4340-6010015	\$584.09	\$584.09
<b>PO3W-64790-6010015-230000000213-2-Modification</b>						<b>Sum:</b>	<b>\$584.09</b>	<b>\$584.09</b>
01/31/23	PO3W-64790-6010015-230000000214-1-New		Pearson Q-global Subscriptions for School Psychologists	0000223957-PEARSON EDUCATION	Pupil Services	01.0-65000.0-57600-31200-5841-6010015	\$978.48	\$978.48
<b>PO3W-64790-6010015-230000000214-1-New</b>						<b>Sum:</b>	<b>\$978.48</b>	<b>\$978.48</b>
01/31/23	PO3W-64790-6020022-230000000219-1-New		Replacement Projector for Clifton	0000224063-CDW COMPUTER CTRS, INC.	Technology	01.0-00000.0-00000-24203-6540-6000000	\$6,158.84	\$6,158.84
<b>PO3W-64790-6020022-230000000219-1-New</b>						<b>Sum:</b>	<b>\$6,158.84</b>	<b>\$6,158.84</b>
02/01/23	PO1-64790-1650000-230000000478-1-New		Open PO Custodial Supplies CELC 2022/23 Home Depot	0000223936-HOME DEPOT/GECF	Preschool	12.0-61050.0-00000-82100-4370-1650000	\$1,200.00	\$1,200.00
<b>PO1-64790-1650000-230000000478-1-New</b>						<b>Sum:</b>	<b>\$1,200.00</b>	<b>\$1,200.00</b>
02/01/23	PO1-64790-6040047-230000000255-2-Modification	1	OPEN PO - Grounds Equipment / Supplies	0000323887-JHM Supply	Maintenance	01.0-00000.0-00000-82200-4380-6040046	\$10,000.00	\$4,282.23
<b>PO1-64790-6040047-230000000255-2-Modification</b>						<b>Sum:</b>	<b>\$10,000.00</b>	<b>\$4,282.23</b>

Report ID: FIN-PROC-0099

Monrovia Unified School District

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02/01/23	PO3W-64790-000000-0-230000000220-1-New		Urinal Cartridges for District Wide Use	0000223645-HOME DEPOT PRO	No Location	01.0-81500.0-00000-82100-4370-6040047	\$2,954.76	\$0.00	
<b>PO3W-64790-0000000-230000000220-1-New</b>							<b>Sum:</b>	<b>\$2,954.76</b>	<b>\$0.00</b>
02/02/23	PO1-64790-2030000-230000000480-1-New		Reimbursement - Richard Morrison	0000341213-Richard Morrison	Monroe	01.4-07102.0-11100-10000-4390-2031400	\$463.25	\$463.25	
<b>PO1-64790-2030000-230000000480-1-New</b>							<b>Sum:</b>	<b>\$463.25</b>	<b>\$463.25</b>
02/02/23	PO1-64790-4080000-230000000481-1-New		Open PO -School Nurse Supply Inc.	0000223203-SCHOOL NURSE SUPPLY, INC.	MHS	01.0-00000.0-00000-31400-4391-4080000	\$1,000.00	\$1,000.00	
<b>PO1-64790-4080000-230000000481-1-New</b>							<b>Sum:</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>
02/02/23	PO1-64790-6010030-230000000308-2-Modification	1	OPEN PO MAGGIE CHIDESTER LEGAL FOR 2022_2023	0000223243-MARGARET A. CHIDESTER & ASSOC	Personnel Services	01.0-00000.0-00000-74001-5821-6010030	\$140,000.00	\$6,168.55	
<b>PO1-64790-6010030-230000000308-2-Modification</b>							<b>Sum:</b>	<b>\$140,000.00</b>	<b>\$6,168.55</b>
02/02/23	PO1-64790-6020022-230000000479-1-New		Meraki Switching and Wireless - E-Rate Project	0000223723-AMS.NET	Technology	01.0-32120.0-00000-77000-6540-6000000	\$627,789.87	\$627,789.87	
<b>PO1-64790-6020022-230000000479-1-New</b>							<b>Sum:</b>	<b>\$627,789.87</b>	<b>\$627,789.87</b>
02/02/23	PO3W-64790-3060000-0-230000000221-1-New		UV goggle Sanitation Cabinet Clifton Science Dept	0000223395-AMAZON.COM	Clifton	01.0-00000.0-11100-10000-4410-3060000	\$622.13	\$622.13	
<b>PO3W-64790-3060000-230000000221-1-New</b>							<b>Sum:</b>	<b>\$622.13</b>	<b>\$622.13</b>
02/02/23	PO3W-64790-4080000-0-230000000223-1-New		Ceramics Supplies MHS	0000223938-AARDVARK CLAY & SUPPLIES, INC.	MHS	01.0-90305.0-17039-10000-4310-4080000	\$2,530.46	\$2,530.46	

Report ID: FIN-PROC-0099

Monrovia Unified School District

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<b>PO3W-64790-4080000-230000000223-1-New</b>						<b>Sum:</b>	<b>\$2,530.46</b>	<b>\$2,530.46</b>
02/02/23	PO3W-64790-408000 0-230000000226-1- New		2 Sets of Washer and Dryer for MHS	0000223936-HOME DEPOT/GECF	MHS	01.0-00000.0-15000-10000-4490-4080000	\$3,508.33	\$3,508.33
<b>PO3W-64790-4080000-230000000226-1-New</b>						<b>Sum:</b>	<b>\$3,508.33</b>	<b>\$3,508.33</b>
02/02/23	PO3W-64790-601001 4-230000000222-1- New		2D ID Scanner for Navigate360 VMS System - Monroe	0000223395- AMAZON.COM	Instructional Services	01.0-00000.0-00000-83100-4440-6010014	\$991.15	\$991.15
<b>PO3W-64790-6010014-230000000222-1-New</b>						<b>Sum:</b>	<b>\$991.15</b>	<b>\$991.15</b>
02/02/23	PO3W-64790-601001 4-230000000225-1- New		Books for Coaches' Office	0000223395- AMAZON.COM	Instructional Services	01.4-07102.0-11100-10000-4210-6001200	\$206.05	\$206.05
<b>PO3W-64790-6010014-230000000225-1-New</b>						<b>Sum:</b>	<b>\$206.05</b>	<b>\$206.05</b>
02/03/23	PO1-64790-6010030- 230000000307-3- Modification	2	CROSS COUNTRY SUB SYSTEM OPEN PO FOR 2022_2023	0000223436- CROSS COUNTRY EDUCATION	Personnel Services	01.0-32140.0-11100-10000-5810-6008600	\$450,000.00	\$245,500.49
<b>PO1-64790-6010030-230000000307-3-Modification</b>						<b>Sum:</b>	<b>\$450,000.00</b>	<b>\$245,500.49</b>
							<b>\$1,836,399.19</b>	<b>\$1,123,507.79</b>

**RATIFICATION OF WARRANTS**  
**RECOMMENDED FOR BOARD APPROVAL**  
February 22, 2023

ACCOUNTS PAYABLE:

DATE ISSUED January 27, 2023 through February 07, 2023

Batch Numbers:	603 - 609	\$	469,987.74
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PAYROLL:

FOR THE MONTH OF: January, 2023

Certificated Salaries and Wages	\$	2,834,582.22	
Classified Salaries and Wages	\$	1,114,799.60	
CalSTRS and CalPERS Contributions	\$	784,220.20	
Health & Welfare Contributions	\$	666,277.06	
Employer Payroll Taxes	\$	147,396.91	
Total Salary and Benefit:		<u>5,547,275.99</u>	\$ <u>5,547,275.99</u>

**TOTAL DISTRICT ACCOUNTS:** **\$ 6,017,263.73**

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### 12. 22/23-2105 - DISTRICT CASH RECEIPTS

## RECOMMENDATION

The Board of Education is requested to receive District cash receipts, Deposit Report No. 24 through No. 26, deposited January 25, 2023, through February 9, 2023, for a total amount of \$460,792.92.

### **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 #24 through #26 is attached.

## ATTACHMENTS

- [BA Item 2105\(b-d\) Deposit Rpt #24-26 2-22-23.pdf](#)

DEPOSIT REPORT

1/25/2023

DEP #24

ACCOUNT	AMOUNT	
01.0-00000.0-00000-00000-8631-0000000	\$ 5,523.00	Equipment Sales
01.0-00000.0-00000-00000-8650-6010040	20.00	Leases & Rentals
01.0-00000.0-00000-00000-8650-6020022	5,969.14	Leases & Rentals/Tech
01.0-00000.0-00000-00000-8699-0000000	14,414.67	Other Local Income
01.0-00000.0-00000-71100-3412-6010016	415.29	Abate/Reimbursement/H&W
01.0-00000.0-00000-82100-8650-6010040	4,708.00	Leases & Rentals/Labor
01.0-34100.0-00000-00000-8699-0000000	1,398.38	Workability II
01.0-90109.0-00000-00000-8699-2020000	5,000.00	Donations
01.0-90121.0-00000-00000-8699-0000000	1,192.27	Donations/Music Program
01.0-90124.0-00000-00000-8699-2050000	3,747.00	Donations/Wild Rose Arts
01.0-90210.0-00000-00000-8650-3060000	259.46	Leases & Rentals
01.0-90210.0-00000-00000-8650-3070000	180.20	Leases & Rentals
01.0-90210.0-00000-00000-8650-4080000	44.00	Leases & Rentals
01.0-90210.0-00000-00000-8650-6000000	4,353.00	Leases & Rentals
01.0-90221.0-00000-82100-8650-4080000	250.15	LKT PAC Rental/MHS
01.0-90221.0-17030-00000-8650-4080000	250.15	LKT PAC Rental/MHS
01.0-90501.0-00000-00000-8689-0000000	160.00	Village Program/Parent Contributions
01.0-90707.0-00000-00000-8290-0000000	653.46	Medi-Cal
Subtotal	<u>48,538.17</u>	General Fund
01.4-07303.0-11100-10000-5881-6005100	15.00	Abate/Reimbursement/Admission Fees
Subtotal	<u>15.00</u>	S & C Fund
13.0-53100.0-00000-37000-8634-0000000	1,719.00	Food Services Sales
Subtotal	<u>1,719.00</u>	Food Services Fund
25.0-95500.0-00000-00000-8681-0000000	9,120.88	Developer Fees
Subtotal	<u>9,120.88</u>	Capital Facilities Fund
63.0-90123.0-00000-00000-8699-0000000	2,500.00	LKT PAC Donations
63.0-90221.0-00000-00000-8650-6000028	4,502.70	LKT PAC Rental
63.0-90221.0-00000-60003-8650-6000028	2,497.50	LKT PAC Rental/Labor
Subtotal	<u>9,500.20</u>	Enterprise Fund
76.0-00000.0-00000-00000-9518-0000000	400.00	Voluntary Deductions
76.0-00000.0-00000-00000-9537-0000000	18,814.93	Retirees Health Insurance
Subtotal	<u>19,214.93</u>	Payroll Clearance Fund
Total	<u>\$ 88,108.18</u>	

## DEPOSIT REPORT

2/3/2023

DEP #25

ACCOUNT	AMOUNT	
01.0-00000.0-00000-00000-8650-6020022	\$ 5,969.14	Leases & Rentals/Tech
01.0-00000.0-00000-00000-8699-0000000	6,098.66	Other Local Income
01.0-00000.0-00000-82000-8650-6010040	1,546.88	Leases & Rentals/Utilities
01.0-00000.0-00000-82100-8650-6010040	3,965.25	Leases & Rentals/Labor
01.0-07230.0-00000-36000-5860-6040049	158.50	Abate/Refund/Employment Costs
01.0-34100.0-00000-00000-9200-0000000	6,686.94	P/Y Accounts Receivable
01.0-90210.0-00000-00000-8650-2040000	244.51	Leases & Rentals
01.0-90210.0-00000-00000-8650-3060000	289.00	Leases & Rentals
01.0-90210.0-00000-00000-8650-6000000	4,801.60	Leases & Rentals
01.0-90501.0-00000-00000-8689-0000000	10,629.36	Village Program/Parent Contributions
01.0-90707.0-00000-00000-8290-0000000	12,456.46	Medi-Cal
01.0-90801.0-00000-00000-8689-0000000	475.00	Pupil Transportation
Subtotal	<u>53,321.30</u>	General Fund
11.0-63910.0-00000-00000-8590-0000000	142,802.58	Adult Ed. Block Grant
Subtotal	<u>142,802.58</u>	Adult Education Fund
12.0-90109.0-00000-27000-4390-1650000	59.52	Abate/Refund/Supplies
12.0-90503.0-00000-00000-8673-1650000	2,342.80	Tuition Based Preschool
Subtotal	<u>2,402.32</u>	Child Development Fund
13.0-53100.0-00000-37000-8634-0000000	873.00	Food Service Sales
Subtotal	<u>873.00</u>	Food Services Fund
25.0-95500.0-00000-00000-8681-0000000	70,846.60	Developer Fees
Subtotal	<u>70,846.60</u>	Capital Facilities Fund
76.0-00000.0-00000-00000-9537-0000000	1,601.88	Retirees Health Insurance
Subtotal	<u>1,601.88</u>	Payroll Clearance Fund
Total	<u>\$271,847.68</u>	

DEPOSIT REPORT

2/9/2023

DEP #26

ACCOUNT	AMOUNT	
01.0-34101.0-00000-00000-9290-0000000	<u>\$ 100,837.06</u>	P/Y Accounts Receivable
Total	<u><u>\$ 100,837.06</u></u>	General Fund

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### 13. 22/23-2106 - 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, periodic budgetary adjustments must be made.

#### Background:

Two major types of adjustments 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 the 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 2106\(b\) Budgetary Transfers 2-22-23.pdf](#)

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

Board Report:  
Budget Revision

Board Meeting Date:  
2/22/2023

**ADULT EDUCATION FUND  
FUND #11.0**

**BUDGET REVISION**

<u>DESCRIPTION</u>	<u>AMOUNT BUDGETED</u>	<u>TOTAL ALLOCATION</u>	<u>RATIONALE</u>
<b>#00000.0 - UNRESTRICTED RESOURCES</b>			
Certificated Salaries	\$22,992.00		
Employee Benefits	\$6,228.00		
Books and Supplies	\$4,353.00		
Svcs/Other Operations	(\$46,831.00)		
Other Outgo	<u>(\$193.00)</u>	(\$13,451.00)	To reflect 22-23 Budget allocation
<b>RESTRICTED FEDERAL RESOURCES</b>			
<b>#39050.0 - ABE: GED SERVICES</b>			
Certificated Salaries	\$25,681.00		
Employee Benefits	(\$8,126.00)		
Books and Supplies	<u>\$843.00</u>	<u>\$18,398.00</u>	To reflect 22-23 Budget allocation
<b>#39130.0 - ABE: GED SERVICES</b>			
Certificated Salaries	\$4,662.00		
Employee Benefits	<u>\$2,176.00</u>	<u>\$6,838.00</u>	To reflect 22-23 Budget allocation
<b>#39260.0 - ABE: GED SERVICES</b>			
Certificated Salaries	\$5,363.00		
Employee Benefits	<u>\$5,840.00</u>	<u>\$11,203.00</u>	To reflect 22-23 Budget allocation
Total Restricted Federal Resources	<u>\$36,439.00</u>	<u>\$36,439.00</u>	
<b>RESTRICTED STATE RESOURCES</b>			
<b>#63710.0 - CALWORKS FOR ADULT ED</b>			
Certificated Salaries	(\$32,541.00)		
Employee Benefits	(\$7,101.00)		
Books and Supplies	\$0.00		
Svcs/Other Operations	\$129,164.00		
Other Outgo	<u>\$7,517.00</u>	<u>\$97,039.00</u>	To reflect 22-23 Budget allocation
<b>#63910.0 - ADULT ED BLOCK GRANT</b>			
Certificated Salaries	\$156,314.00		
Classified Salaries	\$32,486.00		
Employee Benefits	\$106,013.00		
Books and Supplies	(\$7,232.00)		
Svcs/Other Operations	\$21,342.00		
Other Outgo	<u>\$15,420.00</u>	<u>\$324,343.00</u>	To reflect 22-23 Budget allocation
Total Restricted State Resources	<u>\$421,382.00</u>	<u>\$421,382.00</u>	
<b>TOTAL BUDGET REVISION</b>	<u><u>\$444,370.00</u></u>	<u><u>\$444,370.00</u></u>	

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### 14. 22/23-2107- ACCEPTANCE OF GIFTS

#### RECOMMENDATION

The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 2023-10.

#### 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 at 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 #2023-10 02-22-23.pdf](#)



# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### 15. 22/23-2108 - PROFESSIONAL SERVICE AGREEMENTS

#### RECOMMENDATION

The Board of Education is requested to approve the Professional Service Agreements Report #11 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 Report No. 11.pdf](#)

Monrovia Unified School District  
Professional Service Agreements #11

Agenda Item # 21/22-2154  
February 22, 2023

Name/Company	Services	Amount	Site	Effective Dates	Funding
Roger Castellano	Director/Choreographer for Grease: School Version	\$5,500.00	Clifton	2/1/2023-5/3/2023	Arts & Music Block Grant
Graham Jackson	Musical Director for Grease: School Version	\$2,500.00	Clifton	2/1/2023-5/3/2023	Arts & Music Block Grant
Ashley Kirkland	Technical Director for Grease: School Version	\$3,500.00	Clifton	2/1/2023-5/5/2023	Arts & Music Block Grant
Gennie Cheng	Assistant Musical Director for Grease: School Version	\$1,500.00	Clifton	2/1/2023-5/3/2023	Arts & Music Block Grant

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### 16. 22/23-2109 - RENEWAL AGREEMENT WITH QUADIENT LEASING USA INC.

## RECOMMENDATION

The Board of Education is requested to ratify a renewal lease agreement with Quadient Leasing USA Inc. for the District's mail processing machine.

### **Rationale:**

The District processes a large volume of mail, such as progress reports, grade reports, regular mail, and informational mailers. The current mail machine's lease expires on April 23, 2023, and this request renews the lease for a term of sixty months (5 years). This lease is an excellent value proposition and is being purchased utilizing NASPO/Value Point Contract # CTR058809 with the State of California.

### **Background:**

Quadient Leasing USA Inc. will utilize their "Why Wait Program" to upgrade the current mail processing system with an upgraded unit within two (2) months expiration of our current lease April 23, 2023. The lease agreement is all-inclusive: onsite equipment maintenance and repair service, meter rental, postal rate automatic changes/updates, and dedicated local account representative support. The new machine is built on new technology that can handle more volume, diverse sealing capability, multiple envelope sizes, faster postage replenishment, automatic download of United States Post Office rate updates, and the new machine will provide staff with process efficiencies and labor savings. Additionally, Quadient Leasing USA Inc. has an excellent track record with the District. The term of the lease is for sixty months (5 years) effective April 23, 2023. The monthly lease rate of \$342.75 includes meter rental, rate updates, and equipment maintenance.

### **Budget Implication (\$ Amount):**

The total term cost for renewal is \$20,565 to be paid by general fund.

### **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 agreement is attached.

## ATTACHMENTS

- [BA Item 2109\(b-c\) Renewal Agreement with Quadient Leasing USA Inc 2-22-23.pdf](#)



**Customer**

<b>Organization</b>	Monrovia USD		
<b>DBA</b>			
<b>Address</b>	325 E HUNTINGTON DR		
<b>City State Zip</b>	MONROVIA	CA	91016-3585
<b>Phone</b>	(626) 359-9183	<b>Fax</b>	

**Purchase Order - Lease**

NASPO/ValuePoint Contract #: CTR058809

and / or

State Participating Addendum (PA) #:

7-22-70-50-04 (CA)

**Vendor**

<b>Company Name</b>	Quadient Leasing USA Inc. FEDERAL ID# 94-2984524		
<b>Attention</b>	Government Sales	DUNS# 150836872	
<b>Address</b>	478 Wheelers Farms Rd		
<b>City State Zip</b>	Milford	CT	06461
<b>Phone</b>	(866) 448-0045	<b>Fax</b>	(203) 301-2600

**Ship To**

<b>Organization</b>	Monrovia USD		
<b>Attention</b>	Ricardo Harris		
<b>Address</b>	325 E HUNTINGTON DR		
<b>City State Zip</b>	MONROVIA	CA	91016-3585
<b>Phone</b>	(626) 359-9183	<b>Email</b>	rharris@monroviaschools.net

P.O. Number	P.O. Date	Requisitioner	Shipped Via	F.O.B. Point	Terms
			Ground	Destination	Quarterly Invoicing

QTY	Unit	Description	Unit Price	Total
60	Months	Lease Payment	\$342.75	\$20,565.00

Lease payment specified above for products listed below includes, as applicable, reduced price equipment maintenance to reflect first year free, meter rental, meter resets, postal rate changes, software license/support/subscription fees, delivery, installation, and operator training.

**Products**

QTY	Product ID	Description
1	IXWP10	IX Series 10 lb Weighing Platform
1	IX7	iX-7 Series Base w/ Mixed Size Feeder, Sealer, Drop Tray & Ink Cartridge
1	IXDS7	Dynamic Weighing Platform for IX Series 7/7PRO Bases

1) This order is governed in accordance with the prices, terms, delivery method, and specifications listed above, and acknowledges that you have received, read, and agree to all applicable terms and conditions (version Government-Equipment-Lease-Terms-USPS-Direct-V9-2020), which are also available at [www.quadient.com/Government-Equipment-Lease-Terms-USPS-Direct-V9-2020](http://www.quadient.com/Government-Equipment-Lease-Terms-USPS-Direct-V9-2020).

2) Payments will be sent to:  
 Quadient Leasing USA Inc.  
 Dept 3682  
 PO Box 123682  
 Dallas TX 75312-3682

3) Send all correspondence to:  
 Quadient Leasing USA Inc.  
 478 Wheelers Farms Rd  
 Milford CT 06461

_____ Authorized by	_____ Date
Ryan D. Smith	Superintendent
_____ Print Name	_____ Title



### Why Wait Program Agreement

The Quadient Leasing Why Wait program entitles you to upgrade your Quadient equipment up to 6 months prior to the end of the term of your Current Lease. Your new lease term will automatically commence and billing will begin after your Current Lease has reached the end of its current term. The transition from your Current Lease to the New Lease will be seamless.

By electing to participate in this program, you agree to the following:

- You agree to continue making payments on lease number N17123255 through the end of its Initial Term or, if applicable, the current Renewal Term.
- The term of the new lease, being signed concurrently with this agreement, ("New Lease") will commence when the Current Lease reaches the end of its Initial Term or, if applicable, the current Renewal Term.
- The Products that are subject to the Current Lease will be replaced with the Products identified in the New Lease for the remainder of the Current Lease's Initial Term or, if applicable, the current Renewal Term.
- If a subscription to the Impress Platform is included on the New Lease, then any associated Usage Fees will be in addition to the payments on the Current Lease and the New Lease.
- The replaced products from the Current Lease must be returned to us within thirty (30) days of the effective date of this agreement.

Company: Monrovia USD

Signature: \_\_\_\_\_

Name (printed):  Ryan D. Smith

Title:  Superintendent

Date: \_\_\_\_\_

Company: Quadient Leasing USA Inc.

Signature : \_\_\_\_\_

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### 17. 22/23-3060 - PERSONNEL ASSIGNMENTS

## RECOMMENDATION

The Board of Education is requested to approve Personnel Assignments Report #12.

### **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

- [BRD\\_Report\\_20220222\\_Personnel\\_Report\\_12.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT  
Personnel Assignment Report #12

EMPLOYMENTS, SUPPLEMENTAL HOURS/SPECIAL ASSIGNMENTS, LEAVES, TERMINATIONS, CHANGE OF STATUS, OTHER (CERTIFICATED)

**A. Employments**

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
1 #	Holly	Campbell	Daily Substitute Teacher	Employ, as needed	1/25/2023	District-wide		G 00000.0	000003	\$190./day	100%
2 #	Cynthia	Gomez	Daily Substitute Teacher	Employ, as needed	1/27/2023	District-wide		G 00000.0	000003	\$190./day	100%
3 #	Olga	Hernandez	Daily Substitute Teacher	Employ, as needed	1/30/2023	District-wide		G 00000.0	000003	\$190./day	100%
4 #	Hannah	Seeker	Teacher	Employ	2/7/2023	Mayflower		C 65000.0	000510	B-1	100%
5 #	Vincent	Teneriello	Daily Substitute Teacher	Employ, as needed	2/1/2023	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 #	Maria	Lomelin	Teacher	Intervention/Student Engagment-Script Reading Esentials	10/2/22-12/1/22	Wild Rose	NTE: 7.5 Total	C 30100.0	002255	\$40/hr	100%
7 #	Richard	Thibault	Adult Ed Teacher	ESL Instructor	1/10/23-4/27/23	Adult Ed	NTE: 8 hrs/wk	C 63910.0 C 39050.0	004213	\$44.74/hr	50% 50%

**C. Leaves of Absences**

	First Name	Last Name	Classification	Action	Effective	Site
	None					

**D. Terminations**

	First Name	Last Name	Classification	Action	Effective	Site
	None					

**E. Change Status**

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
8 #	Adlina	Dugan	Counselor	Change in funding	7/1/2022	Clifton		G 00000.0 C 07301.0	003009	D-11	100%
9 #	Amanda	Ghezzi	Counselor	Change in funding	7/1/2022	MHS		G 00000.0 C 07301.0	004015	E-14	76% 24%
10 #	Jolisa	Grimmer	Counselor	Change in funding	7/1/2022	COHS		G 00000.0 C 07301.0	003602	F-5	40% 60%
11 #	Noel	Hernandez	Counselor	Change in funding	7/1/2022	MHS		G 00000.0 C 07301.0	004015	F-14	76% 24%
12 #	Samara	Hirsch	Counselor	Change in funding	7/1/2022	MHS		G 00000.0 C 07301.0	004015	F-15	76% 24%
13 #	Azalena	Jones	Counselor	Change in funding	7/1/2022	Clifton		G 00000.0 G 00000.0 C 07301.0	000939	F-15	60% 20% 20%
14 #	Kathleen	Kennedy	Teacher	Change in position and site	2/14/2023	Plymouth		C 65000.0	000156	F-13	100%
15 #	Susana	Reveles	Teacher	Change in position	2/14/2023	Plymouth		C 30100.0 07201.0	003393	F-15	68.50% 31.50%
16 #	Patrick	Garcia	Director of Expanded Learning, Enrichment & Arts	Promotion	01/09/23	Educational Services		C 26000.0 07303.0	001933	M-18	70% 30%

**F. Other**

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
16 #	Randall	Bell	Teacher	Approve Assignment: Athletic Team (Basketball/Aquatics/Softball)	8/17/22-6/7/23	MHS					Authorize service per Ed. Code 44258.7(b) Coach a competitive sport for which students receive physical education credit for one period a day
17 #	Robert	Cady	Teacher	Approve Assignment: Social Science	8/17/22-6/7/23	Santa Fe					Assignment based upon twelve (12) or more college units or six (6) or more upper division college units and an authorized credential, as prescribed in Ed. Code 44256(b), and by resolution of the Board of Education.
18 #	Daniel	Chacon	Teacher	Approve Assignment: Academic Skills & Life Management	8/17/22-6/7/23	Canyon Oaks/Mountain Park					Subject area authorized by credential or outside the subject area listed on the teaching credential. Authorize service per Ed. Code 44865 in opportunity, alternative, and continuation schools and classes.
19 #	Carlos	Cuellar Chacon	Teacher	Approve Assignment: Athletic Team (Soccer)	8/17/22-6/7/23	MHS					Authorize service per Ed. Code 44258.7(b) Coach a competitive sport for which students receive physical education credit for one period a day
20 #	Peter	Davis	Teacher	Approve Assignment: Athletic Team (Wrestling)	8/17/22-6/7/23	MHS					Authorize service per Ed. Code 44258.7(b) Coach a competitive sport for which students receive physical education credit for one period a day
21 #	Paul	Dols	Teacher	Approve Assignment: Leadership, Renaissance, AVID	8/17/22-6/7/23	MHS					Elective class where no credential exists that authorizes the curriculum. Authorize assignment of elective class per Title 5 80005(b).

**F. Other** (continued)

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
22	# Shawn	Duff	Teacher	Approve Assignment: Life Management & Academic Skills	8/17/22-6/7/23	Canyon Oaks/Mountain Park					Subject area authorized by credential or outside the subject area listed on the teaching credential. Authorize service per Ed. Code 44865 in opportunity, alternative, and continuation schools and classes.
23	# David	Duisberg	Teacher	Approve Assignment: Physical Education	8/17/22-6/7/23	Canyon Oaks/Mountain Park					Subject area authorized by credential or outside the subject area listed on the teaching credential. Authorize service per Ed. Code 44865 in opportunity, alternative, and continuation schools and classes.
24	# Heather	Gac	Teacher	Approve Assignment: Art, & Renaissance	8/17/22-6/7/23	Santa Fe					Elective class where no credential exists that authorizes the curriculum. Authorize assignment of elective class per Title 5 80005(b).
25	# Shelby	Hightower	Teacher	Approve Assignment: Athletic Team (Cross Country/Track)	8/17/22-6/7/23	MHS					Authorize service per Ed. Code 44258.7(b) Coach a competitive sport for which students receive physical education credit for one period a day
26	# Spring	Hills-Durose	Teacher	Approve Assignment: AVID	8/17/22-6/7/23	Clifton					Elective class where no credential exists that authorizes the curriculum. Authorize assignment of elective class per Title 5 80005(b).
27	# Cynthia	Huerta	Teacher	Approve Assignment: AVID	8/17/22-6/7/23	MHS					Elective class where no credential exists that authorizes the curriculum. Authorize assignment of elective class per Title 5 80005(b).
28	# Eric	Johnson	Teacher	Approve Assignment: Computer Coding Elective	8/17/22-6/7/23	Santa Fe					Elective class where no credential exists that authorizes the curriculum. Authorize assignment of elective class per Title 5 80005(b).
29	# Sydney	Loft	Teacher	Approve Assignment: AVID	8/17/22-6/7/23	Clifton					Elective class where no credential exists that authorizes the curriculum. Authorize assignment of elective class per Title 5 80005(b).
30	# Markiena	Madison	Teacher	Approve Assignment: STEM	8/17/22-6/7/23	Santa Fe					Elective class where no credential exists that authorizes the curriculum. Authorize assignment of elective class per Title 5 80005(b).
31	# Daniel	Magallanes	Teacher	Approve Assignment: PE (Marching Band)	8/17/22-6/7/23	MHS					Authorize service per Ed. Code 44258.7(b) Coach a competitive sport for which students receive physical education credit for one period a day
32	# Kevin	Mercado	Teacher	Approve Assignment: Athletic Team (Baseball)	8/17/22-6/7/23	MHS					Authorize service per Ed. Code 44258.7(b) Coach a competitive sport for which students receive physical education credit for one period a day
33	# Jessica	Meza	Teacher	Approve Assignment: AVID, Credit Recovery	8/17/22-6/7/23	MHS					Elective class where no credential exists that authorizes the curriculum. Authorize assignment of elective class per Title 5 80005(b).
34	# Chad	Miller	Teacher	Approve Assignment: Socail Science/Physical Eduction	8/17/22-6/7/23	Canyon Oaks/Mountain Park					Subject area authorized by credential or outside the subject area listed on the teaching credential. Authorize service per Ed. Code 44865 in opportunity, alternative, and continuation schools and classes.

**F. Other** (continued)

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
35	# Donna	Monje	Teacher	Approve Assignment: AVID	8/17/22-6/7/23	Santa Fe					Elective class where no credential exists that authorizes the curriculum. Authorize assignment of elective class per Title 5 80005(b).
36	# Dianna	Moraga	Teacher	Approve Assignment: Physical Education	8/17/22-6/7/23	Canyon Oaks/Mountain Park					Subject area authorized by credential or outside the subject area listed on the teaching credential. Authorize service per Ed. Code 44865 in opportunity, alternative, and continuation schools and classes.
37	# Marissa	Quinones	Teacher	Approve Assignment: Athletic Team (Cheer)	8/17/22-6/7/23	MHS					Authorize service per Ed. Code 44258.7(b) Coach a competitive sport for which students receive physical education credit for one period a day
38	# Erika	Ramirez	Teacher	Approve Assignment: AVID	8/17/22-6/7/23	MHS					Elective class where no credential exists that authorizes the curriculum. Authorize assignment of elective class per Title 5 80005(b).
39	# Alex	Roy	Teacher	Approve Assignment: Athletic Team (Football)	8/17/22-6/7/23	MHS					Authorize service per Ed. Code 44258.7(b) Coach a competitive sport for which students receive physical education credit for one period a day
40	# Luis	Vazquez	Teacher	Approve Assignment: Credit Recovery	8/17/22-6/7/23	MHS					Elective class where no credential exists that authorizes the curriculum. Authorize assignment of elective class per Title 5 80005(b).
41	# Jannette	Wallick	Teacher	Approve Assignment: Renaissance	8/17/22-6/7/23	Clifton					Elective class where no credential exists that authorizes the curriculum. Authorize assignment of elective class per Title 5 80005(b).
42	# Holly	Willaume	Teacher	Approve Assignment: AVID	8/17/22-6/7/23	MHS					Elective class where no credential exists that authorizes the curriculum. Authorize assignment of elective class per Title 5 80005(b).

**F. Other - Volunteers**

	First Name	Last Name	Classification	Action	Effective	Site
43 #	Cynthia	Anaya	Volunteer I	Approve	2/1/2023	Monroe
44 #	Linda	Cao	Volunteer II	Approve	1/27/2023	MHS, Plymouth, Santa Fe
45 #	Octavio	Cardenas	Volunteer I	Approve	1/30/2023	Monroe
46 #	Nycole	Chavis	Volunteer I	Approve	2/3/2023	Plymouth
47 #	Brittany	De La Torre	Volunteer I	Approve	1/27/2023	Clifton, Monroe, Santa Fe
48 #	Alexis	Espana Prado	Volunteer I	Approve	2/2/2023	Monroe
49 #	Ma del Carmen	Gallegos	Volunteer I	Approve	1/27/2023	Monroe
50 #	Sarah	Gallegos	Volunteer I	Approve	2/3/2023	Clifton, Monroe
51 #	Susan	Gomez	Volunteer I	Approve	2/6/2023	Wild Rose
52 #	Chun-Peng	Liao	Volunteer I	Approve	1/31/2023	Plymouth, Santa Fe
53 #	Andrea	Lichtman	Volunteer I	Approve	1/31/2023	Mayflower
54 #	Lena	Mireles	Volunteer I	Approve	2/6/2023	Monroe
55 #	Rosalia	Padilla	Volunteer I	Approve	1/31/2023	Wild Rose
56 #	Bee Hua	Puah	Volunteer I	Approve	2/1/2023	Santa Fe
57 #	Jorge	Raygoza	Volunteer I	Approve	2/7/2023	Plymouth
58 #	Melinda	Roth	Volunteer I	Approve	1/27/2023	Mayflower
59 #	Kera	Ung	Volunteer I	Approve	1/30/2023	Santa Fe
60 #	Manuel	Willoughby	Volunteer I	Approve	1/30/2023	Monroe

#-Ratification

C-Categorical Fund      G-General Fund

MONROVIA UNIFIED SCHOOL DISTRICT  
Personnel Assignment Report #12

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
1	Monica	Hong	Clerical Assistant I	Mayflower	Employ	\$17.67/hr.	17	1	3 hr./d.; 9 mo./yr.	2/15/2023	000869	G 00000.0	100%

**B. Supplemental Hours/Special Assignments**

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
2	# Joseph	Anaya	Student Worker	MHS	Employ: Transitional Partnership Program.	\$15.50/hr.	Flat	Rate	NTE: 100 hours total.	1/1/23-6/30/23	002441	C 34100.0	100%
3	# Krystal	Baze	Student Worker	MHS	Employ: Transitional Partnership Program.	\$15.50/hr.	Flat	Rate	NTE: 100 hours total.	1/1/23-6/30/23	002441	C 34100.0	100%
4	# Joseph	Ceballos	Student Worker	MHS	Employ: Transitional Partnership Program.	\$15.50/hr.	Flat	Rate	NTE: 100 hours total.	1/1/23-6/30/23	002441	C 34100.0	100%
5	# Joseph	Ceballos	Student Worker	MHS	Employ: WorkAbility I.	\$15.50/hr.	Flat	Rate	NTE: 75 hours total.	1/1/23-5/30/23	002431	C 65200.0	100%
6	# Hailee	Chiu	Student Worker	MHS	Employ: Transitional Partnership Program.	\$15.50/hr.	Flat	Rate	NTE: 100 hours total.	1/1/23-6/30/23	002441	C 34100.0	100%
7	# Hailee	Chiu	Student Worker	MHS	Employ: WorkAbility I.	\$15.50/hr.	Flat	Rate	NTE: 75 hours total.	1/1/23-5/30/23	002431	C 65200.0	100%
8	* Javier	De La O Lainez	Data Support Specialist Extra Hours	Technology	Employ: Media support for Board meeting.	\$36.65/hr.	45	3	Hourly, as needed.	7/13/22-6/30/23	004215 Revised position number 003376, originally Board approved 8/24/2022	C 07303.0	100%
9	# Sophia	De La Pena	Student Worker	MHS	Employ: WorkAbility I.	\$15.50/hr.	Flat	Rate	NTE: 75 hours total.	1/1/23-5/30/23	002431	C 65200.0	100%
10	# Sophia	De La Pena	Student Worker	MHS	Employ: Transitional Partnership Program.	\$15.50/hr.	Flat	Rate	NTE: 100 hours total.	1/1/23-6/30/23	002441	C 34100.0	100%
11	# Belle	Gagne	Substitute Instructional Aide-Special Education	District-wide	Employ: To substitute as needed during the 2022-23 school year.	\$22.67/hr.	17	6	NTE: 5 hours per day.	1/1/23-6/7/23	002246	C 65000.0	100%
12	# Veronica	Gonzalez	Head Custodian II Extra Hours	Clifton	Employ: Custodial services for auditorium during auditions and rehearsals for the production of <i>Grease</i> .	\$24.43/hr.	26	3	NTE: 18 hours total.	1/14/23-5/30/23	004217	G 00000.0	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	
13	#	Isaiah	Gutierrez	Student Worker	MHS	Employ: WorkAbility I.	\$15.50/hr.	Flat	Rate	NTE: 75 hours total.	1/1/23-5/30/23	002431 C	65200.0	100%
14	#	Desiree	Harbaugh	Clerical Assistant I Extra Hours	Plymouth	Employ: COVID-19 tracking and reporting.	\$22.67/hr.	17	6	NTE: 3 hours per day.	11/1/22-6/7/23	004072 C	58300.0	100%
15	#	Margarita	Hernandez	Campus Assistant Extra Hours	Santa Fe	Employ: Interpreter for Parent- Teacher conferences.	\$16.54/hr.	4	6	NTE: 4 hours total.	1/31/2023	003819 C	07102.0	100%
16	#	Vanessa	Hernandez	Campus Assistant Extra Hours	Plymouth	Employ: Additional Campus Assistant support.	\$16.54/hr.	4	6	NTE: 5 hours per day.	11/1/22-6/7/23	003691 C	07102.0	100%
17	#	Mariana	Hernandez Martinez	Student Worker	MHS	Employ: WorkAbility I.	\$15.50/hr.	Flat	Rate	NTE: 75 hours total.	1/1/23-5/30/23	002431 C	65200.0	100%
18	#	Mariana	Hernandez Martinez	Student Worker	MHS	Employ: Transitional Partnership Program.	\$15.50/hr.	Flat	Rate	NTE: 100 hours total.	1/1/23-6/30/23	002441 C	34100.0	100%
19	#	Daniel	Herrera	Student Worker	MHS	Employ: Transitional Partnership Program.	\$15.50/hr.	Flat	Rate	NTE: 100 hours total.	1/1/23-6/30/23	002441 C	34100.0	100%
20	#	Cherie	Holguin	Campus Assistant Extra Hours	Plymouth	Employ: Additional Campus Assistant support.	\$16.54/hr.	4	6	NTE: 5 hours per day.	8/17/22-6/7/23	003691 C	07102.0	100%
21	#	Cherie	Holguin	Clerical Assistant I Extra Hours	Plymouth	Employ: COVID-19 tracking and reporting.	\$21.58/hr.	17	5	NTE: 3 hours per day.	11/1/22-6/7/23	004072 C	58300.0	100%
22	#	Anthony	Jimenez	Student Worker	MHS	Employ: Transitional Partnership Program.	\$15.50/hr.	Flat	Rate	NTE: 100 hours total.	1/1/23-6/30/23	002441 C	34100.0	100%
23	#	Anthony	Jimenez	Student Worker	MHS	Employ: WorkAbility I.	\$15.50/hr.	Flat	Rate	NTE: 75 hours total.	1/1/23-5/30/23	002431 C	65200.0	100%
24	#	Ann	Kiryama	Campus Assistant Extra Hours	Plymouth	Employ: Additional Campus Assistant support.	\$16.54/hr.	4	6	NTE: 5 hours per day.	8/17/22-6/7/23	003691 C	07102.0	100%
25	#	Justin	Lan	Student Worker	MHS	Employ: Transitional Partnership Program.	\$15.50/hr.	Flat	Rate	NTE: 100 hours total.	1/1/23-6/30/23	002441 C	34100.0	100%
26	#	Brandon	Leyba	Student Worker	MHS	Employ: WorkAbility I.	\$15.50/hr.	Flat	Rate	NTE: 75 hours total.	1/1/23-5/30/23	002431 C	65200.0	100%
27	#	Brandon	Leyba	Student Worker	MHS	Employ: Transitional Partnership Program.	\$15.50/hr.	Flat	Rate	NTE: 100 hours total.	1/1/23-6/30/23	002441 C	34100.0	100%
28	#	Cheng	Lin	Student Worker	MHS	Employ: Transitional Partnership Program.	\$15.50/hr.	Flat	Rate	NTE: 100 hours total.	1/1/23-6/30/23	002441 C	34100.0	100%
29	#	Sabrina	Madrid	Campus Assistant Extra Hours	Plymouth	Employ: Additional Campus Assistant support.	\$16.54/hr.	4	6	NTE: 5 hours per day.	8/17/22-6/7/23	003691 C	07102.0	100%
30	#	Ana	Mares	Student Worker	MHS	Employ: Transitional Partnership Program.	\$15.50/hr.	Flat	Rate	NTE: 100 hours total.	1/1/23-6/30/23	002441 C	34100.0	100%
31	#	Maria	Marin	Campus Assistant Extra Hours	Plymouth	Employ: Additional Campus Assistant support.	\$16.54/hr.	4	6	NTE: 5 hours per day.	8/17/22-6/7/23	003691 C	07102.0	100%
32	#	Ann	Martinez	Substitute Custodian	Adult Ed.	Employ: To deep clean the carpets in preparation for WASC visit.	\$25.04/hr.	21	6	NTE: 30 hours total.	2/13/23-3/15/23	000811 G	00000.0	100%
33	#	Heena	Merchant	Campus Assistant Extra Hours	Plymouth	Employ: Additional Campus Assistant support.	\$16.54/hr.	4	6	NTE: 5 hours per day.	8/17/22-6/7/23	003691 C	07102.0	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
34	# Heena	Merchant	Clerical Assistant I Extra Hours	Plymouth	Employ: COVID-19 tracking and reporting.	\$20.54/hr.	17	4	NTE: 3 hours per day.	11/1/22-6/7/23	004072	C 58300.0	100%
35	# Erinn	Milligan	Campus Assistant Extra Hours	Plymouth	Employ: Additional Campus Assistant support.	\$16.54/hr.	4	6	NTE: 5 hours per day.	8/17/22-6/7/23	003691	C 07102.0	100%
36	# Imanol	Moreno	Student Worker	MHS	Employ: WorkAbility I.	\$15.50/hr.	Flat	Rate	NTE: 75 hours total.	1/1/23-5/30/23	002431	C 65200.0	100%
37	# Imanol	Moreno	Student Worker	MHS	Employ: Transitional Partnership Program.	\$15.50/hr.	Flat	Rate	NTE: 100 hours total.	1/1/23-6/30/23	002441	C 34100.0	100%
38	# Angela	Rivas	Custodian Extra Hours	Clifton	Employ: Custodial services for auditorium during auditions and rehearsals for the production of <i>Grease</i> .	\$19.51/hr.	21	1	NTE: 32 hours total.	1/14/23-5/30/23	004217	G 00000.0	100%
39	# Maria	Sandoval	School Office Manager Extra Hours	Santa Fe	Employ: Interpreter for Parent- Teacher conferences.	\$28.33/hr.	26	6	NTE: 4 hours total.	1/31/2023	003819	C 07102.0	100%
40	# Akil	Smith	Student Worker	MHS	Employ: WorkAbility I.	\$15.50/hr.	Flat	Rate	NTE: 75 hours total.	1/1/23-5/30/23	002431	C 65200.0	100%
41	# Akil	Smith	Student Worker	MHS	Employ: Transitional Partnership Program.	\$15.50/hr.	Flat	Rate	NTE: 100 hours total.	1/1/23-6/30/23	002441	C 34100.0	100%
42	# Hugo	Torres	Personnel Specialist	Santa Fe	Employ: Interpreter for Parent- Teacher conferences.	\$23.21/hr.	28	1	NTE: 4 hours total.	1/31/2023	003819	C 07102.0	100%
43	# Jason	Travers	Student Worker	MHS	Employ: Transitional Partnership Program.	\$15.50/hr.	Flat	Rate	NTE: 100 hours total.	1/1/23-6/30/23	002441	C 34100.0	100%
44	# Dante	Vivanco	Student Worker	MHS	Employ: Transitional Partnership Program.	\$15.50/hr.	Flat	Rate	NTE: 100 hours total.	1/1/23-6/30/23	002441	C 34100.0	100%
45	# Kim	Wilson-Petulla	Instructional Aide - Special Education Extra Hours	Clifton	Employ: Supervision of students participating in the production of <i>Grease</i> .	\$22.67/hr.	17	6	NTE: 30 hours total.	1/23/23-5/30/23	004216	G 00000.0	100%

**C. Leaves of Absence**

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
46	# Mauro	Dela Torre	Head Custodian III	MHS	Approve: Unpaid Leave of Absence.	\$5315.84/mo	29-H	6	8 hr./d.; 12 mo./yr.	1/28/23 -2/28/23	000488	G 00000.0	100%
47	# Erica	Sahatjian	Health Clerk	Bradoaks	Approve: Unpaid Leave of Absence.	\$21.05/hr.	18	4	3.5 hr./d.; 9 mo./yr.	1/25/23-2/22/23	001630	G 00000.0	100%

# Ratification  
\* Correction  
G General Fund  
C Categorical Fund

**D. Resignations**

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
48	# Krystal	Lira	Instructional Assistant - Behavior 1:1	Bradoaks	Voluntary resignation	\$3021.57/mo	6	9	6 hr./d.; 9 mo./yr.	2/17/2023	003623	C 65000.0	100%
49	# Judith	Townsend	After School Site Manager	VESP	Retirement	\$4339.91/mo	21	6	8 hr./d.; 9 mo./yr.	6/9/2023	000398	C 60100.0	100%
50	# Denise	Zaldivar	Senior Account Clerk	Fiscal Services	Voluntary resignation	\$4256.90/mo	26-H	3	8 hr./d.; 12 mo./yr.	2/10/2023	000083	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
51	# Eloina	Cuevas	Instructional Aide - Severe Disabilities	MHS	Transfer from MHS, based on student need.	\$3525.16/mo	18	6	7 hr./d.; 9 mo./yr.	10/17/2022	002974	C 65002.0	100%
52	# Theresa	Lopez	Instructional Aide - Severe Disabilities	Wild Rose	Transfer from Clifton, based on student need.	\$3525.16/mo	18	6	7 hr./d.; 9 mo./yr.	1/11/2023	003621	C 65000.0	100%

**F. Other**

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Effective	Position	Program	Percent
53	# Desiree	Harbaugh	Classified Stipend	Plymouth	Approve stipend - Yearbook coordinator.	\$200. stipend paid over 2 months.	2/1/23-3/31/23	001255	C 07101.0	100%
54	# Alex	Lara	Walk-on Coach	Plymouth	Approve stipend - Monrovia Elementary Olympic (MEO) Games Coach.	\$250. stipend paid over 2 months.	2/1/23-3/31/23	001255	C 00701.0	100%

# Ratification  
\* Correction  
G General Fund  
C Categorical Fund

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## **AGENDA ITEM TITLE:**

**18. 22/23-3061 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL**

## **RECOMMENDATION**

The Board of Education is requested to approve Travel and Conference Report #11.

## **Rationale:**

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

## **Additional Information:**

A copy of Travel and Conference Report #11 is attached.

## **ATTACHMENTS**

MONROVIA UNIFIED SCHOOL DISTRICT  
Conference/Inservice Attendance and Travel  
Report # 11

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

1/ Schools to Watch Annual Conference.  
National Forum.  
June 21-24, 2023; Washington D.C.  
Account#: 01.0-00000.0-00000-21500-5220-6000014  
Estimated cost: \$2908.13  
(Registration: \$379.00; Mileage/Car Rental attendees driving: \$426.00; Meals:  
\$296.25; Hotel Parking: \$135.00; Airport Parking: \$45.00; Lodging: \$856.88;  
Airfare: \$750.00; Other: \$20.00.)

Gina Ayala, Teacher, Clifton MS.  
Adlina Dugan, Counselor, Clifton MS.  
Dr. Greg Francois, Deputy Superintendent.  
Traci Gholar, Board President.  
Azalena Jones, Counselor,  
Marcie Hoopes, Teacher, Clifton MS.  
Scott Moses, Principal, Clifton MS.  
Ryan Smith, Superintendent of Schools.  
Enrique Simuta, School Office Manager, Clifton MS.

GROUP B (Not within budget. Budget transfer required)

None.

GROUP C (Within budget of Federal/Special programs)

2/ Project Based Learning World 2023.  
Buck Institute for Education.  
June 26-29, 2023; Oakland, CA.  
Account#: 01.4-07102.0-11100-10000-5220-6001200  
Estimated cost: \$2749.00  
(Registration: \$1300.00; Lodging: \$750.00; Meals: \$144.00; Airfare: \$350.00;  
Mileage: \$50.00; Other: \$100.00; Airport Parking: \$40.00; Hotel Parking: \$15.00)

Viviana Cervantes, Teacher, Mayflower ES.  
Kelly Curtis, Teacher, Plymouth ES.  
Danielle Gasca, Assistant Principal, Santa Fe Computer Magnet School.  
Rachel Hadden, Teacher, Wild Rose School of Creative Arts.  
Goevanna Loeza, Teacher, Wild Rose School of Creative Arts.  
Maria Lomelin, Teacher, Wild Rose School of Creative Arts.  
Caitlin MacDonald, Teacher, Mayflower ES.

Markiena Madison, Teacher, Santa Fe Computer Magnet School.  
Alison Meloserdoff, Teacher, Wild Rose School of Creative Arts.  
Jayne Nickles, Principal, Bradoaks, ES.  
Rebecca Perez, Principal, Santa Fe Computer Magnet School.  
Valerie Shay, Teacher on Special Assignment.  
Alma Ulloa, Director of Special Education.

3/

44<sup>th</sup> Annual C.A.S.H. Conference.  
California Coalition for Adequate School Housing.  
February 22-24, 2023; Sacramento, CA.  
Account#: 01.0-00000.0-00000-72001-5220-6010040  
Estimated cost: \$2603.36  
(Registration: \$1660.00; Lodging: \$218.50; Meals: \$96.00; Airfare: \$484.97;  
Mileage: \$35.89; Airport Parking: \$48.00; Other (Taxi): \$60.00)

Anthony Parada, Director of Maintenance Operation and Transportation.

GROUP D (No cost to District)  
None.

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### 19. 22/23-5040 - BOARD BYLAW 9100, *ORGANIZATION*

#### RECOMMENDATION

The Board of Education is requested to adopt Board Bylaw 9100, *Organization*, as recommended by the California School Boards Association.

#### Rationale:

As part of the Board of Education's commitment to review and update all MUSD Board Policies and Administrative Regulations, the Office of the Superintendent has conducted its annual review of the department's Board Policies and Administrative Regulations and is presenting another policy for review and approval.

#### Background:

School districts receive regular policy updates from the California School Boards Association (CSBA), which are compared to existing policies to determine the extent of modification that is needed. This reviewed policy is updated as recommended by CSBA as Board Bylaw 9100, *Organization*.

#### Additional Information:

A copy of the reviewed Board Bylaw 9100, *Organization*, is attached.

## ATTACHMENTS

- [9100\\_BB\\_Organization Updated 01.20.2023.pdf](#)

## ORGANIZATION

### Annual Organizational Meeting

~~Each year, the Governing Board shall hold an annual organizational meeting prescribed by law. (Education Code 35143)~~

Each year, the Governing Board shall hold an annual organizational meeting. In any year in which a regular election of district Board members is conducted, the organizational meeting shall be held within 15 days following the second Friday in December after the regular election. During all other years, the meeting may be held on any date in December, but no later than December 20th. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president, vice president, and a clerk from its members.
2. Appoint the Superintendent as secretary to the Board.
3. Authorize signatures
4. Designate Board representatives to serve on committees or commissions of the District, other public agencies, or organizations with which the District partners or collaborates

### Election of Officers

The Board shall each year elect one of its members to be clerk. After serving one year as clerk, the elected member may serve the next year as vice president of the Board, and the following year as president. In addition to the election of the clerk, the Board shall vote to affirm the vice president and president move to the next office. A member elected as president shall have served at least two full years on the Board.

If a member does not wish to continue as vice president, or president, or is no longer on the Board, then the next member in line for office may move into the position. If no such successor is available, the Board shall elect officers for each vacant seat.

Alternative processes for selection of officers may be used in any one year after approval by a majority vote of the Board.

The election of Board officers shall be conducted during an open session of the annual organizational meeting.

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### **20. 22/23-5042 - BOARD BYLAW 9220, GOVERNING BOARD ELECTIONS**

#### **RECOMMENDATION**

The Board of Education is requested to adopt Board Bylaw 9220, *Governing Board Elections*, as recommended by the California School Boards Association.

#### **Rationale:**

As part of the Board of Education's commitment to review and update all MUSD Board Policies and Administrative Regulations, the Office of the Superintendent has conducted its annual review of the department's Board Policies and Administrative Regulations and is presenting another policy for review and approval.

#### **Background:**

School districts receive regular policy updates from the California School Boards Association (CSBA), which are compared to existing policies to determine the extent of modification that is needed. This reviewed policy is updated as recommended by CSBA as Board Bylaw 9220, Governing Board Elections.

#### **Additional Information:**

A copy of the reviewed Board Bylaw 9220, Governing Board Elections, is attached.

## ATTACHMENTS

- [9220\\_BB\\_GOVERNING\\_BOARD\\_ELECTIONS \(12-12\) Updated 01.20.2023.pdf](#)

## **GOVERNING BOARD ELECTIONS**

### **Board Member Qualifications**

Any person is eligible to be a Governing Board member, without further qualifications, if ~~he/she~~ **the person** is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and not legally disqualified from holding civil office. **Any person who has been convicted of a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California law or the law of another state, the United States of America, or another country, is not eligible to be a candidate for office or elected as a Board member except when the person has been granted a pardon in accordance with law. (Education Code 35107; Elections Code 20)**

A district employee elected to the Board shall resign ~~his/her position~~ **from district employment** before being sworn in or shall have ~~his/her~~ **the employment** automatically terminated upon being sworn into office. **(Education Code 35107)**

**The Board encourages all candidates to become knowledgeable about the role of board members. The Superintendent or designee shall provide all candidates with information that will enable them to understand the responsibilities and expectations of being a Board member, including information regarding available workshops, seminars, and/or training. The Superintendent or designee shall provide all candidates with the county election official's contact information and general information about school programs, district operations, and Board responsibilities.**

### **Recalling a Board Member**

**A Board member may be recalled as permitted by Elections Code 11000. Proponents of a recall are required to serve, file, and publish or post a notice of intention to circulate the recall petition and to comply with other applicable law and formalities and county elections official directives. The petition, pursuant to Elections Code 11041, is required to be in the format provided by the Secretary of State and to include an estimate of the cost of conducting the special election, as determined by the county elections official, in consultation with the district.**

**Within 14 days after the meeting at which the Board receives a certificate of sufficiency of signatures on a recall petition from the county elections official, the Board shall order an election to be held to determine whether the Board member named in the petition shall be recalled. The election shall be held not less than 88, nor more than 125, days after the date that the Board orders the election. However, the election may be conducted within 180 days after the issuance of the Board's order to consolidate the election with a regularly scheduled election.**

**Recall elections shall be conducted in accordance with Elections Code 11381-11386.**

### Consolidation of Elections

To reduce costs associated with conducting elections, the Board may consolidate Board elections with the local municipal or statewide primary or general election in accordance with Elections Code 1302.

In addition, if a regularly scheduled Board election held other than on a statewide election date results in a decrease in local voter turnout of 25 percent or more compared to the average local turnout for the previous four statewide general elections, the Board shall take action to consolidate Board elections with statewide elections. (Elections Code 14051, 14052)

In order to consolidate elections based on either circumstance described above, the Board shall adopt a resolution and submit it to the County Board of Supervisors for approval not later than 240 days prior to the date of the currently scheduled district election. (Elections Code 10404.5)

Whenever a regularly scheduled Board election is changed due to consolidation of elections, the terms of office of incumbent Board members shall be extended to align with the next applicable election. (Elections Code 10404.5)

### Elections Process and Procedures

Board members may reside anywhere within the district's boundaries and shall be elected by all voters in the district.

To ensure ongoing compliance with the California Voting Rights Acts, the Board may review the district's Board election method to determine whether any modification is necessary due to changes in the district's population or any of its racial, color, or language minority group composition. The review shall be based on the Superintendent or designee's report to the Board after the release of each decennial federal census.

When the district's election method is to be changed, the Board shall hold public hearings in accordance with Elections Code 10100 before adopting a resolution at an open meeting specifying the change(s), and shall, in accordance with Education Code 5019, obtain approval from the county committee on school district organization having jurisdiction over the district.

The election method or trustee-area boundaries in effect at the beginning of a Board member's term shall be used when any vacancy that occurs during that term is to be filled, even if, during the term, the district has adopted "by-trustee area" election method or trustee area boundaries have been adjusted.

Any petition for a special election ordered pursuant to Education Code 5091 shall contain the county election official's estimate of the cost of conducting the special election, expressed on a per-student basis. (Education Code 5091)

## Campaign Conduct

All candidates, including current Board members running as incumbents, shall abide by local, county, state, and federal requirements regarding campaign donations, funding, and expenditures.

A Board member shall not expend, and a candidate shall not accept, any public money for the purpose of seeking elective office. However, the district may establish a dedicated fund for those seeking election to the Board, provided that the funds are available to all candidates who are qualified pursuant to Education Code 35107 without regard to incumbency or political preference. (Government Code 85300)

In order to help protect the public's trust in the electoral process as well as the public's confidence in the Board and district, the Board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code 20440.

## Statement of Qualifications

~~A candidate for a regular trustee election in the Monrovia Unified School District will be obliged to pay all charges for a State of Qualifications to be mailed with the sample ballot, in accordance with the Election Code and consistent with procedures as adopted by Los Angeles County, December 27, 1966. Such charges shall be paid by candidates at the time Statements of Qualifications are filed. Statements shall be limited to 200 words.~~

~~The district shall assume no part of the cost of printing, handling, translating or mailing candidate statements filed pursuant to Elections Code 13307.~~

~~The Board secretary shall notify the county clerk of this policy on or before the 125th day before each Board member election.~~

On the 125th day prior to the day fixed for the general district election, the Board secretary or designee shall deliver a notice, bearing the secretary's signature and district seal, to the county elections official describing both of the following: (Elections Code 10509)

1. The elective offices of the district to be filled at the general election and which offices, if any, are for the balance of an unexpired term
2. Whether the district or the candidate is to pay for the publication of a statement of qualifications pursuant to Elections Code 13307

Candidates for the Board may submit a candidate statement to the elections official for inclusion in the voter's pamphlet. Candidate statements shall be limited to no more than 200 words. (Elections Code 13307)

When the elections official allows for the electronic distribution of candidate statements, a candidate for the Board may, in addition to or instead of submitting a candidate statement for inclusion in the mailed voter's pamphlet, prepare and submit a candidate statement for electronic distribution.

The district shall assume no part of the cost of printing, handling, translating, mailing, or

electronically distributing candidate statements filed pursuant to Elections Code 13307. As a condition of having candidate statements included in the hard copy and/or electronic voter's pamphlet, the district may require candidates to pay their estimated pro rata share of these costs to the district in advance pursuant to Elections Code 13307.

#### Tie Votes in Board Member Elections

Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the Board, the Board shall immediately notify the candidates who received the tie votes of the time and place where ~~lots shall be cast to determine the winner~~ **the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot. (Education Code 5016)**

Adopted: February 28, 2007

(Replaces: BB 9110.1 Qualifications of Board Members)

(Adopted: 1964)

(Replaces: BB 9120 Election of Board Members)

(Reviewed: April 1977)

(Revised: May 1972)

(Adopted: 1964)

(Replaces: BB 9500 Resolution of a Tie Vote in a Governing Board Election)

(Adopted: February 1977)

(Replaces: BB 9500.1 Charges to Candidates for Statement of Qualifications to be Mailed with Sample Ballot for Regular Trustee Elections)

(Revised: May 10, 1995)

(Reviewed: April 1989)

(Adopted: January 1967)

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### 21. 22/23-5043 - BOARD BYLAW 9222, *RESIGNATION*

#### RECOMMENDATION

The Board of Education is requested to adopt Board Bylaw 9222, *Resignation*, as recommended by the California School Boards Association.

#### Rationale:

As part of the Board of Education's commitment to review and update all MUSD Board Policies and Administrative Regulations, the Office of the Superintendent has conducted its annual review of the department's Board Policies and Administrative Regulations and is presenting another policy for review and approval.

#### Background:

School districts receive regular policy updates from the California School Boards Association (CSBA), which are compared to existing policies to determine the extent of modification that is needed. This reviewed policy is updated as recommended by CSBA as Board Bylaw 9222, Resignation.

#### Additional Information:

A copy of the reviewed Board Bylaw 9222, Resignation, is attached.

## ATTACHMENTS

- [9222\\_BB\\_RESIGNATION \(12-12\) Updated 01.20.2023.pdf](#)

### RESIGNATION

~~A Governing Board member who wishes to resign may do so by filing a written resignation with the County Superintendent of Schools. A copy shall be given to the Board secretary. The written resignation is effective when filed, except when a deferred effective date is specified in the resignation.~~

~~A Board member may not defer the effective date of his/her resignation for more than 60 days after filing. A written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable upon being filed. Upon resignation, the Board member may continue to exercise all his/her powers, save that of voting for a successor, until the effective date of resignation.~~

A member of the Governing Board who wishes to resign from the Board shall file a written resignation with the County Superintendent of Schools. (Education Code 5090)

The resigning Board member shall also notify the Board and give a copy of his/her written resignation to the Board secretary.

The resignation shall become effective when filed with the County Superintendent, except when a deferred effective date is specified in the resignation. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. (Education Code 5090, 5091)

Once filed, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090)

A Board member who tenders his/her resignation with a deferred effective date shall, until the effective date of the resignation, continue to exercise all the powers of the office, except that he/she shall not have the right to vote for his/her successor in an action taken by the Board to make a provisional appointment. (Education Code 5091, 35178)

A Board member who resigns shall file, within 30 days of leaving office, a revised Statement of Economic Interest/Form 700 covering the period of time between the closing date of the last statement required to be filed and the date he/she leaves office. (Government Code 87302, 87500)

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### 1. 22/23-1088 - NEW COURSE OFFERING FOR HIGH SCHOOL STUDENTS: ADVANCED PLACEMENT PHYSICS 1

#### RECOMMENDATION

The Board of Education is requested to approve Advanced Placement (AP) Physics 1 as a new course offering at Monrovia High School.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Lockerbie\_, Board Member Travanti\_, Board Member Hammond\_,  
Board Member Anderson\_, Board President Gholar\_.

#### Rationale:

As part of Monrovia Unified School District's mission to prepare students for College and Career Readiness, and in keeping with LCAP Goal 1.6, Increasing access to higher level courses to increase the number of students who successfully enter and complete high school, both college and career ready, and increase access for students to Honors and AP level classes, this Advanced Placement (AP) Physics 1 course is being presented for approval.

#### Background:

This course description has been adopted from the College Board's AP Physics 1 Course Description booklet and other College Board publications. The AP Physics 1 course is a year-long course and equivalent to 10 honors credits of elective credits. The course is approved by UC as a "d" Laboratory Science course to fulfill the "a-g" course admission requirements. AP Physics 1 will provide Monrovia High School students with the opportunity to learn about topics in physics that are not currently included in any of the existing physics courses at Monrovia High School. The study of physics and other STEM subjects is relevant to many career opportunities in the STEM fields and will serve as an introduction to the subject that will allow students to determine if they are interested in pursuing it as a college major. The AP Physics 1 course is a year-long, algebra-based college-level physics course designed for advanced study of physics. AP Physics 1 is conducted using inquiry-based instructional strategies that focus on experimentation to develop students' conceptual understanding of physics principles. The students begin studying a topic by making observations and discovering patterns of natural phenomena. The next steps involve developing, testing, and applying models. Throughout the course, the students construct and use multiple representations of physical processes, solve multi-step problems, design investigations, and reflect on knowledge construction through self-assessment rubrics. In most labs, the students use probeware technology in data acquisition. In the classroom, they use graphing calculators and digital devices for interactive simulations, Physlet-based exercises, collaborative activities, and formative assessments.

#### Budget Implication (\$ Amount):

Textbooks have an approximate cost of \$200 per student. The anticipated total cost will be \$8,000, plus teacher's manual and supporting materials. Additionally, there will be a cost of \$800 for teacher training. Costs will be paid from LCAP funds for materials and Title II funds for training.

**Legal References:**

Education Code Section 51220.

**Additional Information:**

A copy of the new course description is attached.

**ATTACHMENTS**

- [Course Description\\_ AP Physics 1.docx \(2\).pdf](#)

## Course Description

<b>1. Course Title</b> Advanced Placement (AP) Physics 1	<b>9. Subject Area</b> History/Social Science English Mathematics <input checked="" type="checkbox"/> Laboratory Science Language other than English Visual & Performing Arts (for 2003) <input checked="" type="checkbox"/> College Prep Elective Career Technical Education (CTE)
<b>2. Transcript Title / Abbreviation</b>	
<b>3. Transcript Course Code / Number</b>	
<b>4. School</b> Monrovia High School	
<b>5. District</b> Monrovia Unified School District	
<b>6. City</b> Monrovia, CA	<b>10. Grade Level(s)</b> 10-12
<b>7. School / District Web Site</b> <a href="http://www.monroviaschools.net">www.monroviaschools.net</a>	<b>11. Seeking "Honors" Distinction?</b> Yes <input checked="" type="checkbox"/> No
<b>8. School Contact</b> Name: Dr. Paula Hart Rodas Title/Position: Director, Secondary Educational Services Phone: (626) 471-2034 Fax: E-mail: <a href="mailto:phartrodas@monroviaschools.net">phartrodas@monroviaschools.net</a>	<b>12. Unit Value</b> 0.5 (half year or semester equivalent) <input checked="" type="checkbox"/> 1.0 (one year equivalent) 2.0 (two year equivalent) Other: _____
	<b>13. Date of School Board Approval</b>
<b>14. Was this course previously approved by UC?</b> Yes <input checked="" type="checkbox"/> No    If so, year removed from list? Under what course title?	
<b>15. Is this course modeled after an UC-approved course from another school?</b> Yes    No If so, which school(s)? _____	
<b>16. Pre-Requisites</b> Physics or Physics Honors (recommended); Integrated Math I (required)	
<b>17. Co-Requisites</b> Integrated Math II	
<b>18. Brief Course Description –</b> <p>The AP Physics 1 course is conducted using inquiry-based instructional strategies that focus on experimentation to develop students' conceptual understanding of physics principles. The students begin studying a topic by making observations and discovering patterns of natural phenomena. The next steps involve developing, testing, and applying models. Throughout the course, the students construct and use multiple representations of physical processes, solve multi-step problems, design investigations, and reflect on knowledge construction through self-assessment rubrics. In most labs, the students use probeware technology in data acquisition. In the classroom, they use graphing calculators and digital devices for interactive simulations, Physlet-based exercises, collaborative activities, and formative assessments.</p>	

## 19. Course Goals and/or Major Student Outcomes

The AP Physics 1 course devotes over 25% of the time to hands-on laboratory investigations. The laboratory component of the course allows the students to demonstrate the seven science practices through a variety of investigations in all of the foundational principles. The students use guided-inquiry (GI) or open-inquiry (OI) in the design of their laboratory investigations. Some labs focus on investigating a physical phenomenon without having expectations of its outcomes. In other experiments, the student has an expectation of its outcome based on concepts constructed from prior experiences. In application experiments, the students use acquired physics principles to address practical problems. Students also investigate topic-related questions that are formulated through student designed/selected procedures. All investigations are reported in a laboratory journal. Students are expected to record their observations, data, and data analyses. Data analyses include identification of the sources and effects of experimental uncertainty, calculations, results and conclusions, and suggestions for further refinement of the experiment as appropriate.

## 20. Course Objectives

This course framework provides a clear and detailed description of the course requirements necessary for student success. The framework specifies what students must know, be able to do, and understand, with a focus on six big ideas that encompass core principles, theories, and processes of physics. The framework also encourages instruction that prepares students to make connections across domains through a broader way of thinking about the physical world. The course framework includes two essential components:

- SCIENCE PRACTICES The science practices are central to the study and practice of physics. Students should develop and apply the described practices on a regular basis over the span of the course.
- COURSE CONTENT The course content is organized into commonly taught units of study that provide a suggested sequence for the course and detail required content and conceptual understandings that colleges and universities typically expect students to master to qualify for college credit and/or placement. This content is grounded in big ideas, which are cross-cutting concepts that build conceptual understanding and spiral throughout the course.

The big ideas serve as the foundation of the course and allow students to create meaningful connections among concepts. They are often abstract concepts or themes that become threads that run throughout the course. Revisiting the big ideas and applying them in a variety of contexts allows students to develop deeper conceptual understanding. Below are the big ideas of the course and a brief description of each.

- BIG IDEA 1: SYSTEMS (SYS) Objects and systems have properties such as mass and charge. Systems may have internal structure.
- BIG IDEA 2: FIELDS (FLD) Fields existing in space can be used to explain interactions.
- BIG IDEA 3: FORCE INTERACTIONS (INT) The interactions of an object with other objects can be described by forces.
- BIG IDEA 4: CHANGE (CHA) Interactions between systems can result in changes in those systems.
- BIG IDEA 5: CONSERVATION (CON) Changes that occur as a result of interactions are constrained by conservation laws.

## 21. Course Outline

### UNIT 1. KINEMATICS

- Kinematics in one-dimension: constant velocity and uniform accelerated motion
- Vectors: vector components and resultant
- Kinematics in two-dimensions: projectile motion

### UNIT 2. DYNAMICS

- Forces, types, and representation (FBD)
- Newton's First Law
- Newton's Third Law
- Newton's Second Law

- Applications of Newton's Second Law
- Friction
- Interacting objects: ropes and pulleys

### UNIT 3. CIRCULAR MOTION AND GRAVITATION

- Uniform circular motion
- Dynamics of uniform circular motion
- Universal Law of Gravitation

### UNIT 4. ENERGY

- Work
- Power
- Kinetic energy
- Potential energy: gravitational and elastic
- Conservation of energy

### UNIT 5. MOMENTUM

- Impulse
- Momentum
- Conservation of momentum
- Elastic and inelastic collisions

### UNIT 6. SIMPLE HARMONIC MOTION

- Linear restoring forces and simple harmonic motion
- Simple harmonic motion graphs
- Simple pendulum
- Mass-spring systems

### UNIT 7. ROTATIONAL MOTION

- Torque
- Center of mass
- Rotational kinematics
- Rotational dynamics and rotational inertia
- Rotational energy
- Angular momentum
- Conservation of angular momentum

### UNIT 8. MECHANICAL WAVES

- Traveling waves
- Wave characteristics
- Sound
- Superposition
- Standing waves on a string
- Standing sound waves

### UNIT 9. ELECTROSTATICS

- Electric charge and conservation of charge
- Electric force: Coulomb's Law

### UNIT 10. DC CIRCUITS

- Electric resistance
- Ohm's Law
- DC circuits
- Series and parallel connections
- Kirchhoff's Laws

## **22. Texts & Supplemental Instructional Materials**

College Physics for the AP Physics 1 & 2 Courses, Third Edition  
By Gay Stewart, Roger A. Freeman, Todd Ruskell, Phillip Kestern  
Published by Bedford, Freeman, & Worth

## **23. Key Assignments**

See # 21

## **24. Instructional Methods and/or Strategies**

Students will have the opportunity to practice what they have learned through structured laboratory experiments, guided inquiry, in class practice problems, and group projects. Students will be able to work individually, in pairs, and in groups to explore the concepts seen in class. The class will incorporate direct teaching, whole class discussion, partner work, and collaborative groups.

## **25. Assessment Methods and/or Tools**

Students will be assessed using individual written tests, partner laboratory reports, group projects, and weekly classwork.

Please refer to instructions

## **26. Indicate how this honors course is different from the standard course.**

Please refer to instructions

## **27. Context for Course (optional)**

## **28. History of Course Development (optional)**

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### 2. 22/23-1099 - OVERNIGHT FIELD TRIP

#### RECOMMENDATION

The Board of Education is requested to approve an overnight field trip for the Monrovia High School's Boys Varsity Volleyball team to participate in matches against prominent San Diego teams in San Diego, California, from March 10 to 11, 2023.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_  
Board Member Lockerbie\_, Board Member Travanti\_, Board Member Hammond\_,  
Board Member Anderson\_, Board President Gholar\_.

#### Budget Implication (\$ Amount):

The total estimated cost of this trip is \$2,100, whereby 17 students and 4 chaperones will be attending. The cost of the trip will be paid using Monrovia High School Boys Volleyball funds.

#### Legal References:

Per Board Policy and Administrative Regulation 6153, the Board of Education is required to approve overnight or extended field trip requests.

#### ATTACHMENTS

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### **3. 22/23-3062 - CREATION OF NEW CLASSIFIED POSITION, *PAYROLL TECHNICIAN***

#### **RECOMMENDATION**

The Board of Education is requested to establish a new classified position, *Payroll Technician*.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Lockerbie\_, Board Member Travanti\_, Board Member Hammond\_, Board Member Anderson\_, Board President Gholar\_.

#### **Rationale:**

In an effort to ensure that all positions are accurately classified, and a true depiction of current job duties, the position of Payroll Technician is being presented to the Board for establishment. A review of the Business Services department determined a need for a clear hierarchal structure in the payroll department. After analysis of our current positions, it was determined that the position of Payroll Technician is necessary to be established.

#### **Background:**

A review of the Business Services department determined a need for a clear hierarchal structure in the payroll department. The creation of this position will establish a hierarchy of like positions and clearly assign the duties of payroll to its correct classification.

#### **Budget Implication (\$ Amount):**

#### **Legal References:**

Education Code 45109 states that the governing board shall fix and prescribe the duties to be performed by all persons in the classified staff. After the Board of Education has established the position, the Personnel Commission shall classify the position and shall recommend the salary range to the Board of Education as provided in Education Code 45268.

#### **Additional Information:**

A copy of the new job description is attached.

## ATTACHMENTS

- [Proposed Payroll Technician Job Description - \(revised 20230201\).pdf](#)

## MONROVIA UNIFIED SCHOOL DISTRICT

JOB TITLE: PAYROLL TECHNCIAN

### SUMMARY:

Under the direct supervision of the Director of Fiscal Services, performs a variety of technical and complex accounting duties to assure employees are paid in an accurate and timely manner; prepare, process, audit, evaluate maintain and assure accuracy of a variety of employee payroll information, forms, maintains financial records, prepares reports; and performs related duties as assigned.

### ESSENTIAL DUTIES

Performs a variety of technical and complex payroll accounting duties to assure employees are paid in an accurate and timely manner; receive and audit employee time information, reports and related documents, data and information; calculate hours and a variety of other payroll-related data. Review and verify employee time sheets and absence/vacation/leaves reasons; verify proper authorizing signatures, coding, calculations and accuracy of payroll adjustments; audit final time sheets and against the payroll register and County reports as required. Process assigned payrolls; input and adjust timesheet, time reporting, employee and other payroll information in an assigned computer system; generate computerized lists and reports; develop spreadsheets; assure accuracy and completeness of input and output data. Provide technical information and assistance to employees concerning District payroll functions; respond to inquiries and provide technical information concerning related salaries, deductions, leave, taxes, paychecks, forms, transactions, requirements, practices, policies and procedures

Prepares regular and variable payrolls for classified and certificated employees; maintains employee sick leave and vacation records; checks and keeps a variety of payroll deductions and employee insurance deductions; maintains and balances insurance reports and employee and carrier insurance information; pays vendors for employee benefits; prepares and reports payroll tax deposits and returns for Federal and State governments; researches and reports employee payroll and deduction information for various outside agencies.

Process and evaluate a variety of payroll transactions and related information, forms and applications such as new hires, terminations, leave time, personnel requests, status notices, leaves of absences, changes of position, pay adjustments, off-track time, additional hours and name changes.

Assist employees with a variety of payroll matters such as modifying tax withholdings, explaining payroll distribution process and paycheck coding, verifying and explaining paychecks, preparing and distributing paperwork for lost or outdated warrants, and explaining Workers' Compensation pay. Review and audit payroll data, records and reports for accuracy and completeness; identify payroll errors and make appropriate corrections and adjustments;

compare and reconcile forms, statements, records, reports and other financial documents; identify and resolve payroll issues and discrepancies.

Compile, research, assemble and verify a variety of employee and payroll-related data and information; prepare forms needed by County and State agencies and banking institutions. Communicate with District personnel and various outside agencies to exchange information and resolve issues, discrepancies or concerns; contact others to request information, documents, data and reports as needed; refer employees to other departments as appropriate. Prepare and process payroll for substitute teachers and substitute classified employees as assigned; check time sheets against personnel reports to assure accuracy and completeness of related information.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software. Process a variety of special payroll transactions such as corrections, retroactive pay, working-out-of-classification payments, overtime and stipends. Receive, sort and distribute employee paychecks as required; audit employee pay amounts to assure full, proper and accurate payment; prepare, distribute and respond to a variety of correspondence. Distribute, collect, process and assist employees with completing jury duty, tax withholding, special leave requests and various other payroll forms and applications.

## EMPLOYMENT STANDARDS

**Education and Experience:** High School graduation or equivalent and two years of responsible payroll and financial recordkeeping experience is required. Experience in a public school setting is desirable.

**Self-Certification of computer skills,** including Microsoft Excel, Microsoft Word, Google Docs, and Google Sheets.

**Work Environment:** Office environment with constant interruptions.

**Physical ability:** Sitting for extended periods of time, occasional standing, walking and bending. Requires dexterity of the hands and fingers to perform repetitive hand/finger movements for activities such as but not limited to operating a computer keyboard and 10-key; The ability to hear and see to read and exchange information. Bending at the waist, kneeling or crouching, and the ability to lift and carry 15 pounds.

**Knowledge of:** Principles and techniques involved in payroll preparation and processing. Methods, procedures and terminology used in technical accounting work. Financial and statistical record-keeping techniques. Preparation of financial statements and comprehensive accounting reports. Tax withholding, voluntary deductions and employee benefits. Policies and objectives of assigned programs and activities. Applicable laws, codes, regulations, policies and procedures. Verification and processing of payroll records and reports. Payroll policies and procedures. Data control procedures and data entry operations. Modern office practices,

procedures and equipment. Operation of a computer and assigned software. Oral and written communication skills. Interpersonal skills including tact, patience and courtesy. Arithmetic computations.

Ability to: learn and apply laws, rules, regulations and policies affecting school district accounting, payroll and fiscal recordkeeping procedures; perform mathematical calculations with speed and accuracy; operate a variety of office equipment, including computers; understand and follow written and oral instructions; and establish and maintain effective working relationships.

Adopted: 3/67

Revised: 3/79, 3/87, 6/89, 4/93, 9/03, 4/09, 02/20, 01/23

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### **4. 22/23-3063 - CREATION OF NEW CLASSIFIED POSITION, *INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION***

#### **RECOMMENDATION**

The Board of Education is requested to establish a new classified position, *Instructional Assistant - Special Education*.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Lockerbie\_, Board Member Travanti\_, Board Member Hammond\_, Board Member Anderson\_, Board President Gholar\_.

#### **Rationale:**

In an effort to address the needs of the district's special education students, the position of Instructional Assistant - Special Education is being presented to the Board for establishment. The creation of this position will allow for greater flexibility in providing services to the special needs population of Monrovia Unified School District.

#### **Background:**

Historically, the district has separated the duties of special education staff across classifications in terms of the severity of the needs of special education students. By creating one classification to service our special needs population, the District will be able to maximize staff usage to service students, provide coverage across all Instructional Aide classifications and reduce the number of classified vacancies in the Special Education department.

#### **Budget Implication (\$ Amount):**

#### **Legal References:**

Education Code 45109 states that the governing board shall fix and prescribe the duties to be performed by all persons in the classified staff. After the Board of Education has established the position, the Personnel Commission shall classify the position and shall recommend the salary range to the Board of Education as provided in Education Code 45268.

#### **Additional Information:**

A copy of the new job description is attached.

## ATTACHMENTS

- [Instructional Assistant - Special Education.pdf](#)



## **MONROVIA UNIFIED SCHOOL DISTRICT**

### **JOB TITLE**

### **INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION**

#### **SUMMARY**

Under the general supervision of an administrator and the direction of a teacher or teachers, and/or related service providers, assists in providing instruction to individuals or groups of students placed in Special Education. This includes, performing a variety of clerical and instructional duties in support of the instructional program as required by the disabling/limiting condition of the student(s) and according to established Individual Education Plans (IEPs). Assist in meeting the physical, educational, and social-emotional needs of students; caring for students with personal hygiene and self-help needs; as well as performing related duties as assigned.

**SPECIAL NOTE:** Some positions may require the ability to accompany student(s) to and from home.

#### **ESSENTIAL DUTIES**

- Provide verbal and visual support to students
- Operate educational technology (e.g. Chromebook, laptop, iPad)
- Provide instructional assistance to individuals or groups of special education students in a special education program or other setting.
- Assist and attend to special education students during unstructured activities (e.g. lunch, recess, community outings), physical education periods or other activities as assigned.
- Facilitate appropriate social interactions between students during structured and unstructured activities.
- Reinforce instruction to student(s) as directed by teacher or other service providers to support the needs of students within the special education program
- Collaborate with teachers, service providers and administrators concerning curriculum, programs and materials to meet the needs of special education students
- Make copies, prepare materials, prepare electronic presentations, administering and scoring a variety of tests, scoring papers and recording grades
- Record and submit student progress data.
- Assist students with a variety of hygiene and personal care activities (e.g. brushing teeth, washing hands)
- Assist students with catheterization, feeding, toileting, dressing, suctioning, pushing, lifting, transferring students in wheelchairs or other activities according to established procedures as assigned
- Assure the health and safety of students by following health, safety and prescribed practices and procedures
- Assist students with general first aid, medical needs Assist students in emergency and fire drill procedures
- Assist in maintaining a clean and orderly learning environment
- Monitor and manage behavior of students
- Report progress and concerns regarding student performance and behavior to the teacher
- Maintain the confidentiality of IEP records and information related to students and parents

## **INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION**

- Accompany teachers and students during playground, physical education, field trips and other student related activities as assigned
- Assists students with post-secondary education and vocational skills Participate in staff meetings and professional development as assigned

### **OTHER TYPICAL DUTIES**

The position may require working outside of the classroom and off campus with small groups of special education students and assisting in accessing public transportation.

### **EMPLOYMENT STANDARDS**

**Education and Experience:** Graduation from high school or equivalent and one year of experience working with children in an organized setting or such alternative the personnel commission may find applicable, and one of the following: successful completion of 48-semester units (72 quarter units) at a recognized college or university OR attainment of an Associate's degree (or higher) from a recognized college or university OR passing a local assessment of knowledge and skills in assisting in instruction (MUSD approved assessment).

**Licenses and Other Requirements:** Submit dual fingerprints for both DOJ and FBI criminal background checks prior to commencing employment. Valid First Aid and CPR Certificate issued by an authorized agency. Will be certified in Non-Violent Crisis Intervention (CPI) certification within six (6) months of employment and will maintain certification throughout employment.

**Knowledge of:** child guidance principles and practices, especially as they relate to special education students; basic subjects taught in District schools, including arithmetic, grammar, spelling, language and reading; principles and techniques of providing instructional assistance to small groups or individuals in a variety of subject areas; basic techniques for measuring student progress; safe practices in classroom and playground activities; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; interpersonal skills; basic computer operation; basic data collection techniques; appropriate classroom procedures and conduct.

**Ability to:** assist a certificated teacher with instruction to students with a range of disabilities; assist with the development of students social skills; learn instructional techniques appropriate for assigned students; learn and utilize various modes of teaching for students' specialized needs; follow the lesson plans and make necessary adjustments to facilitate individual student needs; learn behavior modification, disciplinary techniques and specialized physical health care needs of students; demonstrate a patient, understanding and receptive attitude toward all students, including those with disruptive emotional characteristics; understand and follow oral and written directions; learn the procedures, functions and limitations of assigned duties; work independently with minimal direction and work confidentially with discretion; communicate effectively with students and staff; establish and maintain effective working relationships with students and faculty; understand and apply rules, regulations, policies and procedures; perform clerical duties such as filing, duplicating and maintaining records.

**Work environment:** Indoors, working with students in a classroom environment, exposed to moderate noise level, outdoors, including community outings.

**Physical ability:** This position requires the ability to read small print, mobility of arms to reach, manual dexterity to grab or to grasp; sitting, lifting, bending, reaching, pushing, pulling, climbing, standing for long periods of time, walking quickly, running; the ability to hear, and see, assisting students in wheelchairs.

## **INSTRUCTIONAL ASSISTANT - SPECIAL EDUCATION**

**SPECIAL NOTE:** The list of essential functions, other typical duties, and physical abilities is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Adopted: 12/11

Revised: 10/19, **1/23**

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### **5. 22/23-3064 - SETTING OF SALARY FOR THE NEW CLASSIFICATION, INSTRUCTIONAL AIDE - ELEMENTARY INTERVENTION**

#### **RECOMMENDATION**

The Board of Education is requested to set the salary for the new classification, *Instructional Aide - Elementary Intervention* at Range 15 on the Non-12-month Classified salary schedule. This position is a 9-month, 6-hour classification.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Lockerbie\_, Board Member Travanti\_, Board Member Hammond\_,  
Board Member Anderson\_, Board President Gholar\_.

#### **Rationale:**

Education Code 45268 states that the Board of Education shall set salary on the appropriate salary schedule for new classifications and may approve, amend, or reject the recommendation of the Personnel Commission regarding salary placement.

#### **Background:**

On December 14, 2022, the Board of Education established a new classified position under the direction of the Superintendent/designee. On December 20, 2022, the Personnel Commission titled the position Instructional Aide - Elementary Intervention, adopted the class description attached, and discussed an appropriate salary for this position. Based on this discussion, and a comparison to positions with similar duties and employment standards, the Personnel Commission recommends to the Board of Education that the salary for this position be set at Range 15 on the Non 12-Month Classified salary schedule.

#### **Budget Implication (\$ Amount):**

Funding for this position will be will be paid from Supplemental & Concentration funds and from the Learning Recovery Emergency Block Grant (currently funded through the 2027-28 school year).

#### **Legal References:**

Education Code 45256 states that the Personnel Commission shall classify all employees and positions and that classification shall include determining reasonable relationships within occupational hierarchies. Education Code 45268 states that the Commission shall recommend to the governing board salary schedules for the classified service. The Governing Board may approve, amend, or reject these recommendations.

#### **Additional Information:**

A copy of the new job classification and agreement with CSEA with the recommended salary placement are attached.

## ATTACHMENTS

- [Instruct. Aide - Elem. Intervention Job Description](#)

## MONROVIA UNIFIED SCHOOL DISTRICT

### JOB TITLE

### INSTRUCTIONAL AIDE – ELEMENTARY INTERVENTION

### SUMMARY

Under the supervision of the assigned principal, provides assistance to individual or small groups of elementary-aged children; monitor and report student progress regarding academic performance; assists in providing instruction using principles and appropriate learning strategies to support children's cognitive and language development, and performs related duties as assigned.

### ESSENTIAL DUTIES

Assists teachers and/or interventionists with instructional materials and various classroom displays; provides assistance with assessments; takes notes regarding student performance and communicates these notes to teachers and/or interventionists; maintains clean and orderly classroom; plans and conducts instructional activities for students as assigned by the teacher and/or interventionist; maintains books, audio devices, and other instructional materials in the classroom; maintains books, audio devices, and other supplies for use in the classroom. Supervises students while at recess, lunch, or during special activities.

### EMPLOYMENT STANDARDS

Education and Experience: Minimum of one (1) year of experience working with elementary aged children, paid or volunteer. Graduation from High School or equivalent; successful completion of 48 semester units (72 quarter units) at a recognized college or university OR attainment of an Associate (or higher) from a recognized college or university

Knowledge of: Basic math, English grammar, spelling, reading, and composition; the basics of good discipline; and a basic understanding of the educational process and the role of an Instructional Aide.

Ability to: learn and understand the needs and behavior of students; learn the basic methods used in instruction; learn, understand and apply rules, regulations, procedures and policies; learn to operate a computer; perform routine clerical tasks; understand and carry out written and oral instructions; and establish and maintain effective working relationships.

Work environment: Primarily indoor classroom environment. This position is exposed to moderate noise level; and outdoor elements.

Physical ability: This position requires sitting, frequent stooping and bending, walking and standing.

## **INSTRUCTIONAL AIDE – ELEMENTARY INTERVENTION**

SPECIAL NOTE: The list of essential functions, other typical duties, and physical abilities is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Adopted:

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### **6. 22/23-3065 - APPROVAL OF JOB DESCRIPTION, *CTE ENTREPRENEURSHIP TEACHER***

#### **RECOMMENDATION**

The Board of Education is requested to approve a new job description, *CTE Entrepreneurship Teacher*.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Lockerbie\_, Board Member Travanti\_, Board Member Hammond\_, Board Member Anderson\_, Board President Gholar\_.

#### **Rationale:**

It is recommended that the Board approve the new job description, *CTE Entrepreneurship Teacher*.

#### **Background:**

Under the direct supervision of the site principal, the CTE Entrepreneurship instructor provides rigorous and relevant instruction aligned to industry and state standards in order for all students to graduate with 21st Century skills and be prepared for college, career, and life. The instructor will develop and implement innovative and engaging differentiated instruction using a project-based learning model that will help students to use their entrepreneurial skills and mindset to evolve an innovative solution to a problem into a validated business opportunity with the creation of a culmination project aligned to the CTE Model Curriculum Standards and State Standards.

#### **Additional Information:**

A copy of the job description is attached.

## ATTACHMENTS

- [CTE JOB DESCRIPTION ENTREPRENEURSHIP.pdf](#)

## MONROVIA UNIFIED SCHOOL DISTRICT

JOB TITLE: CTE Entrepreneurship Teacher

DIVISION: Career Technical Education (CTE)      REPORTS TO: Site Principal

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The Monrovia Unified School District exists to provide all students with an exceptional education, ensuring all graduate fully prepared for college, career, and life. We are looking to add talented, dedicated people to help accomplish that mission at every level of education. Every position has an important role in our district family and we are excited to grow that family to better serve our students.

### BRIEF DESCRIPTION OF POSITION

Under the direct supervision of the site principal, the CTE Entrepreneurship instructor provides rigorous and relevant instruction aligned to industry and state standards in order for all students to graduate with 21st Century skills and be prepared for college, career, and life. The instructor will develop and implement innovative and engaging differentiated instruction using a project-based learning model that will help students to use their entrepreneurial skills and mindset to evolve an innovative solution to a problem into a validated business opportunity with the creation of a culmination project aligned to the CTE Model Curriculum Standards and State Standards.

### ESSENTIAL RESPONSIBILITIES:

- Develops and implements lesson plans
- Work cooperatively with various entities
- Act as role model for students
- Assesses and evaluates student performance and programs
- Prepares reports (e.g., attendance records, student evaluation, credit and grade system)
- Communicates with staff, students and administration
- Maintains curriculum and confidential records
- Maintains a classroom environment and equipment which is conducive to learning
- Assists in preparation of program budget
- Assist in and supervise student placement activities
- Attend appropriate meetings, in-services and workshops
- Perform related duties and responsibilities as assigned

### JOB REQUIREMENTS:

- Principles, practices, methods, and techniques applicable to the essential of extended learning program components for linguistically and culturally diverse learners
- Basic math; correct English usage, grammar, spelling, punctuation and vocabulary
- Behavior and characteristics of school age children; the basic principles of controlling and motivating students and employees
- Recordkeeping; and the operation of computer-based tools for maintaining compliance with state and federal funding requirements
- Experience as an entrepreneur or teaching entrepreneurship
- Experience working with entrepreneurial mentors
- Understanding of entrepreneurship frameworks- Lean Startup, Business Model Canvas, Design Thinking, etc.
- Experience with Venture Capital pitches
- Able to connect with local entrepreneurship mentors and coaches
- Able to connect teaching to real-world application
- Able to develop business and entrepreneurial curriculum
- Willing to work with community partners in the classroom
- Experience with project-based learning: a dynamic classroom approach in which students actively explore real-world problems and challenges and acquire a deeper knowledge
- Provides continual assessment and accurate tracking of student progress, maintains student work records and portfolios, and completes assigned paperwork
- Conducts both student and teacher led parent conferences
- Consistently implements required and appropriate adaptations and modifications for English Learners, Special Education students, and 504 students provided timeframes

### MINIMUM QUALIFICATIONS EDUCATION:

- A valid California Designated Subjects Career Technical Education (CTE) Teaching Credential OR eligibility to obtain a California CTE Business and Finance Credential from Los Angeles County Office of Education
- Three (3) years of verifiable work experience directly related to subject area
- One year of verifiable work experience in the related subject area
- Possession of a valid California driver's license
- Proof or ability to obtain proof of insurability
- Training and/or experience in entrepreneurship

### ABILITY TO

- Contribute to continued development of an up-to-date, relevant management program and provide vision for future needs.
- Engage in regular and systematic planning for classes with fellow teachers as available; integrate academic core curriculum into meaningful, relevant curriculum.

- Collaborate with principals, teachers, higher education and industry advisors.
- Generate, submit and maintain accurate training plans and visit all students at their work-based training site at minimum six times per year to ensure all sites contribute to the student's employability skills and contain the appropriate work duties.
- Maintain industry partnerships and post-secondary relations that promote course articulation, dual credit, work-based learning opportunities, and ensure curriculum relevancy.
- Establish and maintain open communication by conducting conferences with parents, students, principals and teachers. Maintain a professional relationship with colleagues, students, parents and community members.
- Use effective communication skills to present information accurately and clearly.
- Work with counselors, staff, parents and students to develop recruitment plan and monitor enrollment.
- Collaborate with principals, teachers, higher education and industry advisors.
- Participate in staff development activities to improve job-related skills. Keep informed of and comply with state, district and school regulations and policies for classroom teachers.
- Compile, maintain and file all physical and computerized reports, records and other documents required.
- Attend and participate in faculty meetings and serve on staff committees as required.
- Help students analyze and improve study methods and habits. Conduct ongoing assessment of student achievement through formal and informal testing.
- Sponsor/co-sponsor an approved career and technical student organization and promote student participation.
- Be a positive role model for students and support the mission of school district.

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

**7. 22/23-5044 - RESOLUTION NO. 2223-15, RECOGNIZING FEBRUARY AS  
"CAREER AND TECHNICAL EDUCATION MONTH"**

## RECOMMENDATION

The Board of Education is requested to adopt Resolution No. 2223-15, recognizing February 2023, as "*Career and Technical Education Month.*"

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Lockerbie\_, Board Member Travanti\_, Board Member Hammond\_,  
Board Member Anderson\_, Board President Gholar\_.

## Rationale:

## Background:

## Additional Information:

A copy of the resolution is attached.

## ATTACHMENTS

- [Resolution 2223-15 Career and Technical Education Month.pdf](#)



**RESOLUTION NO. 2223-15**  
**RECOGNIZING February 2023, AS**  
***CAREER AND TECHNICAL EDUCATION MONTH***

**WHEREAS:** February 1-28, 2023, has been designated Career and Technical Education Month by the Association for Career and Technical Education; and

**WHEREAS:** career and technical education offers students the opportunity to gain the academic, technical, and employability skills necessary for true career readiness

**WHEREAS:** students in career and technical education programs participate in authentic, meaningful experiences that improve the quality of their education and increase their engagement and achievement; and

**WHEREAS:** career and technical education provides students with career exploration opportunities earlier in their educational experience, which enables them to make informed and beneficial decisions about their academic coursework and pursue established programs of study and career pathways; and

**WHEREAS:** leaders from business and industry nationwide report increasing challenges related to addressing the skills gap and connecting qualified professionals with available careers in critical and growing CTE-related fields, including healthcare, energy, advanced manufacturing, cybersecurity, and information technology; and

**WHEREAS:** career and technical education prepares students for these and other fulfilling careers by offering integrated programs of study that link secondary and postsecondary education and lead to the attainment of industry-recognized credentials; and

**WHEREAS:** career and technical education programs ensure that employers have access to a qualified and thriving workforce, ensuring America is a strong and competitive economy;

***NOW, THEREFORE, BE IT RESOLVED*** that the Monrovia Unified School District Board of Education does hereby adopt Resolution Number 2223-15, recognizing February 2023, as *“Career and Technical Education Month.”*

Adopted this 22<sup>nd</sup> day of February 2023:

\_\_\_\_\_  
Traci Gholar, President

\_\_\_\_\_  
Jennifer Anderson, Vice President

\_\_\_\_\_  
Rob Hammond, Clerk

\_\_\_\_\_  
Ryan D. Smith, Superintendent

\_\_\_\_\_  
Selene Lockerbie, Board Member

\_\_\_\_\_  
Maritza Travanti, Board Member

# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### 8. 22/23-5046 - VOTE FOR A DELEGATE TO CSBA'S ASSEMBLY

#### RECOMMENDATION

The Board of Education will vote for a delegate to CSBA's Assembly.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Lockerbie\_, Board Member Travanti\_, Board Member Hammond\_,

Board Member Anderson\_, Board President Gholar\_.

#### Rationale:

#### ATTACHMENTS

- [CSBA Delegates.pdf](#)

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**REGION 23 – 11 Delegates (11 elected)**

**Director: Helen Hall (Walnut Valley USD)**

**Below is a list of all elected or appointed Delegates from this Region.**

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**Los Angeles County: San Gabriel Valley & East Los Angeles  
Subregion 23-A**

Jennifer Freemon (Glendale USD), term expires 2023  
Kimberly Kenne (Pasadena USD), term expires 2024  
Zahir Robb (South Pasadena USD), term expires 2023  
Shant Sahakian (Glendale USD), term expires 2024

**Subregion 23-B**

Florencio Briones (El Monte Union HSD), term expires 2023  
Adam Carranza (Mountain View ESD), term expires 2023  
Lisette Mendez (El Monte City Schools), term expires 2024

**Subregion 23-C**

Jeanette Flores (Charter Oak USD), term expires 2024  
Christina Lucero (Baldwin Park USD), term expires 2023  
Eileen Miranda Jimenez (West Covina USD), term expires 2023  
Roberta Perlman (Pomona USD), term expires 2024

<u>County</u>
---------------

Los Angeles
-------------

**REQUIRES BOARD ACTION**

This complete, **ORIGINAL** Ballot must be **SIGNED** by the Superintendent or Board Clerk and returned in the enclosed envelope postmarked by the post office no later than **WEDNESDAY, MARCH 15, 2023**. Only ONE Ballot per Board. Be sure to mark your vote "X" in the box. *A PARTIAL, UNSIGNED, PHOTOCOPIED, OR LATE BALLOT WILL NOT BE VALID.*

OFFICIAL 2023 DELEGATE ASSEMBLY BALLOT  
SUBREGION 23-A  
(Los Angeles County)

Number of seats: 2 (Vote for no more than 2 candidates)

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*Delegates will serve two-year terms beginning April 1, 2023 - March 31, 2025*

*\*denotes incumbent*

Kathleen Cross (Glendale USD)

Dr. Gary Scott (San Gabriel USD)

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*Provision for Write-in Candidate Name*

---

*School District*

---

*Signature of Superintendent or Board Clerk*

---

*Title*

---

*School District Name*

---

*Date of Board Action*

*See reverse side for list of all current Delegates in your Region.*

### View results

Respondent

37      Anonymous

08:23  
Time to complete

1. I have been... \*

Appointed

Nominated

2. Your signature indicates your consent to be placed on the ballot and serve as a Delegate, if elected \*

Dr. Gary Thomas Scott

3. Full name \*

Dr. Gary Thomas Scott

4. Region/subregion \*

1A

1- County

2A

2B

3A

3B

3C

3- County

4B

4C

4D

5A

5B

5- County

6B

6C

7A

7B

8A

8B

8C

8D

9A

9B

9C

9 - County

10A

10B

11A

11B

11 - County

12A

12B

15

15 - County

16A

16B

17

17 - County

18A

18B

20

21

21 - County

22

23A

23B

23C

24

5. Name of District or COE \*

San Gabriel Unified School Dostrict

6. Years on board \*

24

## 7. Profession

Retired College Dean

## 8. Contact number \*

818-439-2271

## 9. Primary email address \*

greats@aol.com

## 10. Are you an incumbent Delegate? \*

Yes

No

## 11. Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. \*

My entire career has been in public education which has included Elementary, Middle School, High School, Community College and University classroom teaching as well as multiple years in College Administration. I have a passion for student learning and student success and have spent my entire career in education trying to improve both. I am absolutely committed to doing what ever is necessary to close the achievement gap. I am a strong advocate for strengthening pathways for high school students to higher education (either transfer or careers) through ROP/CTE and by better utilizing and coordinating with the Community College system. As an educator I believe that Arts education for all is a must!

## 12. Please describe your activities and involvement on your local board, community, and/or CSBA. \*

With almost 50 years of service in public education I am beginning my fifth term as a Governing Board member. I also serve as a Governing Board member on the San Gabriel Valley ROP and have served as a CSBA Delegate since 2015. I am a lifetime member of the community of San Gabriel and attended schools in the District as did my brothers, wife and children. In the past 40 years I have been involved with local School Site Councils, District Advisory Councils, Bond Committees, Long Term Planning Committees and Youth sports. I have spent countless hours serving all of our schools sites and our Education Foundation. I served in our local Rotary Club and continue as Chair of the Pastoral Council at our church.

13. What do you see as the biggest challenge facing governing boards and how can CSBA help address it? \*

One of the biggest challenges is to continue to improve the implementation of technology in our instructional delivery which includes providing access to robust broadband services for all students. Not only is it how our students experience the world but it is how we communicate with them and their families. We need to identify and share best practices in this arena. With declining enrollment a new state level funding mechanism must be found. Quality education for our students is the most important thing that we can invest our time and treasure into. In these contentious times it is necessary to reach out to all of our community stakeholders and maintain open and respectful communication that supports our and their success in a civil and respectful manner.

## Gary's Bio

Dr. Gary Thomas Scott retired as Dean of the School of Creative Arts and Applied Sciences at Long Beach City College after 38 years in education. He previously served as the Director of Bands at the college for 10 years and has continued as the Director of the college's Evening Wind Symphony for the past 35 years. He is the founder and musical director of the Band of the California Battalion, a fully reenacted Union Civil War Brass Band that is celebrating its 30<sup>th</sup> year as an ensemble. The Band has traveled all over the country providing concerts and living history performances including the National Civil War Brass Band Festival, the Grammy Museum, the Smithsonian in Washington D.C., the National Civil War Museum in Harrisburg, PA, Antietam, Harper's Ferry and two performances on the Battlefield at Gettysburg. In June of 2015 the Band performed as guests of the National Park Service at Fort Sumter in Charleston, S.C.

Dr. Scott previously served two terms as an elected member and past President of the Board of Education for the San Gabriel Unified School District and was reelected to a third term in 2013 again serving as Board President. He recently began serving his fifth term on the Board once again serving as Board President. Dr. Scott is also a member of the CSBA (California School Board Association) Delegate Assembly representing Region 23A and also serves on the Governing Board of the San Gabriel Valley ROP. Gary has been a music director and church cantor at St. Anthony Catholic Church in San Gabriel, CA for the past 40 years as well as Chair of the Pastoral Council. Additionally, Dr. Scott has frequently served as a guest clinician, judge and conductor for honor bands and festivals throughout the Southwestern United States.

Dr. Scott earned his BA and MA degrees in Music Education from California State University, Los Angeles and a Doctor of Education from UCLA. He has been married to his wife Mary for 47 years, has an adult son and daughter and identical twin grand daughters.

Dr. Scott began his musical career playing clarinet in 4th grade. Although he was a clarinet major in college, Dr. Scott asserts, "I spent most of my time playing sax and made all of my money playing drums". In the past, Dr. Scott has also served as the Director of Bands at Bellflower High School, Director of Bands at Cerritos Community College, Associate Director of Bands at California State University, Los Angeles and Instrumental Musical Specialist for the Rowland Unified School District. The position in Rowland required Dr. Scott to drive modified school bus that served as a "mobile" band room. This innovative and award-winning program, including the CSBA Golden Bell, served multiple school sites in the district.

When not playing, conducting music or tackling the challenges of our educational systems, Dr. Scott loves traveling with his wife Mary in their motorhome and enjoys reading techno-thrillers.

### View results

Respondent

63 Anonymous

8588:02

Time to complete

1. I have been... \*

Appointed

Nominated

2. Your signature indicates your consent to be placed on the ballot and serve as a Delegate, if elected \*

Kathleen Cross

3. Full name \*

Kathleen Cross

4. Region/subregion \*

1A

1- County

2A

2B

3A

3B

3C

3- County

4B

4C

4D

5A

5B

5- County

6B

6C

7A

7B

8A

8B

8C

8D

9A

9B

9C

9 - County

10A

10B

11A

11B

11 - County

12A

12B

15

15 - County

16A

16B

17

17 - County

18A

18B

20

21

21 - County

22

23A

23B

23C

24

5. Name of District or COE \*

Glendale Unified School District

6. Years on board \*

1

## 7. Profession

Director Of Operations, Social Worker

## 8. Contact number \*

6263722599

## 9. Primary email address \*

kcross@gusd.net

## 10. Are you an incumbent Delegate? \*

Yes

No

## 11. Why are you interested in becoming a Delegate? Please describe the skills and experiences you would bring to the Delegate Assembly. \*

I hope to bring my strength, positive attitude, determination and student guided internal compass to the CSBA as a Delegate. I believe that bringing my passion for education, through the vantage point of a solo parent, social worker, business woman, and active community member, will bring additional strength to the Delegate Assembly. It is evident within our community as well as so many others in the state, that the pandemic has left a lasting impact and I know that I will be able to help bring our focus on rebuilding our communities and bringing our families and stakeholders back together for the betterment of all of us. The Delegate Assembly is a way to extend my reach and advocacy for public education and to better advocate for the initiatives and supports our public schools need to help continue to create nurturing, caring school communities.

## 12. Please describe your activities and involvement on your local board, community, and/or CSBA. \*

I am an active solo parent of three children, regularly volunteering in my children's schools, chairing events, organizing volunteer experiences for both parents as well as students, and coaching my children's sports teams. On the Board, I have taken the Masters In Governance program in order to be an even more effective board member. I am also a part of several district committees and have made it a priority to be an involved and visible member of the board at both school and community events. Along with my fellow board members, I attend the CSBA conference and this year I won 4th place the the CSBA game. I am an "all in" type of person that pours myself into serving others with enthusiasm.

13. What do you see as the biggest challenge facing governing boards and how can CSBA help address it? \*

I think one of the biggest challenges facing governing boards is bringing unity to a divided culture. Coming through the pandemic, there is a level of shared trauma that all have experienced, yet not all know where or how to move through the trauma to a place of growth. Many within the school system; parents, educators, administration, support staff, and of course students and the school boards that represent all these individuals and the great community, find they have residual emotions that inadvertently impact the ability to find unity. I see that one of the biggest impacts that CSBA can have in our current social climate is to support local boards by understanding that beyond policy, our focus needs to be on helping to rebuild strong school communities. We need to advocate for and implement policies that increase our school districts ability to build nurturing, dynamic, and carrying school communities.



# Agenda Item Details

Meeting Date: 2023-02-22 18:30:00

## AGENDA ITEM TITLE:

### 1. BOARD POLICY 3470, *DEBT ISSUANCE AND MANAGEMENT*

#### RECOMMENDATION

The Board of Education is requested to receive for first reading Board Policy 3470, *Debt Issuance and Management*, as recommended by the California School Boards Association.

#### Rationale:

As part of the Board of Education's commitment to review and update all MUSD Board Policies and Administrative Regulations, the Office of the Superintendent has conducted its annual review of the department's Board Policies and Administrative Regulations and is presenting another policy for review and approval.

#### Background:

School districts receive regular policy updates from the California School Boards Association (CSBA), which are compared to existing policies to determine the extent of modification that is needed. This reviewed policy is updated as recommended by CSBA as Board Policy 3470, Debt Issuance and Management.

#### Additional Information:

A copy of the reviewed Board Policy 3470, Debt Issuance and Management, is attached.

## ATTACHMENTS

- [3470 BP Debt Issuance and Management.pdf](#)

## **DEBT ISSUANCE AND MANAGEMENT**

The Governing Board is committed to long-term capital and financial planning and recognizes that the issuance of debt is a key source for funding the improvement and maintenance of school facilities and managing cash flow. Any debt issued by the district shall be consistent with law and this policy.

The district shall not enter into indebtedness or liability that in any year exceeds the income and revenue provided for such year unless two-thirds of the voters approve the obligation or one of the exceptions specified in law applies. (California Constitution, Article 16, Section 18)

When the Board determines that it is in the best interest of the district, the Board may issue debt or order an election to issue debt. The Superintendent or designee shall make recommendations to the Board regarding appropriate financing methods for capital projects or other projects that are authorized purposes for debt issuance. When approved by the Board and/or the voters as applicable, the Superintendent or designee shall administer and coordinate the district's debt issuance program and activities, including the timing of issuance, sizing of issuance, method of sale, structuring of the issue, and marketing strategies.

The Superintendent or designee shall retain a financial advisor, municipal advisor, investment advisor, and other financial services professionals as needed to assist with the structuring of the debt issuance and to provide general advice on the district's debt management program, financing options, investments, and compliance with legal requirements. Contracts for services provided by such advisors may be for a single transaction or for multiple transactions, consistent with the contracting requirements in Education Code 17596. In the event that the district issues debt through a negotiated sale, underwriters may be selected for multiple transactions if multiple issuances are planned for the same project. In addition, the district shall select a legal team on an as-needed basis to assist with debt issuances or special projects.

### Goals

The district's debt issuance activities and procedures shall be aligned with the district's vision and goals for providing adequate facilities and programs that support student learning and well-being. When issuing debt, the district shall ensure that it:

1. Maintains accountability for the fiscal health of the district, including prudent management and transparency of the district's financing programs

2. Attains the best possible credit rating for each debt issue in order to reduce interest costs, within the context of preserving financial flexibility and meeting capital funding requirements
3. Takes all practical precautions and proactive measures to avoid any financial decision that will negatively impact current credit ratings on existing or future debt issues
4. Maintains effective communication with rating agencies and, as appropriate, credit enhancers such as bond insurers or other providers of credit or liquidity instruments in order to enhance the creditworthiness, liquidity, or marketability of the debt
5. Monitors the district's statutory debt limit in relation to assessed valuation within the district and the tax burden needed to meet long-term debt service requirements
6. When determining the timing of debt issuance, considers market conditions, cash flows associated with repayment, and the district's ability to expend the obtained funds in a timely, efficient, and economical manner consistent with federal tax laws
7. Determines the amortization (maturity) schedule which will fit best within the overall debt structure of the district at the time the new debt is issued
8. Considers the useful lives of assets funded by the debt issue, as well as repair and replacement costs of those assets to be incurred in the future
9. Preserves the availability of the district's general fund for operating purposes and other purposes that cannot be funded by the issuance of voter-approved debt
10. Meets the ongoing obligations and accountability requirements associated with the issuance and management of debt under state and federal tax and securities laws

#### Authorized Purposes for the Issuance of Debt

The district may issue debt for any of the following purposes:

1. To pay for the cost of capital improvements, including acquiring, constructing, reconstructing, rehabilitating, replacing, improving, extending, enlarging, and/or equipping district facilities
2. To refund existing debt
3. To provide for cash flow needs

Pursuant to Government Code 53854, general operating costs, including, but not limited to, items normally funded in the district's annual operating budget, shall not be financed from debt payable later than 15 months from the date of issuance. The district may deem it desirable to finance cash flow requirements under certain conditions so that available resources better match expenditures within a given fiscal year. To satisfy both state

constitutional and statutory constraints, such cash flow borrowing shall be payable from taxes, income, revenue, cash receipts, and other moneys attributable to the fiscal year in which the debt is issued.

#### Authorized Types of Debt

The Superintendent or designee shall recommend to the Board potential financing method(s) that result in the highest benefit to the district, with the cost of staff and consultants considered. Potential financing sources may include:

1. Short-Term Debt
  - a. Short-term debt, such as tax and revenue anticipation notes (TRANS), when necessary to allow the district to meet its cash flow requirements (Government Code 53850-53858)
  - b. Bond anticipation notes (BANs) to provide interim financing for capital bond projects that will ultimately be paid from general obligation bonds (Education Code 15150)
  - c. Grant anticipation notes (GANs) to provide interim financing pending the receipt of grants and/or loans from the state or federal government that have been appropriated and committed to the district (Government Code 53859-53859.08)
2. Long-Term Debt
  - a. General obligation bonds for projects approved by voters (California Constitution, Article 13A, Section 1; Education Code 15100-15262, 15264-15276; Government Code 53506-53509.5)
  - b. Special tax bonds issued pursuant to the Mello-Roos Community Facilities Act of 1982 (Government Code 53311-53368.3)
3. Lease financing, including certificates of participation (COPs)
  - a. Lease financing to fund the highest priority capital equipment purchases when pay-as-you-go financing is not feasible (Education Code 17450-17453.1)
  - b. Lease financing to fund facilities projects when there is insufficient time to obtain voter approval or in instances where obtaining voter approval is either not feasible or unavailable (Education Code 17400-17429)
4. Special financing programs or structures offered by the federal or state government, such as Qualified Zone Academy Bonds or other tax credit obligations or obligations that provide subsidized interest payments, when the use of such programs or structures is determined to result in sufficiently lower financing costs compared to traditional tax-exempt bonds and/or COPs
5. Temporary borrowing from other sources such as the County Treasurer

COPs, TRANs, revenue bonds, or any other non-voter approved debt instrument shall not be issued by the district in any fiscal year in which the district has a qualified or negative certification, unless the County Superintendent of Schools determines, pursuant to criteria established by the Superintendent of Public Instruction, that the district's repayment of that indebtedness is probable. (Education Code 42133)

#### Relationship of Debt to District Facilities Program and Budget

Decisions regarding the issuance of debt for the purpose of financing capital improvement shall be aligned with current needs for acquisition, development, and/or improvement of district property and facilities as identified in the district's facilities master plan or other applicable needs assessment, the projected costs of those needs, schedules for the projects, and the expected resources.

The cost of debt issued for major capital repairs or replacements shall be evaluated against the potential cost of delaying such repairs and/or replacing such facilities.

When considering a debt issuance, the Board and the Superintendent or designee shall evaluate both the short-term and long-term implications of the debt issuance and additional operating costs associated with the new projects involved. Such evaluation may include, but is not limited to, the projected ratio of annual debt service to the tax burden on the district's taxpayers and the ratio of annual debt service secured by the general fund to general fund expenditures.

The district may enter into credit enhancement agreements such as municipal bond insurance, surety bonds, letters of credit, and lines of credit with commercial banks, municipal bond insurance companies, or other financial entities when their use is judged to lower borrowing costs, eliminate restrictive covenants, or have a net economic benefit to the financing.

#### Structure of Debt Issues

The district shall consider the overall impact of the current and future debt burden of the financing when determining the duration of the debt issue.

The district shall design the financing schedule and repayment of debt so as to take best advantage of market conditions, ensure cost effectiveness, provide flexibility, and, as practical, recapture or maximize its debt capacity for future use. Principal amortization will be structured to meet debt repayment, tax rate, and flexibility goals.

For new money debt issuances for capital improvements, the district shall size the debt issuance with the aim of funding capital projects as deemed appropriate by the Board, as long as the issuance is consistent with the overall financing plan, does not exceed the amount authorized by voters, and, unless a waiver is sought and received from the state,

will not cause the district to exceed the limitation on debt issuances specified in the California Constitution or Education Code 15106.

To the extent practicable, the district shall also consider credit issues, market factors, and tax law when sizing the district's bond issuance. The sizing of refunding bonds shall be determined by the amount of money that will be required to cover the principal of, any accrued interest on, and any redemption premium for the debt to be paid on the call date and to cover appropriate financing costs.

Any general obligation bond issued by the district shall mature within 40 years of the issuance date or as otherwise required by law. (California Constitution, Article 16, Section 18; Government Code 53508.6)

The final maturity of equipment or real property lease obligations will be limited to the useful life of the assets to be financed but, with respect to a lease purchase of equipment, no longer than a period of 10 years. (Education Code 17452)

#### Method of Sale

For the sale of any district-issued debt, the Superintendent or designee shall recommend the method of sale with the potential to achieve the lowest financing cost and/or to generate other benefits to the district. Potential methods of sale include:

1. A competitive bidding process through which the award is based on, among other factors, the lowest offered true interest cost
2. Negotiated sale, subject to approval by the district to ensure that interest costs are in accordance with comparable market interest rates
3. Private placement sale, when the financing can or must be structured for a single or limited number of purchasers or where the terms of the private placement are more beneficial to the district than either a negotiated or competitive sale

#### Investment of Proceeds

The district shall actively manage the proceeds of debt issued for public purposes in a manner that is consistent with state law governing the investment of public funds and with the permitted securities covenants of related financing documents executed by the district. Where applicable, the district's official investment policy and legal documents for a particular debt issuance shall govern specific methods of investment of bond-related proceeds. Preservation of principal shall be the primary goal of any investment strategy, followed by the availability of funds and then by return on investment.

With regard to general obligation bonds, the district shall invest new money bond proceeds in the county treasury pool as required by law. (Education Code 15146)

The management of public funds shall enable the district to respond to changes in markets or changes in payment or construction schedules so as to ensure liquidity and minimize risk.

#### Refunding/Restructuring

The district may consider refunding or restructuring outstanding debt if it will be financially advantageous or beneficial for debt repayment and/or structuring flexibility. When doing so, the district shall consider the maximization of the district's expected net savings over the life of the debt issuance and, when using a general obligation bond to refund an existing bond, shall ensure that the final maturity of the refunding bond is no longer than the final maturity of the existing bond.

#### Internal Controls

The Superintendent or designee shall establish internal control procedures to ensure that the proceeds of any debt issuance are directed to the intended use. Such procedures shall assist the district in maintaining the effectiveness and efficiency of operations, properly expending funds, reliably reporting debt incurred by the district and the use of the proceeds, complying with all laws and regulations, preventing fraud, and avoiding conflict of interest.

The district shall be vigilant in using bond proceeds in accordance with the stated purposes at the time such debt was incurred as defined in the text of the voter-approved bond measure. (Government Code 53410)

When feasible, the district shall issue debt with a defined revenue source in order to preserve the use of the general fund for general operating purposes.

The district shall annually conduct a due diligence review to ensure its compliance with all ongoing obligations applicable to issuers of debt. Such a review may be conducted by general legal counsel or bond counsel. Any district personnel involved in conducting such reviews shall receive periodic training regarding their responsibilities.

In addition, the Superintendent or designee shall ensure that the district completes, as applicable, all performance and financial audits that may be required for any debt issued by the district, including disclosure requirements applicable to a particular transaction.

#### Records/Reports

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (CDIAC). Such report shall include a self-certification that the district has adopted a policy concerning the use of debt that complies with law and that the contemplated debt issuance is consistent with that policy. (Government Code 8855)

On or before January 31 of each year, the Superintendent or designee shall submit a report to the CDIAC regarding the debt authorized, the debt outstanding, and the use of proceeds of the issued debt for the period from July 1 to June 30. (Government Code 8855)

The Superintendent or designee shall provide initial and any annual or ongoing disclosures required by 17 CFR 240.10b-5 and 240.15c2-12 to the Municipal Securities Rulemaking Board, investors, and other persons or entities entitled to disclosure, and shall ensure that the district's disclosure filings are updated as needed.

The Superintendent or designee shall maintain transaction records of decisions made in connection with each debt issuance, including the selection of members of the financing team, the structuring of the financing, selection of credit enhancement products and providers, and selection of investment products. Each transaction file shall include the official transcript for the financing, interest rates and cost of issuance on the day when the debt was sold ("final number runs"), and a post-pricing summary of the debt issue. In addition, documentation evidencing the expenditure of proceeds, the use of debt-financed property by public and private entities, all sources of payment or security for the debt, and investment of proceeds shall be kept for as long as the debt is outstanding, plus the period ending three years after the financial payment date of the debt or the final payment date of any obligations or series of bonds issued to refund directly or indirectly all of any portion of the debt, whichever is later.

The Superintendent or designee shall annually report to the Board regarding debts issued by the district, including information on actual and projected tax rates, an analysis of bonding capacity, ratings on the district's bonds, market update and refunding opportunities, new development for California bond financings, and the district's compliance with post-issuance requirements.