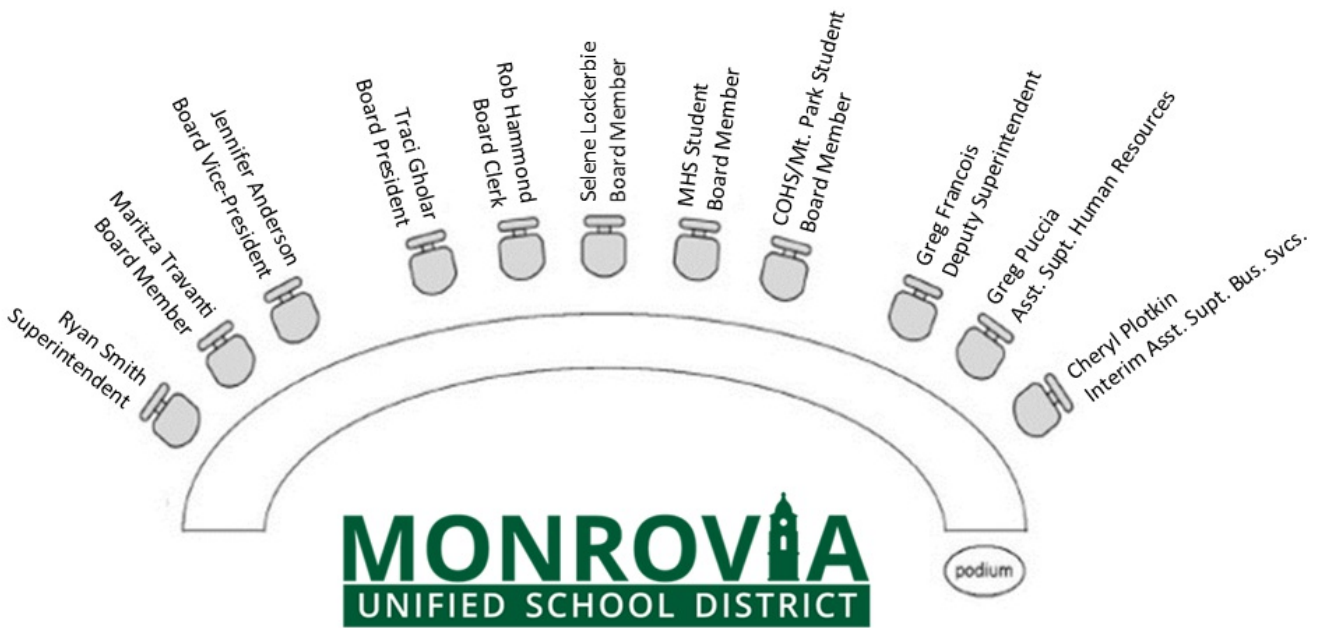




In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Superintendent's Office (626) 471-2010, twenty-four hours prior to the meeting so that reasonable arrangements can be made. The Administration Center Board Room is wheelchair 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 OPEN SESSION MEETING
Wednesday, January 18, 2023
6:30 p.m. - Board Room**

A. 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 Plymouth Elementary School.

3. Roll Call:

- | | |
|---|---|
| Traci Gholar, Board President _____ | Ryan D. Smith, Superintendent _____ |
| Jennifer Anderson, Board Vice-Pres. _____ | Gregoire Francois, Deputy Supt. _____ |
| Rob Hammond, Board Clerk _____ | Cheryl Plotkin, Int. Asst. Supt. Bus. Svcs. _____ |
| Maritza Travanti, Board Member _____ | Greg Puccia, Asst. Supt. HR _____ |
| Selene Lockerbie, Board Member _____ | |
| Emma Nahapetian, Student Board Member _____ | |

B. 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 and the Annual Organizational Meeting on December 14, 2022.

Motion by _____, seconded by _____, Vote _____

Board Member Lockerbie __, Board Member Travanti __, Board Member Hammond __, Board Member Anderson __, Board President Gholar __

[Board Meeting Minutes 12.14.2022.pdf](#)

[Organizational Meeting Minutes 12.14.2022.pdf](#)

C. **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 **January**:

- **Monica DeGuzman, Instructional Aide Kinder., Mayflower Elementary School**
- **Caroline Badalian, Teacher, Mayflower Elementary School**
- **Desiree Harbaugh, Library Technician, Plymouth Elementary School**
- **Mitzi Avila, Teacher, Plymouth Elementary School**

2. SOFI Art Showcase

3. Board Member Reports

4. Student Board Member Report

5. Report from the Superintendent

D. **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

E. **STAFF PRESENTATIONS**

1. MEASURE MM: NEXT STEPS

The Board of Education is requested to receive a presentation on the next steps for Measure MM.

[Measure MM Next Steps 01.18.2023.pdf](#)

2. AMIGOS DE LOS RIOS PROJECT UPDATES: PLYMOUTH, MHS, AND SANTA FE

The Board of Education is requested to receive a presentation on project updates from Amigos de Los Rios.

[MUUSD CR BOE UPDATE 01.18.2023.pdf](#)

F. 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. 22/23-1076 - CALIFORNIA HEALTHY KIDS SURVEY (CHKS) MEMORANDUM OF UNDERSTANDING

The Board of Education is requested to approve a Memorandum of Understanding for the California Healthy Kids Survey (CHKS) Regional Center as a precondition to the administration of the California Highway Kids Survey.

[CalSCHLS Admin MOU District 22-23.pdf](#)

2. 22/23-1082 - NAVIGATE360 SITE MAPPING AND SITE DRAWING SERVICE

The Board of Education is requested to approve the purchase of the Navigate360 Site Mapping and Site Drawing for the Emergency Management System (EMS).

[Navigate360 Site Mapping and Drawing Quote - Q51292 - 20230118.pdf](#)

3. 22/23-1084 - BOARD POLICY 5141.21, ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS, AND ACCOMPANYING ADMINISTRATIVE REGULATION

The Board of Education is requested to adopt Board Policy 5141.21, *Administering Medication and Monitoring Health Conditions*, and its accompanying Administrative Regulation as recommended by the California School Boards Association (CSBA).

[5141.21 BP Administering Medication and Monitoring Health Conditions - 20221214.pdf](#)

[5141.21 AR Administering Medication and Monitoring Health Conditions.pdf](#)

BUSINESS SERVICES

4. 22/23-2086 - PURCHASE ORDERS AND PAYMENT OF BILLS

The Board of Education is requested to ratify purchase orders in the amount of \$3,093,344.70 issued November 25, 2022, through December 16, 2022, and payments in the amount of \$6,820,677.52, issued December 1, 2022, through December 20, 2022.

[BA Item 2086\(b-c\) Purchase Order Rpt 1-18-23.pdf](#)

5. 22/23-2087 - DISTRICT CASH RECEIPTS

The Board of Education is requested to receive District cash receipts; Deposit Report No. 19 through No. 21, deposited December 8, 2022, through December 19, 2022, for a total amount of \$678,786.35.

[BA Item 2087\(b-d\) Deposit Rpts #19-21 1-18-23.pdf](#)

6. 22/23-2088 - BUDGETARY TRANSFERS AND REVISIONS

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

[BA Item 2088\(b\) Budgetary Transfers 1-18-23.pdf](#)

7. 22/23-2089 - ACCEPTANCE OF GIFTS

The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 2023-08.

[Acceptance of Gifts #2023-08-01-18-23.pdf](#)

8. 22/23-2091 - SERVICE AGREEMENT WITH GOTO

The Board of Education is requested to approve a one-year renewal agreement with GoTo (formerly Jive Communications, Inc.) for Voice over IP (VoIP) telephone services.

[BA Item 2091\(b\) Service Agreement with GoTo 1-18-23.pdf](#)

9. 22/23-2092 - AGREEMENT WITH SAN MATEO-FOSTER CITY SCHOOL DISTRICT, SUPER CO-OP LEAD AGENCY

The Board of Education is requested to approve an agreement with the San Mateo-Foster City School District to provide United States Department of Agriculture (USDA) Commodity Food Management support for our child nutrition program.

[BA Item 2092\(b\) Agreement with San Mateo-Foster City School District 1-18-23.pdf](#)

10. 22/23-2093 - SERVICE AGREEMENT WITH COLBI TECHNOLOGIES

The Board of Education is requested to approve a service agreement with “Colbi Technologies” to renew a web-based software platform agreement for a “Quality Bidders” license for pre-qualification and CUPCCA registration, monitoring, and audit compliance review support services. Additionally, the vendor will include an “Account – Ability” software platform license for construction/facility accounting, financial planning, procurement support, and operational reports matrix to support district bond program management.

[BA Item 2093\(b\) Service Agreement with Colbi Technologies 1-18-23.pdf](#)

HUMAN RESOURCES

11. 22/23-3051- PERSONNEL ASSIGNMENTS

The Board of Education is requested to approve Personnel Assignments Report #10.

[BRD Report 20220118 Personnel Report 10.pdf](#)

12. 22/23-3052 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL

The Board of Education is requested to approve Travel and Conference Report #9.

[01182023TravelConference.pdf](#)

13. 22/23-3053 - PERSONNEL COMMISSION ANNUAL REPORT FOR 2021-22

The Board of Education is requested to receive the Personnel Commission Annual Report for the 2021-22 school year.

[PC Annual Report 2021 22.pdf](#)

14. 22/23-3054- QUARTERLY UNIFORM COMPLAINT

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

[Singed 2ND QUARTER 2022 UCP Reporting Form.pdf](#)

15. 22/23-3056 - APPROVAL OF CONTRACT WITH HELIOS ED

The Board of Education is requested to approve the quote from Helios Ed. for records time management services for the District.

[Helios Quote for Time Reporting - Monrovia USD \(3\).pdf](#)

16. 22/23-3057- SETTING OF SALARY FOR NEW CLASSIFICATION, COLLEGE TUTOR (ENGLISH LEARNER)

The Board of Education is requested to accept the recommendation of the Personnel Commission and set the salary for

the new job classification *College Tutor (English Learner)*, at \$15.50 p/hour. The classification is exempt pursuant to California Education Code 45256.

[Job Description - College Tutor.pdf](#)

G. ACTION ITEMS (Non-Consent)

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

1. 22/23-1077 - EXTENDED FIELD TRIP

The Board of Education is requested to approve an extended field trip for select Monrovia High School Project Lead the Way (PLTW) Engineering pathway students to participate in the California High-Speed Rail Construction Site and Fresno State University Engineering Department visit in Fresno, California, from February 23-24, 2023.

Motion by _____, seconded by _____, Vote _____

Board Member Lockerbie __, Board Member Travanti __, Board Member Hammond __,

Board Member Anderson __, Board President Gholar __

[CA HSR Fieldtrip Itinerary 2023.pdf](#)

2. 22/23-1078 - EDUCATIONAL AFFILIATION AGREEMENT BETWEEN CALIFORNIA STATE UNIVERSITY LONG BEACH FOR COUNSELING INTERNSHIP AND MONROVIA UNIFIED SCHOOL DISTRICT

The Board of Education is requested to approve an Educational Affiliation Agreement with California State University Long Beach allowing the Monrovia Unified School District to provide clinical education experiences to Teacher Education and School Counseling Students for a three-year term beginning January 18, 2023, through January 18, 2026.

Motion by _____, seconded by _____, Vote _____

Board Member Lockerbie __, Board Member Travanti __, Board Member Hammond __,

Board Member Anderson __, Board President Gholar __

[Cal State Long Beach Educational Affiliation Agreement - 20230118.pdf](#)

3. 22/23-1079 - NEW COURSE OFFERING FOR HIGH SCHOOL STUDENTS: HONORS PROJECT LEAD THE WAY (PLTW) PRINCIPLES OF ENGINEERING

The Board of Education is requested to approve Honors PLTW Principles of Engineering as a new Career Technical Education 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_Honors PLTW Principles of Engineering.pdf](#)

[PLTW_POE_Equipment_Quote_2324 \(1\).pdf](#)

4. 22/23-1080 - NEW COURSE OFFERING FOR HIGH SCHOOL STUDENTS: ENTREPRENEURSHIP 1

The Board of Education is requested to approve Entrepreneurship 1 as a new course offering for high school students.

Motion by _____, seconded by _____, Vote _____

Board Member Lockerbie __, Board Member Travanti __, Board Member Hammond __,

Board Member Anderson __, Board President Gholar __

[Course Description_Entrepreneurship 1.pdf](#)

[Entrepreneurship Curriculum - FY24 NFTE Quote - Monrovia.pdf](#)

[Scope of Services re Entrepreneurship - FY24 SOS Monrovia.pdf](#)

5. 22/23-1081 - RATIFICATION OF PURCHASE FOR MONROVIA HIGH SCHOOL CAREER TECHNICAL EDUCATION (CTE) COMPUTER REPLACEMENTS AND UPGRADES

The Board of Education is requested to ratify the purchase of Career Technical Education (CTE) computer replacements and upgrades for Monrovia High School.

Motion by _____, seconded by _____, Vote _____

Board Member Lockerbie __, Board Member Travanti __, Board Member Hammond __,

Board Member Anderson __, Board President Gholar __

[CTE_2015_MAC_Replacements_2022_2110983537.pdf](#)
[CTE_2017_MAC_Replacement_2022_2110974390.pdf](#)
[CTE_GamingPC_Game_Design_Class_2022_AG120522A.pdf](#)
[CTE_Spyder_Lab_Expansion_PC's_2022_AG120922A.pdf](#)

BUSINESS SERVICES – Cheryl Plotkin, Interim Asst. Supt. of Business Services

6. 22/23-2094 - ADOPT RESOLUTION NO. 2223-11 ENTERING THE NOVEMBER 8, 2022, GENERAL OBLIGATION BOND ELECTION RESULTS INTO THE MINUTES OF THE BOARD

The Board of Education is requested to adopt Resolution No. 2223-11, entering the November 8, 2022, General Obligation Bond Election Results Into the Minutes of the Board of Education.

Motion by _____, seconded by _____, Vote _____

Board Member Lockerbie __, Board Member Travanti __, Board Member Hammond __,

Board Member Anderson __, Board President Gholar __

[BA Item 2094\(b-c\) Resolution Certifying 2022 Election Results 1-18-23.pdf](#)

7. 22/23-2095 - ADOPT RESOLUTION NO. 2223-12 ESTABLISHING THE CITIZENS' OVERSIGHT COMMITTEE

The Board of Education is requested to adopt Resolution No. 2223-12 of the intent of the Monrovia Unified School District Board of Education to establish a Citizens' Oversight Committee for Measure MM.

Motion by _____, seconded by _____, Vote _____

Board Member Lockerbie __, Board Member Travanti __, Board Member Hammond __,

Board Member Anderson __, Board President Gholar __

[BA Item 2095\(b\) Resolution to Establish the Citizens Bond Oversight Committee 1-18-23.pdf](#)

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

8. 22/23-3053- AGREEMENT WITH OLYMPIC STAFFING SERVICES

The Board of Education is requested to approve an agreement with Olympic Staffing Services to provide temporary support to the Business Services department from January 18, 2023, through February 28, 2023.

Motion by _____, seconded by _____, Vote _____

Board Member Lockerbie __, Board Member Travanti __, Board Member Hammond __,

Board Member Anderson __, Board President Gholar __

[Olympic Staffing Agmt. - 20230118.pdf](#)

9. 22/23-3055 - CONSULTANT AGREEMENT WITH MICHELLE CURRY

The Board of Education is requested to ratify a consultant agreement with Michelle Curry to provide program management, training, and administrative support to the Food Services department beginning January 9, 2023, to June 30, 2023.

Motion by _____, seconded by _____, Vote _____

Board Member Lockerbie __, Board Member Travanti __, Board Member Hammond __,

Board Member Anderson __, Board President Gholar __

[Consultant Agreement - M. Curry 20230109.pdf](#)

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

10. 22/23-5031 - APPROVAL OF ASSISTANT SUPERINTENDENT, BUSINESS SERVICES EMPLOYMENT CONTRACT

The Board of Education is requested to approve the Assistant Superintendent, Business Services employment contract.

Motion by _____, seconded by _____, Vote _____

Board Member Lockerbie __, Board Member Travanti __, Board Member Hammond __,

Board Member Anderson __, Board President Gholar __

H. INFORMATION ITEMS

1. BOARD BYLAW 9223, *FILLING VACANCIES*

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

[9223_BB_FILLING_VACANCIES Revision 1.13.23.pdf](#)

I. FUTURE MEETING DATES

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

J. NEW BUSINESS

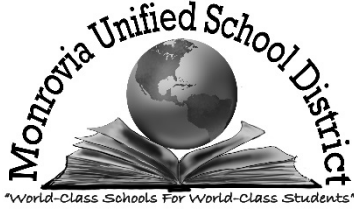
Parent-Teacher Conferences (6-8) - January 30, 2023 - February 3, 2023

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

MUSD School Showcase - February 16, 2023

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

K. 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
ANNUAL ORGANIZATIONAL MEETING
ANNUAL MEETING OF THE MONROVIA UNIFIED SCHOOL DISTRICT FINANCING
CORPORATION**

Wednesday, December 14, 2022

6:30 p.m. - Board Room

BOARD OF EDUCATION CLOSED SESSION

Wednesday, December 14, 2022

Superintendent's Office

UNADOPTED MINUTES

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

1. Meeting called to order by presiding chairperson, Board President Lockerbie at 6:31 pm.

2. Pledge of Allegiance by MHS Automotive Science Pathways, Richard Montenegro

3. Roll Call:

Selene Lockerbie, Board President Present

Traci Gholar, Board Vice-President Present

Jennifer Anderson, Board Clerk Present

Rob Hammond, Board Member Present

Maritza Travanti, Board Member Present

Sarah Tripp, Student Board Member Absent

Ryan D. Smith, Superintendent Present

Gregoire Francois, Deputy Supt. Present

Greg Puccia, Asst. Supt. of HR Present

Cheryl Plotkin, Int. Asst. Sup. Bus. Svcs. Present

Emma Nahapetian, Student Board Member Present

B. RECOGNITIONS

1. MHS Performer, Isabella K. Hurtado
2. Elementary 4th and 5th Grade Choir
3. Middle School Sports Champions

**C. CONVENE BOARD OF EDUCATION ANNUAL ORGANIZATIONAL MEETING
(see attached separate agenda)**

**D. WITHOUT ADJOURNING THE REGULAR BOARD OF EDUCATION MEETING,
CONVENE THE ANNUAL MEETING OF THE MONROVIA UNIFIED SCHOOL DISTRICT
FINANCING CORPORATION**

1. Call to Order at 7:42 pm.
2. Public Comment
There are none.
3. Designate Officers for the Monrovia Unified School District Financing Corporation pursuant to the By-Laws of Same (Article IV, Section 4.02)
Motion by Board Member Hammond for officers of the financing Corporation follow the Regular Board of Education, seconded by Board Member Travanti, Vote 5-0
Board Member Lockerbie-Y, Board Member Travanti-Y, Board Member Hammond-Y, Board Member Anderson-Y, Board President Gholar-Y
4. Annual Report of Corporation Activities 2021-2022
[Annual Meeting of Financing Corp Rpt 12-14-22.pdf](#)
5. Other Business **None**
6. Adjourn the Monrovia Unified School District Financing Corporation Annual Meeting at 7:45 pm.

E. RECONVENE BOARD OF EDUCATION OPEN SESSION MEETING

F. 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. **None**
2. Approve the Minutes of the Regular Board of Education Meeting and the Minutes of the Joint Board of Education Personnel Commission Meeting on November 9, 2022.
Motion by Board Member Hammond, seconded by Board Member Anderson, Vote 5-0
Board Member Lockerbie-Y, Board Member Travanti-Y, Board Member Hammond-Y, Board Member Anderson-Y, Board President Gholar-Y
[Board Meeting Minutes 11.09.2022.pdf](#)
[Joint BOE PC Meeting Minutes 11.09.2022.pdf](#)

G. COMMUNICATIONS

1. Board Member Reports
Board Member Lockerbie shared about the school visits she participated in, along with other members of the Board, cabinet, and administration.
2. Student Board Member Report
Student Board Member Nahapetian shared about the Monrovia Holiday Parade, spirit week connections, and Breaking Down the Walls.
3. Report from the Superintendent
Superintendent Smith shared about Season of Gratitude, project-based learning happening at

Plymouth, and Willy Wonka show by Wild Rose.

H. 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 20minutes 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.

Elvis Sanchez asked to get the color black added as a predominate color for all sports jerseys at MHS. Mr. Sanchez also shared his concerns with the coaching stipends and asked the Board to consider taking care of trainings required by MUSD for the coaches.

2. Public Comments for items on the Open Session Agenda

Gina Ayala asked the Board to consider having samples of the proposed classroom furniture available at the January 9 and 10 professional development days.

3. Public Comments for items on the Closed Session Agenda

There are none.

I. STAFF PRESENTATIONS

1. MEASURE MM: NEXT STEPS

The Board of Education is requested to receive a presentation on the next steps for Measure MM. Presented by Cheryl Plotkin, Interim Asst. Sup., Business Services.

[12_14_22 Board of Education Meeting - Bond Next Steps.pdf](#)

Board Member Travanti asked if there is an application template for the Citizens Bond Oversight Committee and Ms. Plotkin clarified that we do have one, and it will be included in the updates on Friday.

Board Member Hammond clarified that the Bond was requested for the amount of money that we believed could cover the priority list and the items that were important for school safety and security.

2. PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT

The Board of Education is requested to receive for public disclosure, as required by AB 1200, the summary of a tentative agreement with the Monrovia Teachers' Association (MTA), California School Employees Association (CSEA), Monrovia Association of School Administrators (MASA), and Confidential/Classified Management (CCM) for 2022-23 school year. Presented by David Conway, Director, Fiscal Services.

[AB 1200 Public Disclosure of Proposed Collective Bargaining Agreement - 2022-23.pdf](#)

Board Member Anderson clarified that the Bond money has nothing to do with the pay increases. Pay increases do not impact facility money.

Board Member Hammond thanked everyone involved for getting an agreement this early.

3. 21st CENTURY CLASSROOM FURNITURE

The Board of Education is requested to receive a presentation about 21st-century classroom furniture for all Monrovia Unified School District school sites. Presented by Greg Francois, Deputy Superintendent.

Board Member Travanti asked if the desks will match the storage units of the science labs. Dr. Francois said they would try to match. Dr. Francois clarified that a survey was sent out to the stakeholders. Board Member Travanti wanted to clarify that the purchase of this furniture is not a done deal.

Board Member Lockerbie asked if the Board were to approve and move forward with this can teachers opt out of receiving the new furniture if they want to? Dr. Francois clarified that all classrooms would receive the new furniture; however, our in-house support team would work with teachers who are concerned. Board Member Lockerbie asked if the rocking chair can't be tolerated, can it be moved? Dr. Francois said yes. Board Member Lockerbie asked what we would do with the old furniture. Dr. Francois clarified that the surplus furniture would go up for bid.

Board President Gholar asked about the potential of having all the furniture by the end of this school year and if any supply chain issues are anticipated. Dr. Francois clarified that the furniture has been made locally in Norwalk for over 75 years, so no issues with the supply chain are anticipated.

Board Member Travanti asked about the logistics of setting up the furniture. Dr. Francois clarified that the elementary schools could be set up on weekends, or overnight on a Wednesday. The middle schools and high school would need to be set up over spring break.

J. 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: None

Approval of Consent Agenda:

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

EDUCATIONAL SERVICES

1. 22/23-1063 - AGREEMENT WITH FOOD ED FOR SANTA FE COMPUTER SCIENCE MAGNET SCHOOL

The Board of Education is requested to approve an agreement with Food ED for a Cougar EcoLab and Heritage Learning Garden at Santa Fe Computer Science Magnet School for the 2022/23 school year.

[Food Ed Agreement - Santa Fe - 20221214.pdf](#)

2. 22/23-1064 - FINAL SETTLEMENT AGREEMENT

The Board of Education is requested to ratify a Final Settlement agreement in regards to Student No. 8260224592 for OAH Case No. 2022-070062 dated November 13, 2022.

[Settlement Agreement Report 4.pdf](#)

3. 22/23-1066 - CONTRACT WITH CURRICULUM ASSOCIATES, LLC, FOR ELLEVATION SUBSCRIPTION RENEWAL

The Board of Education is requested to ratify a contract with Curriculum Associates, LLC, for a one-year subscription renewal for Ellevation for the 2022-23 school year.

[Curriculum Associates - Ellevation Subscription Renewal for 2022-23.pdf](#)

4. 22-23-1067 - THINKING MAPS LEARNING COMMUNITY SITE LICENSE RENEWAL PROPOSAL

The Board of Education is requested to approve a Cost Proposal from Thinking Maps, Inc. for a one-year subscription renewal of the Learning Community Site Licenses for the 2022-23 school

year for each of the five elementary schools.

[THINKING MAPS - Learning Community Site 1-Year License - 20221214.pdf](#)

5. 22/23-1068 - SCHOOL SITE "SINGLE PLAN FOR STUDENT ACHIEVEMENT" ANNUAL REVISIONS FOR THE 2022-23 SCHOOL YEAR

The Board of Education is requested to approve revisions to the "Single Plan for Student Achievement" for 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, and Monrovia High School for the 2022-23 school year.

[22-23 SPSAs.pdf](#)

6. 22/23-1069 - COMMUNITY ADVISORY COMMITTEE REPRESENTATIVE FOR THE WEST SAN GABRIEL VALLEY SPECIAL EDUCATION LOCAL PLAN AREA

The Board of Education is requested to appoint Atria MacLellan as Monrovia Unified School District's parent representative to the Community Advisory Committee (CAC) for the West San Gabriel Valley Special Education Local Plan Area (SELPA) from December 15, 2022 to June 30, 2024.

7. 22/23-1070 - CONTINUED FUNDING APPLICATION FOR THE PRESCHOOL PROGRAM

The Board of Education is requested to approve the submission of the Continued Funding Application for Canyon Early Learning Center for the Fiscal Year 2023-24.

[2023-24 Preschool Continued Funding Application - 20221214.pdf](#)

BUSINESS SERVICES

8. 22/23-2077 - PURCHASE ORDERS AND PAYMENT OF BILLS

The Board of Education is requested to ratify purchase orders in the amount of \$1,293,818.67 issued October 21, 2022, through November 25, 2022, and payments in the amount of \$6,398,703.68, issued October 27, 2022, through November 30, 2022.

[BA Item 2077\(b-c\) Purchase Order Rpt 12-14-22.pdf](#)

9. 22/23-2078 - DISTRICT CASH RECEIPTS

The Board of Education is requested to receive District cash receipts; Deposit Report No. 16 through No. 18, deposited November 8, 2022, through November 18, 2022, for a total amount of \$900,395.84.

[BA Item 2078\(b-d\) Deposit Rpt #16-18 12-14-22.pdf](#)

10. 22/23-2079 - ACCEPTANCE OF GIFTS

The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 2023-07.

[Acceptance of Gifts #2023-07-12-14-22.pdf](#)

11. 22/23-2080 - PROFESSIONAL SERVICE AGREEMENTS

The Board of Education is requested to approve the Professional Service Agreements Report #9 for the Monrovia Unified School District 2022-23 SY.

[Professional Service Agmts #9.pdf](#)

HUMAN RESOURCES

12. 22/23-3040 - PERSONNEL ASSIGNMENTS

The Board of Education is requested to approve Personnel Assignments Report #9.

[BRD Report 20221214 Month 9 - Final.pdf](#)

13. 22/23-3041 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL

The Board of Education is requested to approve Travel and Conference Report #8.

[12142022TravelConference.pdf](#)

14. 22/23- 3043 - MEMORANDUM OF UNDERSTANDING WITH AZUSA PACIFIC UNIVERSITY

The Board of Education is requested to approve a Memorandum of Understanding (MOU) between Monrovia Unified School District and Azusa Pacific University. Effective December 15, 2022, through June 30, 2028.

[Monrovia USD and Azusa Pacific University MOU for Adapted PE Fieldwork.pdf](#)

15. 22/23-3044 - CLINICAL AFFILIATION AGREEMENT BETWEEN CAL STATE LOS ANGELES AND THE MONROVIA UNIFIED SCHOOL DISTRICT

The Board of Education is requested to approve the Clinical Affiliation agreement between California State University, Los Angeles, and the Monrovia Unified School District for a term beginning December 14, 2022, through December 14, 2025.

[CAL State Los Angeles Clinical Practice for Speech, SLPA and audiology 6722-0239CL Monrovia USD \(3\).pdf](#)

16. 22/23 3045- APPROVAL OF CONTRACT WITH SYTECH SOLUTIONS

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

[SYTECH for December 14 2022 Board Monrovia USD \(2022\).pdf](#)

K. ACTION ITEMS (Non-Consent)

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

1. 22/23-1071 - AGREEMENT FOR DENTAL SERVICES WITH WESTERN UNIVERSITY OF HEALTH SCIENCES

The Board of Education is requested to approve an agreement between Western University of Health Sciences and Monrovia Unified School District (MUSD) to provide dental services to MUSD students at no cost by their College of Dental Medicine.

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

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

[Western University MOU re Dental Services - 20221214.pdf](#)

BUSINESS SERVICES – *Cheryl Plotkin, Interim Asst. Supt. of Business Services*

2. 22/23-2083 - FIRST INTERIM REPORT FOR THE 2022-23 FISCAL YEAR

The Board of Education is requested to approve a positive certification that the Monrovia Unified School District will be able to meet its financial obligations for the 2022-23 fiscal year and the subsequent two fiscal years.

Motion by Board Member Travanti, seconded by Board Member Lockerbie, Vote 5-0

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

[2022-23 First Interim Report Narrative.pdf](#)

3. 22/23-2084 - FOOD CATERING AGREEMENT - PASTA KING

The Board of Education is requested to approve a food catering agreement with Pasta King for a Multicultural Family Night event at Plymouth Elementary School in the Monrovia Unified School District.

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

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

[BA Item 2084 b Catering Services Agreement with Pasta King.pdf](#)

4. 22/23-2085 – FACILITIES USE AGREEMENT BETWEEN MONROVIA UNIFIED SCHOOL DISTRICT AND FELLOWSHIP MONROVIA

The Board of Education is requested to ratify a facilities use agreement between Monrovia Unified School District and Fellowship Monrovia, from January 1, 2023 to December 24, 2023. Motion by Board Member Hammond, seconded by Board Member Travanti, Vote 5-0 Board Member Lockerbie-Y, Board Member Travanti-Y, Board Member Hammond-Y, Board Member Anderson-Y, Board President Gholar-Y

[BA Item 2082\(b\) Facility Use Agreement between MUSD and Fellowship Monrovia 12-14-22.pdf](#)

Board Member Hammond asked if we have custodial staff behind their custodial staff. Mr. Garcia said yes, two hours before and two hours after.

Board Member Hammond would like to approve the MOU but requests that money for equipment rental is held separately.

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

5. 22/23-3046 - CREATION OF NEW CLASSIFIED POSITION, COLLEGE TUTOR (ENGLISH LEARNER)

The Board of Education is requested to establish a new classified position, *College Tutor (English Learner)*.

Motion by Board Member Hammond, seconded by Board Member Anderson, Vote 5-0

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

[College Tutor \(English Learner\).pdf](#)

Board Member asked if this position is for a college student. Dr. Gero clarified that yes, this is a position created for a college student to allow more flexibility on how we can assign them.

6. 22/23-3047 - CREATION OF NEW CLASSIFIED POSITION, INSTRUCTIONAL AIDE - ELEMENTARY INTERVENTION

The Board of Education is requested to establish a new classified position, *Instructional Aide - Elementary Intervention*.

Motion by Board Member Anderson, seconded by Board Member Hammond, Vote 5-0

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

[Instructional Aide - Elementary Intervention.pdf](#)

Board Member Lockerbie asked why we are not hiring an interventionist instead. Dr. Gero clarified that this is a position, for an aide under the supervision of an interventionist, is more cost effective.

7. 22/23-3048 - MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN MONROVIA TEACHERS ASSOCIATION (MTA) AND MONROVIA UNIFIED SCHOOL DISTRICT

The Board of Education is requested to approve a Memorandum of Understanding (MOU) between the Monrovia Teachers Association (MTA) and Monrovia Unified School District.

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

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

[MTA Counselors MOU 07122022.pdf](#)

8. 22/23-3049 - APPROVAL OF COLLECTIVE BARGAINING AGREEMENT WITH THE MONROVIA TEACHERS ASSOCIATION (MTA)

The Board of Education is requested to approve a 6.5% increase to salary and longevity schedules for MTA, Confidential/Classified Managers (CCM), Monrovia Association of School Administrators (MASA), and Governing Board members, retroactive to July 01, 2022.

The Board of Education is also requested to approve one time 3.00% increase, retroactive to July 1, 2022, or an employee's start date in the 2022-23 school year, to salary and longevity schedules for MTA, Confidential/Classified Managers (CCM), Monrovia Association of School Administrators (MASA), and Governing Board members.

Motion by Board Member Hammond, seconded by Board Member Anderson, Vote 5-0

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

[MTA salary increase 22_23.pdf](#)

Board Member Travanti asked about the timelines for the pay increases. The one time 3% will be paid at the end of the 2022-23 school year, the retro payment for the regular increase will be paid in February, and the regular increase will begin at the end of January.

9. 22/23 -3050 APPROVAL OF COLLECTIVE BARGAINING AGREEMENT WITH THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) VARIOUS ARTICLE AGREEMENTS AND MOU

The Board of Education is requested to approve a 6.5% increase to salary and longevity schedules retroactive to July 01, 2022. This includes a retroactive increase for unrepresented Classified employees paid on the Classified Salary Schedule. The Board is requested to approve a one-time 3.00% increase, retroactive to July 1, 2022, or an employee's start date in the 2022-23 school year, to salary and longevity schedules for unrepresented Classified employees paid on the Classified Salary Schedule. It is also recommended that the Board approve the various article changes and MOU.

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

[CSEA Tentative Salary agreement and articles for 22_23.pdf](#)

Board Member Travanti wanted to make sure that the timelines were the same for CSEA as for MTA. They are.

10. 22/23-3051 - APPROVAL OF CONTRACT WITH MUSICK & PEELER LLP

The Board of Education is requested to approve a contract with Musick & Peeler LLP to provide professional development training for classified managers on January 9 and 10, 2023.

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

[MusickPeeler Contract - 120722.pdf](#)

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

11. 22/23-5030 - AGREEMENT WITH FAGEN FRIEDMAN AND FULFROST LLP AND MONROVIA UNIFIED SCHOOL DISTRICT

The Board of Education is requested to approve an agreement for special services between Fagen Friedman and Fulfrost, LLP, Attorneys at Law and Monrovia Unified School District, beginning December 15, 2022, through June 30, 2023.

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

[Contract ID 877 - Monrovia Unified School District \(2\).pdf](#)

L. INFORMATION ITEMS

1. BOARD POLICY 5141.21, ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS, AND ACCOMPANYING ADMINISTRATIVE REGULATION

The Board of Education is requested to receive for first reading Board Policy 5141.21, *Administering Medication and Monitoring Health Conditions*, and its accompanying Administrative Regulation as recommended by the California School Boards Association (CSBA).

[5141.21 BP Administering Medication and Monitoring Health Conditions - 20221214.pdf](#)

[5141.21 AR Administering Medication and Monitoring Health Conditions.pdf](#)

Board President Gholar asked that this item be placed on the Consent Agenda for the next Board meeting.

2. PENDING BOARD ISSUES

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

[Pending Board Issues 12142022.pdf](#)

Dr. Smith discussed pending issues:

1. Strategic Plan initiative will come in January or February.
2. Boardwalks to MHS will be scheduled.
3. Date for School Showcase.

M. FUTURE MEETING DATES

- January 18, 2023; 6:30 p.m. - Regular Board of Education Meeting
- February 8, 2023; 6:30 p.m. - Regular Board of Education Meeting
- February 22, 2023; 6:30 p.m. - Regular Board of Education Meeting

N. NEW BUSINESS

Winter Break (ALL SITES CLOSED) - December 23, 2022 - January 6, 2023

Pupil Free Days (Professional Development) - January 9-10, 2023

Martin Luther King Jr. Day (ALL SITES CLOSED) - January 16, 2023

Parent-Teacher Conferences (6-8) - January 30, 2023 - February 3, 2023

MUSD School Showcase - February 16, 2023

O. RECESS BOARD OF EDUCATION OPEN SESSION MEETING

P. CONVENE BOARD OF EDUCATION CLOSED SESSION

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

2. Public Employee Discipline/Dismissal/Release (Government Code Section 54957)

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

4. Public Employee Appointment Principal, Elementary School (Government Code Section 54957)

Q. ADJOURN BOARD OF EDUCATION CLOSED SESSION

R. RECONVENE REGULAR BOARD OF EDUCATION OPEN SESSION MEETING

1. Call to Order

2. Report out on Closed Session

- Richard Morrison unanimously appointed as Elementary Principal
- Danielle Gasca unanimously appointed as Middle School Assistant Principal

S. ADJOURN REGULAR BOARD OF EDUCATION OPEN SESSION MEETING at 11:44 pm

Ryan D. Smith, Superintendent and Board Secretary

Rob Hammond, Board Clerk



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

ANNUAL ORGANIZATIONAL MEETING

Wednesday, December 14, 2022

6:30 p.m. - Board Room

UNADOPTED MINUTES

1.0 ORGANIZATIONAL MEETING

1.1 Meeting called to order by presiding chairperson, Board President Lockerbie at 7:03 p.m.

1.2 Roll call: **All present**

1.3 Recognition of Selene Lockerbie's service as Board President **by Ms. Gholar.**

1.4 Administer Oath of Office to Selene Lockerbie

1.5 Administer Oath of Office to Maritza Travanti

1.6 Appoint Chairperson Pro-Tem: **Dr. Ryan Smith**

1.7 Election of Officers:

A. President:

Nominated **Traci Gholar** Elected **Traci Gholar**

Motioned by Board Member Anderson, seconded by Board Member Hammond.

Elected 5-0.

B. Vice President:

Nominated **Jennifer Anderson** Elected **Jennifer Anderson**

Motioned by Board Member Hammond, seconded by Board Member Travanti.

Elected 5-0.

C. Clerk:

Nominated **Rob Hammond** Elected **Rob Hammond**

Motioned by Board Member Travanti, seconded by Board Member Lockerbie.

Elected 5-0.

D. Secretary:

Nominated **Dr. Ryan Smith** Elected **Dr. Ryan Smith**

Motioned by Board Member Travanti, seconded by Board Member Hammond.

Elected 5-0.

1.8 Election of Board Member to represent the District in the election of members to the County Committee on School District Organization for 2022-23:

Nominated **Traci Gholar** Elected **Traci Gholar**

Motioned by Board Member Travanti, seconded by Board Member Anderson.

Elected 5-0.

1.9 Authorized signature certification for the Los Angeles County Office of Education for the period of December 14, 2022, through December 13, 2023:

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

1.10 Adopt Resolution for Payment of Board Members Pursuant to Ed. Code Section 35120.

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

1.11 Designate Representative to the Los Angeles County School Trustees Association for the 2022-23 SY. **Board Member Travanti designated.**

1.12 Designate a representative to attend community meetings: Chamber Government Affairs, Chamber Board of Directors, Coordinating Council, Monrovia Arcadia Duarte (MAD) Town Council & Monrovia Association of Fine Arts (MAFA).

Chamber Government Affairs and Chamber Board of Directors: Board Member Travanti
Coordinating Council designation will be addressed later.

Monrovia Arcadia Duarte (MAD) Town Council: Board Member Lockerbie is designated, and
Board Member Anderson will attend.

Monrovia Association of Fine Arts (MAFA): Patrick Garcia is designated.

Foothill Unity Center will be considered at a later date.

2.0 ADJOURN ORGANIZATIONAL MEETING at 7:26 pm.

Ryan D. Smith, Superintendent and Board Secretary

Rob Hammond, Board Clerk

Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

1. MEASURE MM: NEXT STEPS

RECOMMENDATION

The Board of Education is requested to receive a presentation on the next steps for Measure MM.

ATTACHMENTS

- [Measure MM Next Steps 01.18.2023.pdf](#)



Monrovia Unified School District

Measure MM: Next Steps

January 18, 2023



Summary of Information Shared with the Board in December

- ❖ Measure MM passed with approximately 63% of the vote
 - The Board will consider certifying the results of the election this evening

- ❖ Funds available for projects
 - \$75 million from Measure MM
 - \$3 million from Developer Fees
 - Approximately \$3 million from Special Reserve Capital

- ❖ Initial look at priority projects based upon the Facilities Master Plan and other needs

- ❖ Information about forming a Citizens Oversight Committee (COC)
 - The Board will consider a resolution to form the committee this evening



The purpose of this evening's presentations

- ❖ Revisit improvement projects by priority
- ❖ Identify key steps moving forward
- ❖ Our Financial Advisor will share the process for drawing bond funds



Prioritizing Projects

The District has taken the data available from the 2019 Master Plan, the Safety Assessments and the assessment of needs from staff to continue the process of looking at projects.

- ❖ Safety and security of sites
 - Fencing- All sites- School sites will be assessed for the best way to separate them from the sidewalk
 - Remote entry- All sites
 - CCTV Cameras- All sites. Monrovia High School and Santa Fe are currently in progress
 - Upgrades to PA/Phones/Bell systems for all sites to assure the ability to be consistent and coordinated
 - Controlled entry- All sites
 - Fire and Security alarms- All sites



Prioritizing Projects

- ❖ Building repairs and upgrades to assure the ability to sustain 21st Century Learning- All Sites
 - Roofs- All sites
 - HVAC- CELC, Bradoaks and Monroe- We are currently adding HVAC to Santa Fe Gyms, Clifton Gym & Auditorium, and Monrovia High School South Gym, using carryover funds
 - Painting- All sites
- ❖ Classroom facelifts - All sites
 - Painting, floors, blinds
 - Installation of sufficient electrical outlets for 21st Century Learning
- ❖ Technology in the classrooms- All sites
 - Wireless access- Already in progress using E-rate
 - TVs in all classrooms
 - Update technology in all classrooms



Prioritizing Projects

- ❖ Playgrounds, Playfields, Outdoor Spaces
 - Playground equipment/resurfacing- CELC, Bradoaks, Mayflower, Monroe, Plymouth, and Wild Rose- Plymouth and Wild Rose in DSA
 - Playground Asphalt- Bradoaks, Mayflower, Monroe, Plymouth, Wild Rose, Clifton and Santa Fe
 - Athletic facilities resurfaced- Monrovia High School
 - All weather turf
 - Parking lots- Bradoaks, Mayflower, Plymouth, Clifton, Santa Fe, Monrovia High School, Adult Education, Canyon Oaks, and Mountain Park
 - Landscaping
 - Drainage and grading
 - Drought tolerant planting- Working with Amigo de Los Rios and City of Monrovia



Prioritizing Projects

- ❖ Modernization for 21st Century learning
 - Flexible classroom furniture- Already in progress using carryover funds
 - Science labs
 - Remodeling buildings to provide flexibility in classroom size and providing spaces for students for group projects
 - Outdoor Learning Spaces



The next step after Prioritization

- ❖ Work with the District pool of Architects, along with their engineers and consultants, to obtain the estimated cost of the projects and the timelines including taking the projects to DSA, if required
- ❖ This provides the information needed for the District to work with our Financial Advisor, Tim Carty of Piper Sandler, on the amount and timetable for drawing down funds.

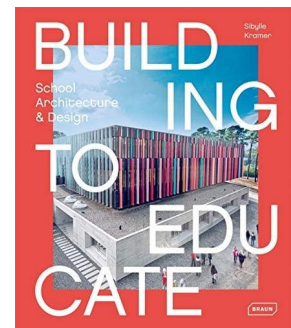
What Happens After a California School District Successfully Passes a General Obligation Bond Measure?

- ✓ Accept the Statement of Votes and Certification of Election Results.
- ✓ Formation of Citizens' Bond Oversight Committee.
- ✓ Issuance of First Series of Bonds for First Round of Capital Projects.



Issuance of First Series of Bonds What Decisions Have to Be Made by the District?

- ✓ Identification of **First Round of Capital Projects**.
 - Needs to be Aligned with Voter Priorities.
- ✓ Determination of **Size of First Series of Bonds**.
 - Bond Funds Need to Expended within 3 Years.
- ✓ Determination of **Timing of Receipt of Funds** from First Series of Bonds.
 - Bond Issuance Process Normally Takes 90 to 120 Days.



**Monrovia Unified School District
November 2022 Measure MM Base Case Bond Plan
Total Bond Dollars and Issuance Phasing**

Monrovia Unified School District November 2022 Measure MM Base Case Bond Plan (No Capital Appreciation Bonds)	
Total Bond Authorization	\$75,000,000
Issue Summary	
	Total
Series A (Summer 2023)	\$18,750,000
Series B (Summer 2026)	\$18,750,000
Series C (Summer 2029)	\$18,750,000
Series D (Summer 2032)	\$18,750,000
Term of Each Series of Bonds	30 Years
Estimated Total Debt Payback	\$141,086,500
Estimated Debt Payback Ratio	1.88
Targeted Tax Rate (Per \$100,000 Assessed Valuation)	\$30.00

Next Steps in the Issuance Process for First Series of Measure MM Bonds



Monrovia USD's Most Recent General Obligation Bond Credit Ratings

MOODY'S
INVESTORS SERVICE

Moody's Investors Service Rating

"Aa3"

Review Rating as of 9/15/2021

Highlights from the Moody's Report

- ✓ Healthy Property Tax Base Located in a Strong Regional Economy.
- ✓ Healthy Resident Wealth Levels.
- ✓ Sound District Financial Position.

S&P Global
Ratings

Standard & Poor's Rating

"A+"

Bond Issuance Rating as of 5/26/2015

Highlights from the S&P Report

- ✓ Largely Residential and Stable Property Tax Base in Los Angeles County.
- ✓ Track Record of Maintaining Strong District Reserves.
- ✓ Good District Fiscal Practices.

Questions/Comments



Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

2. AMIGOS DE LOS RIOS PROJECT UPDATES: PLYMOUTH, MHS, AND SANTA FE

RECOMMENDATION

The Board of Education is requested to receive a presentation on project updates from Amigos de Los Rios.

ATTACHMENTS

- [MUSD CR BOE UPDATE 01.18.2023.pdf](#)

January 2023

Emerald Necklace Project Updates

Monrovia Unified School District Natural Infrastructure Campuses

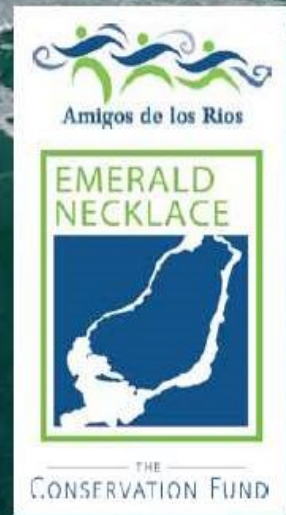
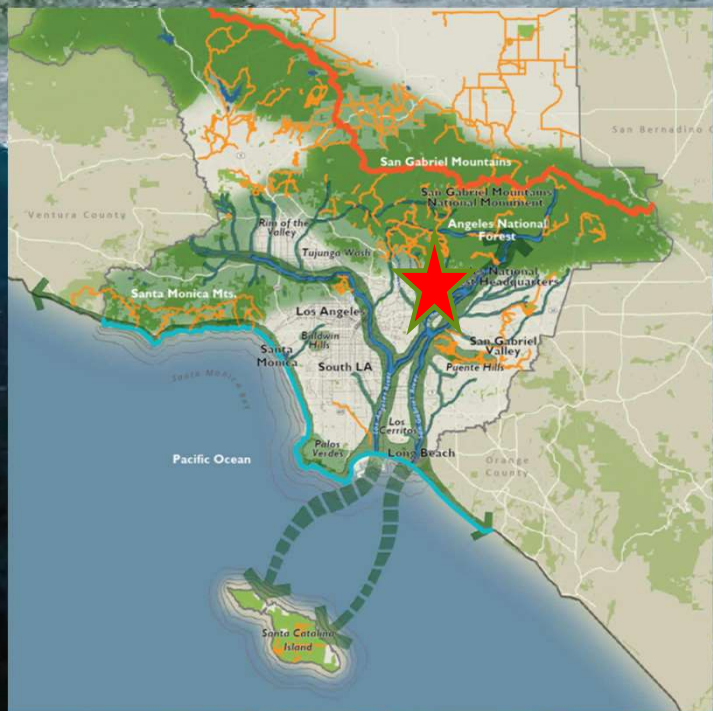
Managing Director - Claire Robinson
Amigos de los Rios / Emerald Necklace Group
claire@amigosdelosrios.org



SAFE CLEAN WATER L.A.
**California Natural
Resources Agency**
Calfire & Forestry

EMERALD NECKLACE FOREST TO OCEAN EXPANDED VISION PLAN:

Towards a Common Vision



The Emerald Necklace Forest to Ocean Expanded Vision Plan: Towards a Common Vision
Funded by: The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal
Protection Bond Act of 2006 Proposition 84 and the State of California Strategic Growth Council



© 2014 Amigos de los Rios

Plymouth Elementary School



The Health Benefits of Urban Greening



Urban Greening Improves Physical Wellness

Urban green spaces encourage exercise and are a more restorative environment than indoor settings.¹

Green spaces provide necessary places and opportunities for physical activity. Exercise improves cognitive function, learning, and memory.^{1,2}

In a study, residents of areas with the highest levels of greenery were three times as likely to be physically active and 40% less likely to be overweight or obese than residents living in the least green settings.³

Childhood asthma rates are the highest in parts of the city where tree density is the lowest.⁴



Urban Greening Improves Mental Wellness

The experience of nature helps to restore the mind from the mental fatigue of work or studies, contributing to improved work performance and satisfaction.^{5,6,7}

People who visit green spaces for 30 minutes or more a week have lower rates of depression and high blood pressure.⁸

Even brief glimpses of natural elements improve brain performance by providing a cognitive break from the complex demands of urban life.⁹

Urban nature can provide calming and inspiring environments and encourages learning, inquisitiveness, and alertness.^{10,11}



Urban Greening Improves Academic Performance

Memory performance and attention span improve by 20 percent after spending an hour interacting with nature.¹²

Symptoms of ADD in children can be reduced through activity in green settings, thus “green time” can act as an effective supplement to traditional medicinal and behavioral treatments.^{13,14,15}

Nature experiences are important for encouraging imagination and creativity, cognitive and intellectual development, and social relationships.^{16,17,18}

College students with more natural views from their dorm windows scored higher on attention tests and rated themselves as able to function more effectively.¹⁹





Emerald Necklace Natural Infrastructure School Greening Project Updates

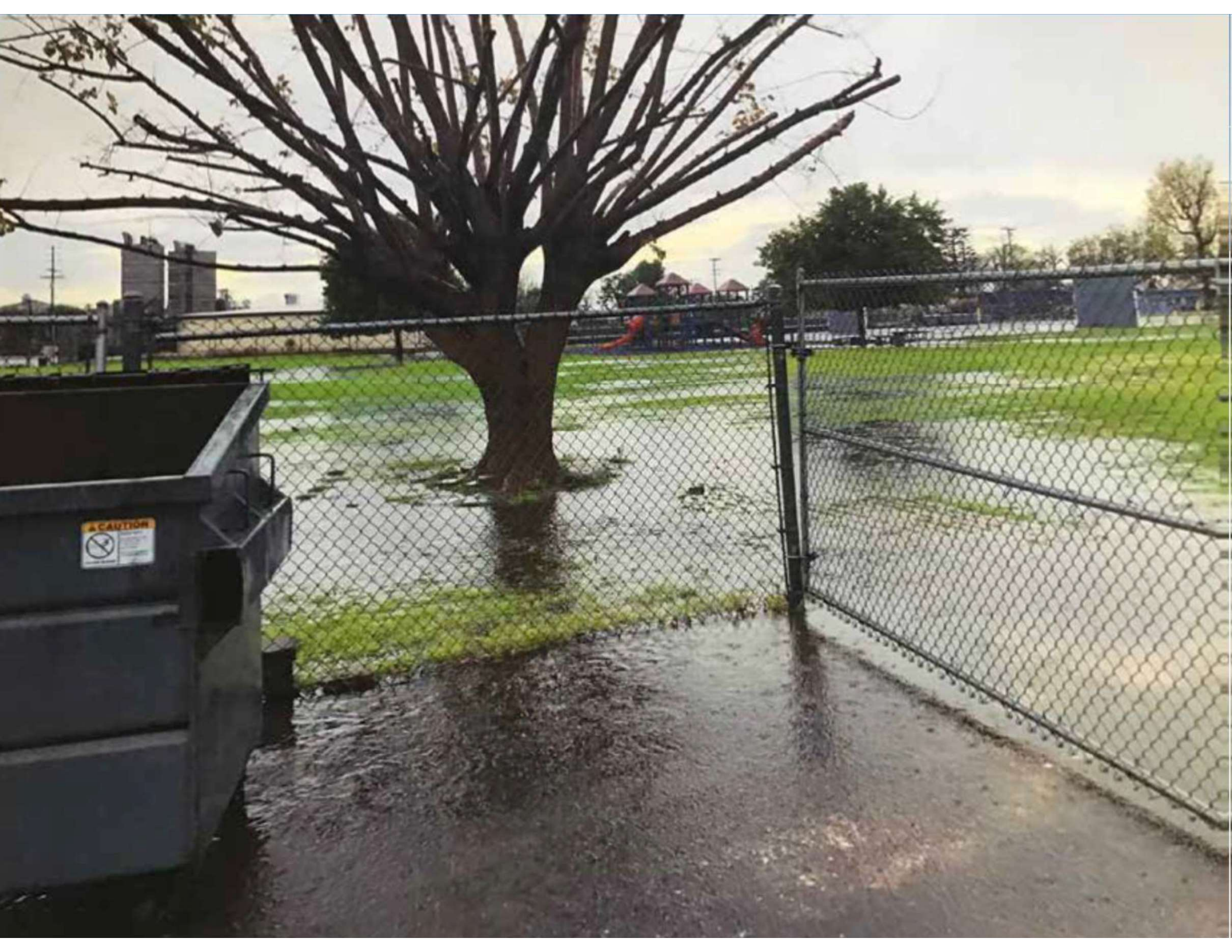
- ▶ **Plymouth Elementary**
- ▶ **Santa Fe Middle School**
- ▶ **Monrovia High School**

Project Overview

Project protects water quality and supply, prevents flooding and enhances drainage for Plymouth School/Surrounding Community.

- **MS4 Compliance** – Multi-Objective Green Infrastructure/LID Project will manage MS4 Stormwater from upstream at School site, address TMDLs to protect water quality
- **Community Benefits /Urban Greening Benefits** – Prevent Flooding, Enhance Drainage, Address Vector Issues, Reduce Urban Heat Island, Enhance Air Quality, Create Shade, Habitat and COVID-Safe Outdoor Education Spaces
- **Design Prioritizes Nature Based Solutions** – LID Planters, Pervious Surfaces w/ Infiltration, Tree Wells, Soil Health & related Water Resources Interpretive Elements





Plymouth Elementary School



Plymouth Campus Natural Infrastructure



Task List	2022	2023				2024				
	Q3/Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
June - Aug										
Parking Lot Natural Infrastructure & Cross Walk Construction, Campus Pervious Retrofits Back Field & Assembly Area /Outdoor Eating area										
Landscape - Parking Lot, Bioswale, East Edge of Field/ Campus wide										
Complete Natural Infrastructure Construction - Front of School /Campus Retrofits				During School Recess June to Aug						
Establishment and Site Care										

**Safe Clean Water /California Natural Resources Agency
Urban Flood /IRWMP Grants Progress**

Plymouth School Project

Plymouth Elementary School

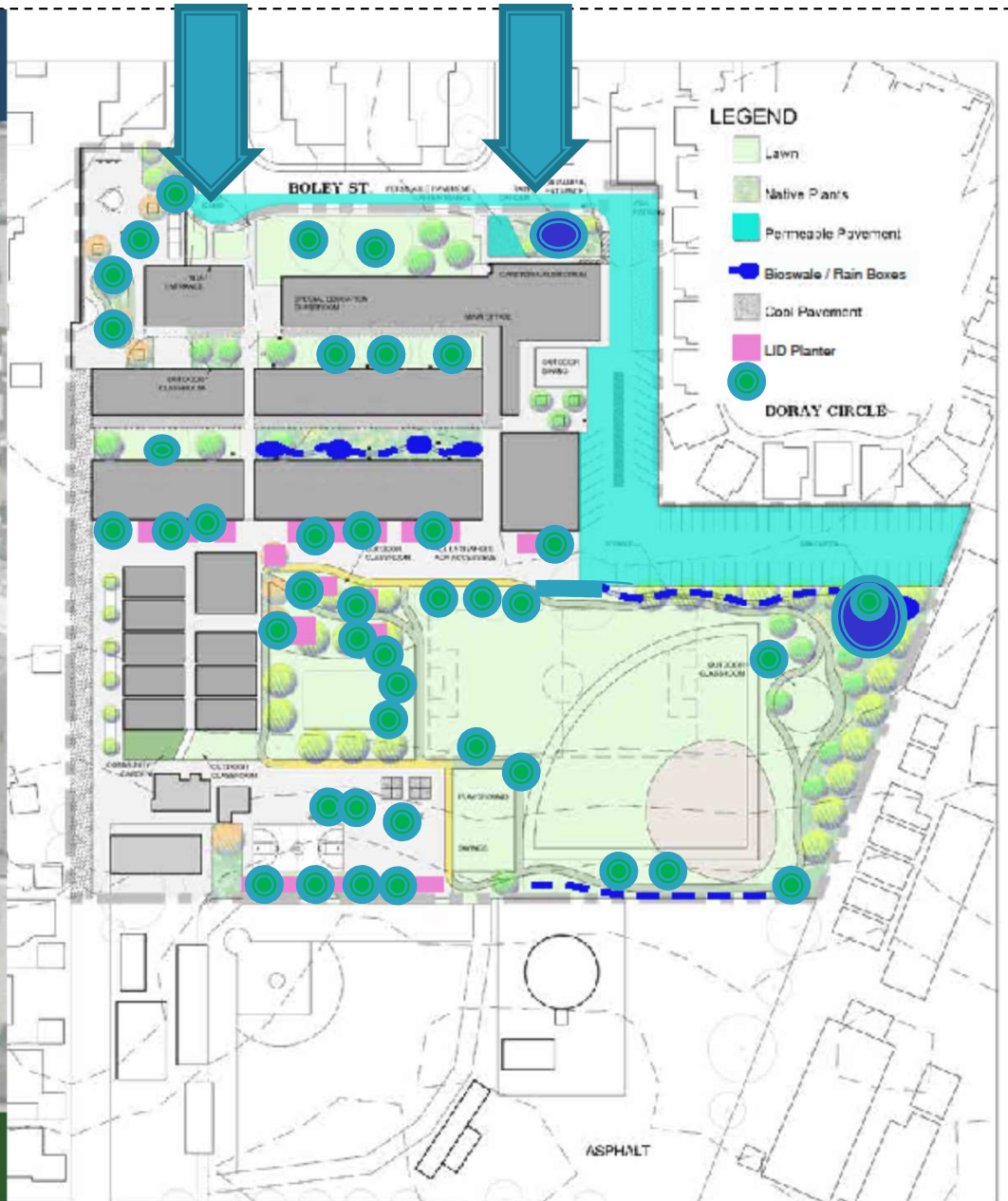
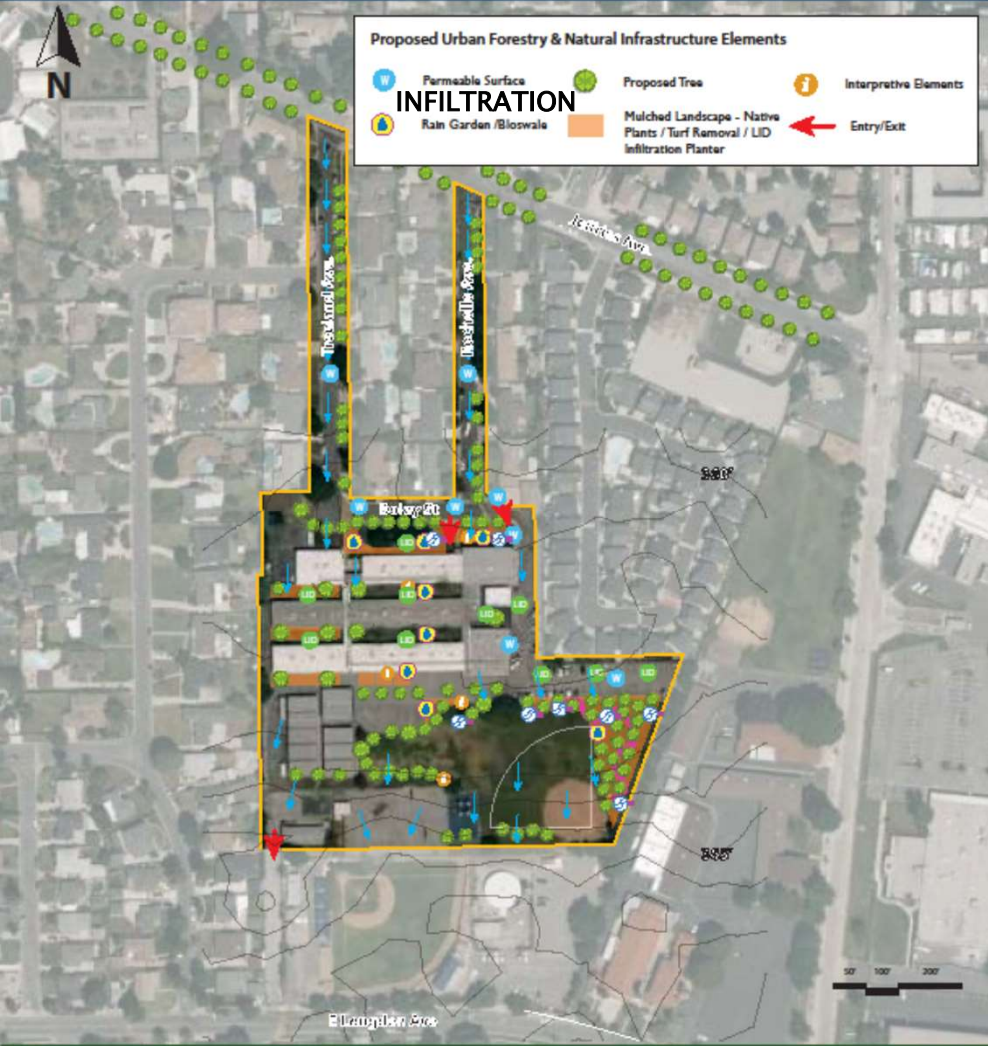


MONROVIA
UNIFIED SCHOOL DISTRICT

Proposed Urban Forestry & Natural Infrastructure Elements

- | | | |
|------------------------|---|-----------------------|
| Permeable Surface | Proposed Tree | Interpretive Elements |
| Rain Garden / Bioswale | Mulched Landscape - Native Plants / Turf Removal / LID Infiltration Planter | Entry/Exit |

INFILTRATION



LEGEND

- Lawn
- Native Plants
- Permeable Pavement
- Bioswale / Rain Boxes
- Cool Pavement
- LID Planter
- DORAY CIRCLE



Plymouth Elementary School



Plymouth Elementary School



Plymouth Elementary School



Plymouth Elementary School



Plymouth Elementary School



Plymouth Elementary School

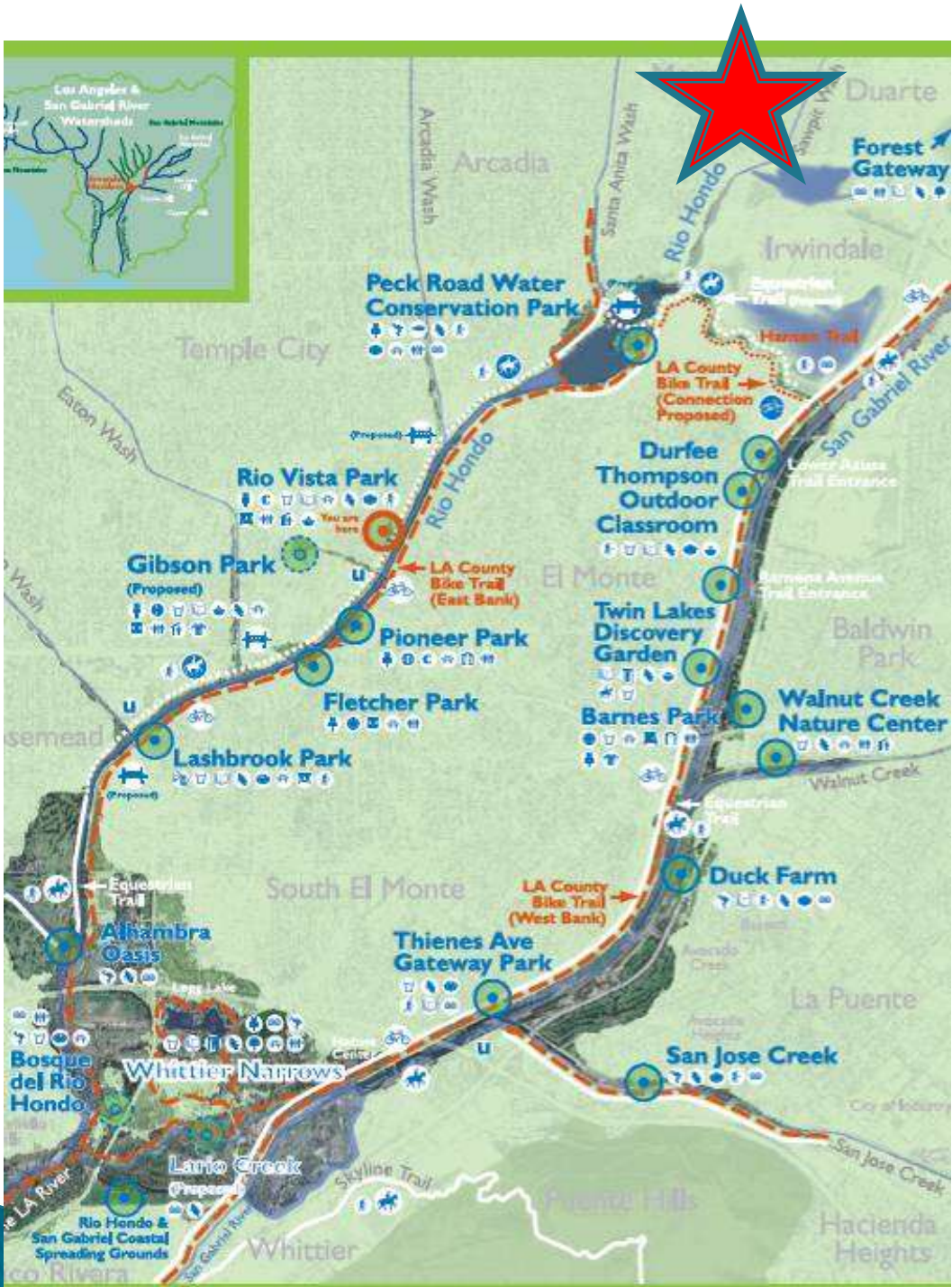


Plymouth Elementary School



Plymouth Elementary School





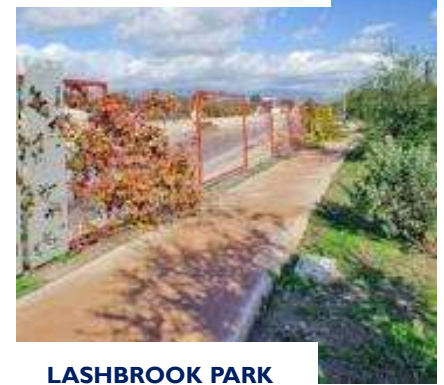
PECK ROAD WATER CONSERVATION PARK



VETERANS MEMORIAL PARK



RIO VISTA PARK



LASHBROOK PARK



GIBSON MARIPOSA PARK



DURFEE THOMPSON PARK

NATURAL INFRASTRUCTURE

Multi Objective Projects

2022 Emerald Necklace Volunteer Program Update

# Events	School Site	# of Participants
20	Plymouth	545
15	Santa Fe	451
1	Monrovia High	80
36	TOTAL	1076

NEXT GENERATION ENVIRONMENTAL STEWARDS




Monrovia High School Greening



Task List	2022		2023				2024			
	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Site Preparation	■	■	■							
Landscape Planting			■		■	■				
Bioswale / Raingarden			■	■						
Irrigation Retrofit			■	■	■					
Amenities / Interpretive Elements					■	■				
Establishment and Site Care			■	■	■	■	■	■	■	

California Coastal Conservancy Grant/ Contribution from MUSD & potential Match Grant from CNRA EEM program in 3rd stage of review

CNRA EEM

- ▶ Environmental Enhancement and Mitigation Program 2022 Grant Cycle
 - ▶ **Project Title:**
 - ▶ Monrovia High School Historic Commons Green Space Enhancement Project
 - ▶ **Estimated Date of Completion:**
 - ▶ 04/01/2026
 - ▶ **Funds Requested(\$):**
 - ▶ 500,000.00
 - ▶ **Other Sources of Funds(\$):**
 - ▶ 353,650.00
 - ▶ **Total Budget(\$):**
 - ▶ 853,650.00
- 

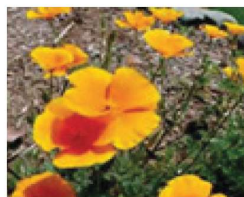
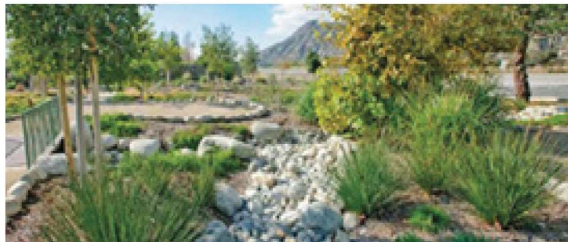
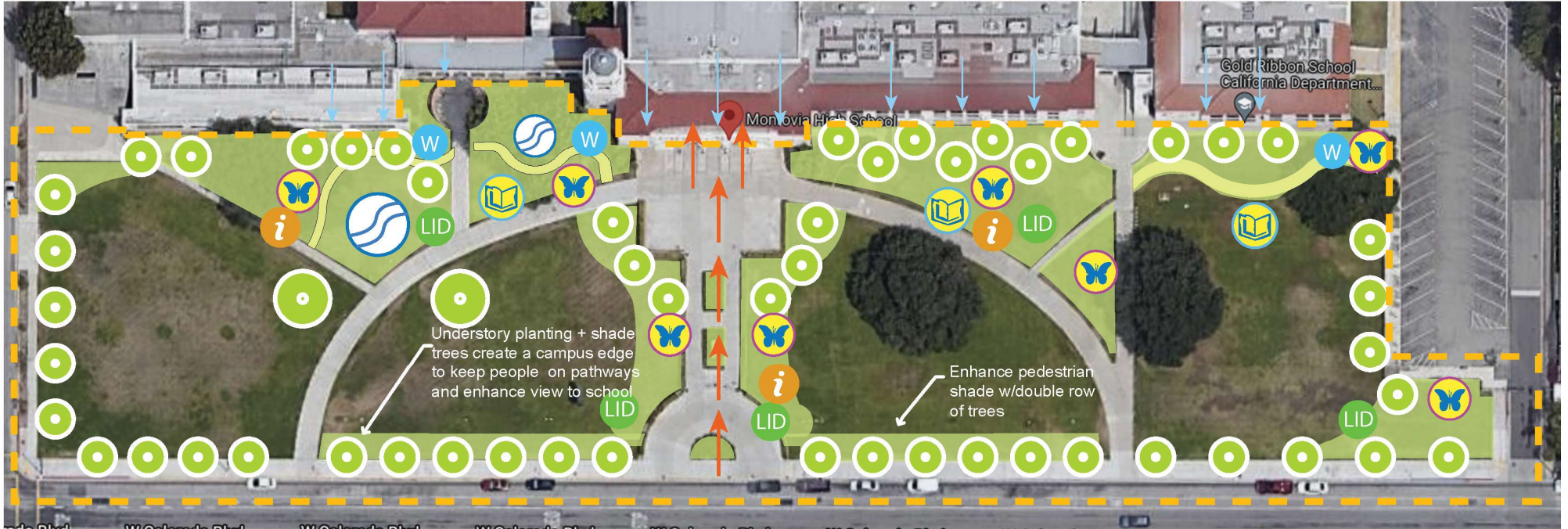
Monrovia High School

845 W Colorado Blvd, Monrovia, CA 91016
Expanded Emerald Necklace Plan

ZONE I



MONROVIA
UNIFIED SCHOOL DISTRICT



Legend			
	Entry/Exit		Permeable Surface
	Site Limits		Habitat Garden
	Current Water Runoff		Bioswale/Raingarden
	Proposed Area of Change		Nature Discovery/ Outdoor Classroom
	Communal Garden		LID Planter
	Proposed Tree		Interpretive Elements

Monrovia High School Historic Commons Green Space
Enhancement Project
CNRA | EEMP | Areas of Interest



Amigos De Los Rios © 2019



KEY MAP

Monrovia High School



Legend

- | | |
|-------------------------|------------------------------------|
| Entry/Exit | Permeable Surface |
| Site Limits | Habitat Garden |
| Current Water Runoff | Bioswale/Raingarden |
| Proposed Area of Change | Nature Discovery/Outdoor Classroom |
| Communal Garden | LID Planter |
| Proposed Tree | Interpretive Elements |

Monrovia High School

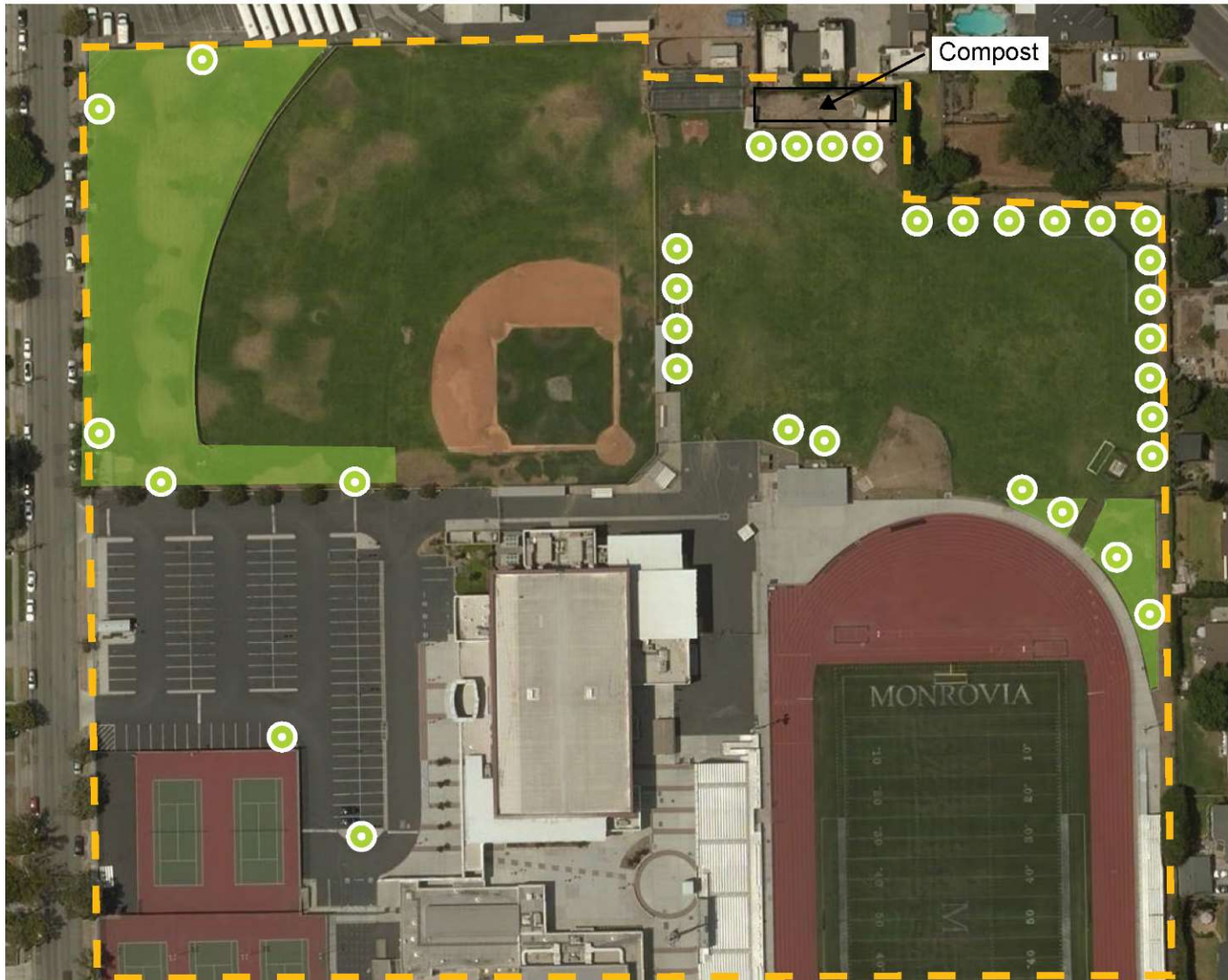
845 W Colorado Blvd, Monrovia, CA 91016
Expanded Emerald Necklace Plan

ZONE 2



MONROVIA

UNIFIED SCHOOL DISTRICT



KEY MAP

Monrovia High School



Legend

- | | |
|-------------------------|------------------------------------|
| Entry/Exit | Permeable Surface |
| Site Limits | Habitat Garden |
| Current Water Runoff | Bioswale/Raingarden |
| Proposed Area of Change | Nature Discovery/Outdoor Classroom |
| Communal Garden | LID Planter |
| Proposed Tree | Interpretive Elements |

Monrovia High School Historic Commons Green Space
Enhancement Project
CNRA | EEMP | Areas of Interest



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FIRST VOLUNTEER EVENT



Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

1. 22/23-1076 - CALIFORNIA HEALTHY KIDS SURVEY (CHKS) MEMORANDUM OF UNDERSTANDING

RECOMMENDATION

The Board of Education is requested to approve a Memorandum of Understanding for the California Healthy Kids Survey (CHKS) Regional Center as a precondition to the administration of the California Highway Kids Survey.

Rationale:

Monrovia Unified School District has been administering the California Healthy Kids Survey (CHKS) to students since 2002 to obtain data regarding the health and needs of Monrovia students. The CHKS Regional Center aggregates the CHKS data and provides a dataset for local analysis and statewide comparison. The data is analyzed by the district and site personnel, and prevention and intervention programs and services are developed to meet Monrovia students' specific needs and trends. This year we will add staff and parent surveys to obtain more data to inform professional development and school improvement efforts. The Student Survey assesses students' self-reported behavior and attitudes about tobacco, illegal drugs, alcohol safety, violence issues, developmental assets, and nutrition-related questions. The district must obtain permission from parents for students to participate in CHKS. The accompanying Staff Survey assesses the perceptions and experiences of K-12 teachers, administrators, and other school personnel on the learning and working environment; student supports, programs, and services; and parent support and involvement. Furthermore, the Parent Survey is designed to obtain parent perceptions about the school's learning environment confidentially, overall climate, student supports, and parent outreach and involvement efforts.

Background:

The CHKS was administered in the Monrovia Unified School District (MUSD) every other school year since the 2001-02 school year. Past surveys provide baseline and comparison data that will be compared to this year's survey figures. The CHKS must be administered twice to all 7th, 9th, and 11th graders as part of the TUPE grant. Including Staff and Parent surveys for this administration will assist MUSD to inform professional development, school improvement efforts, and increased parent involvement activities.

Budget Implication (\$ Amount):

Medi-Cal Local Education Agency (LEA) funds will be used to pay the forty cents per participating pupil fee. A total of 3,547 students in grades 3-12 are eligible to participate in this survey. The cost of the surveys, participation fees, and individualized school reports will be approximately \$5,100 and will be covered under the TUPE grant.

Legal References:

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

Additional Information:

A copy of the Memorandum of Understanding is attached.

ATTACHMENTS

- [CalSCHLS Admin MOU District 22-23.pdf](#)

MEMORANDUM OF UNDERSTANDING · 2022/23 SCHOOL YEAR

DISTRICT NAME: Monrovia Unified School District

This agreement outlines conditions to be met by the above-named district (the “District”) and WestEd as they relate to access to and the administration of the California Healthy Kids Survey (CHKS), the California School Staff Survey (CSSS), and the California School Parent Survey (CSPS), which are part of the comprehensive CalSCHLS data system, developed by WestEd under contract with the California Department of Education (CDE). **Survey access will not be granted until a signed copy of this Memorandum of Understanding (MOU) is received.**

I. DISTRICT AGREES TO:

- **Coordination.** Provide one district-level contact person for each participating district.
- **Surveys.** Administer each CalSCHLS survey selected by District (CHKS, CSSS, and/or CSPS) according to the procedures in the CalSCHLS Administration Instructions. Ensure that each survey administered is the most recent version.
- **Data Submission and Report Preparation.** Notify CalSCHLS Regional Center staff upon completion of each survey administration per the guidelines provided at registration.

CALIFORNIA HEALTHY KIDS SURVEY (CHKS) ADMINISTRATION

- **Grades and Schools.** Survey Grades 3 through 12 as appropriate within the District. Provide current student enrollment figures for all schools by grade level.
- **Parent Consent.** Follow the active parental consent process with grades below seven, and passive parental consent with Grade 7 and above.
 - Follow written school board policy for active and/or passive consent and provide notification to parents of the approximate date(s) of survey administration and the availability of survey instruments for review at school and/or district offices. This is required regardless of consent type.
- **Privacy of Students.** Preserve respondent privacy and the confidentiality of the responses by ensuring that the room set-up prevents anyone from observing how the respondent is answering the survey questions and ensure that reasonable measures are taken to protect the responses after they are collected.
- **Assurance of Confidentiality Agreement.** Ensure that all teachers/proctors assigned to administer the survey sign the Assurance of Confidentiality Agreement and read the Introductory Script to students.
- **Response Rates.** Make best efforts to obtain a response rate of at least 70% of students in surveyed grades.

CALIFORNIA SCHOOL STAFF SURVEY (CSSS) ADMINISTRATION

- Ensure that all staff at participating schools have the opportunity to complete the online survey (CSSS) at each school and for each grade level.

CALIFORNIA SCHOOL PARENT SURVEY (CSPS) ADMINISTRATION

- Coordinate with CalSCHLS staff regarding the administration of online and paper parent survey materials.
- Administer the CSPA to all parents, guardians, or other caregivers of students in all grades and schools in the district.
- Each family (parent/guardian/caregiver) should complete only one survey per school regardless of number of children enrolled in that school.

PAYMENT

Make payment of all CalSCHLS fees, at the current rates for the applicable school year within thirty (30) days of completion of services and receipt of deliverables. See attached fee schedule for the 2022-2023 school year.

II. WESTED AGREES TO PROVIDE:

- Comprehensive technical assistance via email and phone.
- Access to the CHKS online system.
- Access to the CSSS online system.
- Access to the CSPA online system and master copy of the survey instrument for paper administration.
- Access to the CalSCHLS System website (calschls.org).
- Access to the integrated CalSCHLS Administration Instructions on each of the survey websites, which shall cover the tasks that need to be performed in conducting the surveys, and provide step-by-step instructions to District staff with responsibility for coordinating the survey.
- Access to the CalSCHLS Administration PowerPoint presentation, which shall be posted on the CalSCHLS website.
- Monthly editions of the School Climate Connection Newsletter during the school year.
- Scanning and online services.
- **District-level reports within six to ten weeks after receipt of accurate and complete survey information and materials.**

III. ACCESS

Under the Public Records Act, any third-party (for example, the media) can request existing district reports from CDE. Raw data may be provided to public agencies and research agencies by request for analyses only after the requesting agency has executed an agreement with WestEd and/or CDE and has agreed to conditions of strict confidentiality in compliance with state and federal regulations including, but not limited to, the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99), the California Information Practices Act (California Civil Code § 1798 et. seq.), and the Privacy Act of 1974, as amended (5 U.S.C. § 552).

CalSCHLS Regional Center staff post District CalSCHLS reports (CHKS and CSSS) to the CalSCHLS System websites in November of the year following survey administration.

IV. CONFIDENTIALITY AGREEMENT

Districts agreeing to administer any of the CalSCHLS surveys (CHKS, CSSS, and CSPA), understand that data will be subject to the conditions stated above. Once produced, district-level reports will be available to outside agencies via the website or upon request, and raw data may be provided to public and research agencies for analysis under

strict conditions of confidentiality.

District further agrees to use the CalSCHLS surveys only for use in its own district, and only for so long as this MOU is in effect. Upon expiration or termination of this MOU, District agrees to return all CalSCHLS materials to WestEd or CDE.

V. GENERAL TERMS AND CONDITIONS

- a. Terms. This MOU is effective on September 1, 2022 and expires on June 30, 2023.
- b. Amendments. This MOU may be amended at any time by mutual agreement of the parties without additional consideration, provided that before any amendment shall take effect, it shall be in writing and signed by both parties.
- c. Severability. The provisions of this MOU are severable and the unenforceability of any provision of this MOU shall not affect the enforceability of any other provision hereof.
- d. Limitation of Liability. Each party shall bear all costs, risk, and liabilities incurred by it arising out of its obligations and efforts under this MOU. Neither party shall have any right to reimbursement, payment or compensation of any kind from the other party, unless expressly agreed to in writing.
- e. Indemnification. District shall defend, indemnify, and hold WestEd, its officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this MOU but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or resulting from the negligent or intentional acts or omissions of District, its officers, agents, or employees.

WestEd shall defend, indemnify, and hold District, its officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this MOU but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or resulting from the negligent or intentional acts or omissions of WestEd, its officers, agents, or employees.

- f. Dispute resolution. District and WestEd shall exercise commercially reasonable efforts to settle any claim, controversy, or dispute (collectively, "Dispute") arising out of or relating to this MOU. The parties shall discuss any Dispute no later than thirty (30) days after either party gives written notice to the other party of a Dispute, including the legal and factual basis for such Dispute. No arbitration or other proceeding may be commenced before the parties have met pursuant to this provision. In the event that a Dispute cannot be resolved through good faith negotiations, the parties agree that such Dispute shall be finally settled through binding arbitration. The arbitration shall be administered by JAMS, in San Francisco, California, pursuant to its Comprehensive Arbitration Rules and Procedures. The decision of the arbitrator shall be final and conclusive upon the parties. Judgment on the award rendered by the arbitrators may be entered in any court having jurisdiction. Notwithstanding the foregoing, either party may seek injunctive or provisional relief to protect confidential information at any time.
- g. Assignment. District shall not voluntarily or by operation of law, assign or otherwise transfer its rights or obligations under this MOU without prior written consent from WestEd. Any purported assignment in violation of this paragraph shall be void.
- h. Execution. This MOU has been negotiated by all parties and shall not be strictly construed against the parties. This MOU may be executed in one or more original, electronic, or faxed counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Each of the persons signing this MOU represents that he or she has the authority to sign on behalf of and bind their respective party.

California Survey Administration Fees 2022-2023

All Fees Based on CDE Subsidized Rate

Questions? Call our toll-free CalSCHLS Helpline at 562.799.5164

Password Protected Data Dashboard – \$75 per eligible school

Districts may purchase a two-year subscription to a password-protected, private data dashboard that displays up to ten years of CalSCHLS data at the district-level and individual school level at the subsidized rate of \$75 per eligible school.

	CHKS Student	CSSS Staff	CSPS Parent
Survey Set-up Fee – per survey type	\$150	\$150*	\$150
Enrollment Fee – per student enrolled	\$0.40		
Paper Processing Fee – per parent paper copy returned for processing			\$0.40
Supplementary Modules – each supplemental module	\$100	\$100	\$100
School Reports – per school; includes School Climate Report Card and Mental Health Report; CHKS elementary and CHKS secondary are separate fees	\$75	\$75	\$75
District Raw Data – per data set	\$75	\$75	\$75
County-Wide Raw Data – per data set	\$500	\$500	\$500
County-Wide Report – per report	\$500	\$500	

* If you are a district surveying less than 100 students, the CSSS Survey Set-up Fee will be waived.

Custom Services

Custom Modules – \$200 development fee for every three questions or fraction thereof; \$100 subsequent use of same module (with no changes)

Custom Workshops – \$125 per hour (preparation, travel, and presentation time), plus travel expenses

Other Custom Requests – \$100 per hour

By signing this document, the named District and WestEd signify that each party, has reviewed, understands, agrees to, and will comply with the terms and conditions stated above.

District Representative:

WestEd Staff:

Signature

Signature

Printed name

Printed name

Date

Date

Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

2. 22/23-1082 - NAVIGATE360 SITE MAPPING AND SITE DRAWING SERVICE

RECOMMENDATION

The Board of Education is requested to approve the purchase of the Navigate360 Site Mapping and Site Drawing for the Emergency Management System (EMS).

Rationale:

There are no updated blueprints or floor plans for any of the school sites, with the exception of the Adult School. The Site Mapping service will provide 360 images of each room, doorway, and identify all emergency operation equipment and build out the floor plan in EMS.

Budget Implication (\$ Amount):

The costs for this service will be \$43,500 and paid from ESSER funds.

Legal References:

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

ATTACHMENTS

- [Navigate360 Site Mapping and Drawing Quote - Q51292 - 20230118.pdf](#)

NAVIGATE360 - ORDER FORM

Customer: Monrovia Unified School Dist
325 E HUNTINGTON DR
MONROVIA, CA 91016
Kimberly Cabrera
kcabrera@monroviaschools.net

Proposal No: **Q-51292**
Proposal By: Ricky Moranz
Email: rmoranz@navigate360.com
Opp Number: 157157
Proposal Expires: 11/23/2022

Total Investment: \$43,500.00 - Net 30

Notes:

ONE-TIME SERVICES AND FEES

Site Mapping			
Product	Description	Quantity	Price
Site Mapping - Elementary School Per Building	Elementary/Intermediate/Primary School Onsite Service - Site Mapping	5	\$17,500.00
Site Mapping - Middle School Per Building	Middle School/Jr. High Onsite Service - Site Mapping	2	\$7,000.00
Site Mapping - High School Per Building	High School Onsite Service - Site Mapping	1	\$3,500.00
Mapping Services (Per Building)	Onsite Service - Site Mapping - Adult School - Early Learning Center	2	\$7,000.00
Site Mapping TOTAL:			\$35,000.00

Site Drawing			
Product	Description	Quantity	Price
Site Drawing- Elementary School Per Building (50-100 rooms)	Onsite Service for Site Drawing of an Elementary/Intermediate/Primary School.	6	\$3,000.00
Site Drawing- Middle School Per Building (100-200 rooms)	Onsite Service for Site Drawing of a Middle School/Jr. High.	2	\$2,000.00
Site Drawing- High School or Larger Room Size	Onsite Service for Site Drawing of a High School.	1	\$1,500.00
Travel and Lodging Expenses	Travel and Lodging Expenses	1	\$2,000.00
Site Drawing TOTAL:			\$8,500.00

Subscription Total: \$0.00

One-Time Services & Fees Total: \$43,500.00

Total: \$43,500.00

Proposal No: **Q-51292**

Accurate Sales Tax will be added when applicable.

* Multi-year contract pricing is subject to pricing terms defined in the Master Services Agreement of this Order Form.

Terms and Conditions

Please see the Master Services Agreement and Addenda thereto for the terms and conditions that govern this Order Form. Customer agrees that Customer's purchases hereunder are neither contingent on the delivery of any future functionality or features of the Services nor dependent on any oral or written public comments made by Company regarding future functionality or features.

× By signing below, Customer agrees to the Master Service Agreement Terms and following addenda:

Master Service Agreement: [Monrovia Unified School Dist MSA](#)

IN WITNESS WHEREOF, the parties have caused their respective duly authorized representatives to execute this Agreement in consideration of the promises and mutual covenants contained herein.

NAVIGATE360 SIGNATORY

Name: _____
Date: _____
Signature: _____

CUSTOMER BILLING INFORMATION

A/P Contact Name: _____
A/P Phone: _____
A/P Email: _____
A/P Address: _____
City: _____
State (2 Letter Abbreviation): _____
Zip Code: _____
Federal Tax ID: _____
Purchase Order
 Attached PO #: _____
 PO in process to be sent separately
Sales Tax Exempt No. _____

CUSTOMER SIGNATORY

Name: _____
Title: _____
Date: _____
Signature: _____

Sales Tax Exemption Certificate must be attached.

Proposal No: **Q-51292**

Accurate Sales Tax will be added when applicable.

* Multi-year contract pricing is subject to pricing terms defined in the Master Services Agreement of this Order Form.

Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

3. 22/23-1084 - BOARD POLICY 5141.21, ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS, AND ACCOMPANYING ADMINISTRATIVE REGULATION

RECOMMENDATION

The Board of Education is requested to adopt Board Policy 5141.21, *Administering Medication and Monitoring Health Conditions*, and its accompanying Administrative Regulation as recommended by the California School Boards Association (CSBA).

Rationale:

As part of the Board of Education's commitment to review and update all Monrovia Unified School District Board Policies and Administrative Regulations, and in light of recent mandates from the California Department of Education for Administering Medication and Monitoring Health Conditions, Educational Services is presenting this revised policy for adoption.

Background:

Board Policy and Administrative Regulation 5141.21 is updated to reflect the process and procedures to administer medication to students with health needs. Board Policy and Administration Regulation now include the use of epinephrine auto-injectors and Naloxone (aka Narcan) for the use of opioid overdose on secondary campuses.

Additional Information:

Copies of Board Policy 5141.21 and accompanying Administrative Regulation are attached.

ATTACHMENTS

- [5141.21 BP Administering Medication and Monitoring Health Conditions - 20221214.pdf](#)
- [5141.21 AR Administering Medication and Monitoring Health Conditions.pdf](#)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

The Governing Board believes that regular school attendance is critical to student learning and that students who need to take medication prescribed or ordered for them by their authorized health care providers should be able to participate in the educational program. ~~recognizes that some students may need to take medication prescribed by a physician during the school day in order to be able to attend school. The Superintendent or designee shall develop processes for the administration of medication to such students by school personnel.~~

(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.23 - Asthma Management)
(cf. 5148.2 - Before/After School programs)
(cf. 6145.2 - Athletic Competition)

Any medication prescribed for a student with a disability who is qualified to receive services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 shall be administered in accordance with the student's individualized education program or Section 504 services plan, as applicable.

~~Prescribed medication and non-prescribed may be administered by the health staff or other designated school personnel only when the Superintendent or designee has received written statements from both a student's physician and parent/guardian.~~

For the administration of medication to other students during school or school-related activities, the Superintendent or designee shall develop protocols which shall include options for allowing parents/guardians to administer medication to their child at school, designate other individuals to do so on their behalf, and, with the student's authorized health care provider's approval, request the district's permission for the student to self-administer a medication or self-monitor and/or self-test for a medical condition. Such processes shall be implemented in a manner that preserves campus security, minimizes instructional interruptions, and promotes student safety and privacy.

(cf. 5022 - Student and Family Privacy Rights)
(cf. 5141.27 - Food Allergies/Special Dietary Needs)
(cf. 6164.6 - Identification and Education Under Section 504)

~~School staff who administers medication, including epinephrine auto-injections, to students shall receive training from qualified medical personnel on how such medication should be administered as well as training in the proper documentation and storage of the medication.~~

~~Staff authorized to administer the medication shall do so in accordance with administrative regulations and shall be afforded appropriate liability protection.~~

~~If the parent/guardian so chooses, he/she may administer the medication to his/her child. In addition, the parent/guardian may designate another individual who is not a school employee to administer the medication to the student.~~

The Superintendent or designee shall make epinephrine auto-injectors available at each school for providing emergency medical aid to any person suffering, or reasonably believed to be suffering, from an anaphylactic reaction. (Education Code 49414)

The Superintendent or designee shall make naloxone hydrochloride or another opioid antagonist available for emergency medical aid to any person suffering, or reasonably believed to be suffering, from an opioid overdose. (Education Code 49414.3)

Because of the conflict between state and federal law regarding the legality of medicinal cannabis, the Board prohibits the administration of medicinal cannabis to students on school grounds by parents/guardians or school personnel.

The Superintendent or designee shall collaborate with city and county emergency responders, including local public health administrators, to design procedures or measures for addressing an emergency such as a public disaster or epidemic.

Administration of Medication by School Personnel

When allowed by law, medication prescribed to a student by an authorized health care provider may be administered by a school nurse or, when a school nurse or other medically licensed person is unavailable and the physician has authorized administration of medication by unlicensed personnel for a particular student, by other designated school personnel with appropriate training. School nurses and other designated school personnel shall administer medications to students in accordance with law, Board policy, administrative regulation, and, as applicable, the written statement provided by the student's parent/guardian and authorized health care

provider. Such personnel shall be afforded appropriate liability protection.

The Superintendent or designee shall ensure that school personnel designated to administer any medication receive appropriate training and, as necessary, retraining from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by, and provided with immediate communication access to, a school nurse, physician, or other appropriate individual.

The Superintendent or designee shall maintain documentation of the training and ongoing supervision, as well as annual written verification of competency of other designated school personnel.

Self-Administration and Monitoring

~~Upon written request by the parent/guardian and with the approval of the student's physician, a student with a medical condition that requires frequent treatment, monitoring, or testing may be allowed to self-administer, self-monitor, and/or self-test. The student shall observe universal precautions in the handling of blood and other bodily fluids.~~

Revised:

Adopted: August 27, 2008

(Replaces: Board Policy 5141.2-Administering Medication and Monitoring Health Conditions) (Adopted: August 23, 2000)

(Replaces: Board Policy 5146-Administration of Medication)

(Adopted: September 1978)

(Replaces: Board Policy 5147-Vision Appraisal and Grounds for Refusal)

(Adopted: September 1978)

Legal References:

STATE

CALIFORNIA CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

BUSINESS AND PROFESSIONS CODE

2700-2837 Nursing

3500-3546 Physician assistants
4119.2 Acquisition of epinephrine auto-injectors
4119.8 Acquisition of naloxone hydrochloride or another opioid antagonist

EDUCATION CODE

48980 Parent/Guardian notifications
49407 Liability for treatment
49408 Student emergency information
49414 Emergency epinephrine auto-injectors
49414.3 Emergency medical assistance; administration of medication for opioid overdose
49414.5 Providing school personnel with voluntary emergency training
49422-49427 Employment of medical personnel
49423 Administration of prescribed medication for student
49423.1 Inhaled asthma medication
49480 continuing medication regimen; notice

HEALTH AND SAFETY CODE

11362.7-11362.85 Medicinal cannabis

FEDERAL

UNITED STATES CODE, TITLE 20

11232g Family Educational Rights and Privacy Act (FERPA) of 1974
1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 21

812 Schedule of controlled substances
844 Penalties for possession of controlled substance

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973; Section 504

MANAGEMENT RESOURCES

AMERICAN DIABETES ASSOCIATION PUBLICATION

Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006
Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007
Program Advisory on Medication Administration, 2005
Training Standards for the Administration of Epinephrine Auto-Injectors, rev. 2015

COURT DECISION

American Nurses Association v. Torlakson, (2013) 57Cal.4th 570

NATIONAL DIABETES EDUCATION PROGRAM PUBLICATION

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

WEBSITE

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

[National Diabetes Education Program](#)

[U.S. Department of Health and Human Services, National Institutes of Health, Blood Institute, asthma information](#)

[American Diabetes Association](#)

[CSBA](#)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

Definitions

Authorized Health Care Providers means an individual who ~~are~~ is licensed ~~in~~ by the State of California to prescribe or order medication, ~~include including, but not limited to, California licensed a physicians and surgeons, dentists, optometrists, podiatrists, nurse practitioners, midwives and or physician assistants.~~

Other designated school personnel may include means any individual employed by the district, ~~including a nonmedical school employee,~~ who has consented to administer the medication or otherwise assist the student; and ~~who may legally administer the medication to the student or assist the student in the administration of the medication.~~ (5 CCR 601, 621).

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

Epinephrine auto-injector means a disposable delivery device designed for the automatic injection of a premeasured dose of epinephrine into the human body to prevent or treat a life-threatening allergic reaction. (Education Code 49414)

Anaphylaxis means a potentially life-threatening hypersensitivity to a substance, which may result from an insect sting, food allergy, drug reaction, exercise, or other cause. Symptoms may include shortness of breath, wheezing, difficulty breathing, difficulty talking or swallowing, hives, itching, swelling, shock, or asthma. (Education Code 49414)

Opioid antagonist means naloxone hydrochloride or another drug approved by the federal Food and Drug Administration that, when administered, negates or neutralizes in whole or in part the pharmacological effects of an opioid in the body and that has been approved for the treatment of an opioid overdose. (Education Code 49414.3)

Notifications to Parents/Guardians

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians ~~of the options available to that~~ students who need to take prescribed medication during the school day ~~and the rights and responsibilities of~~ parents/guardians regarding those options. (Education Code 49480) ~~may be assisted by a school health assistant, health clerk or designated school personnel or allowed to self-administer certain medication as long as the district receives written statements~~

~~from the student's physician and parent/guardian in accordance with law, Board policy and administrative regulation.~~

In addition, ~~the~~ Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following requirements: (Education Code 49480)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.
2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects, and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission or overdose.

~~When a student requires medication during the school day in order to participate in the educational program, the Superintendent or designee shall, as appropriate, inform the student's parents/guardians that the student may qualify for services or accommodations pursuant to the Individuals with Disabilities Education Act (20 USC 1400-1482) or Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794).~~

Parent/Guardian Responsibilities

~~Before a designated employee administers or assists in the administration of any prescribed medication to any student or any student is allowed to carry and self administer prescription auto-injectable epinephrine or prescription inhaled asthma medication during school hours, the district shall have a written statement from the student's physician and a written statement from the student's parent/guardian.~~

~~The physician's written statement shall clearly:~~

- ~~1. Identify the student~~
- ~~2. Identify the medication~~
- ~~3. Specify the method, amount and time schedules by which the medication is to be taken~~
- ~~4. Contain the name, address, telephone number and signature of the physician~~
- ~~5. If a parent/guardian has requested that his/her child be allowed to self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication,~~

~~confirm that the student is able to self-administer the medication~~

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

1. Submitting the parent/guardian written statement and the authorized health care provider's written statement each school year as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. The parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49414.5, 49423, 49423.1; 5 CCR 600, 626)
2. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician, and updating the information when needed. (Education Code 49480)
3. Providing medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider. (5 CCR 606)

Parent/Guardian Statement

When district employees are to administer medication to a student, ~~the~~ the parent/guardian's written statement shall:

1. Identify the student
2. Grant permission for ~~the~~ an authorized district representative to communicate directly with the student's ~~physician~~ authorized health care provider and pharmacist, as may be necessary, regarding the ~~physician's~~ health care provider's written statement or any other questions that may arise with regard to the medication
3. Contain an acknowledgment that the parent/guardian understands how district employees will administer or otherwise assist the student in ~~the its~~ administration ~~of medication~~
4. Contain an acknowledgment that the parent/guardian understands ~~his/her~~ the responsibilities to ~~enable district employees to administer or otherwise assist the student in the administration of medication including, but not limited to, the parent/guardian's responsibility to~~ provide a written statement from the ~~physician~~

authorized health care provider, and to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment

5. Contain an acknowledgment that the parent/guardian may understand the right to terminate consent for such the administration of the medication or for otherwise assisting the student in the administration of medication at any time

In addition to the requirements in items #1-5 above, If a parent/guardian has requested that his/her child the student be allowed to carry and self administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall also: (Education Code 49423, 49423.1)

1. Consent to the self-administration
2. Release the district and school personnel from civil liability if a student suffers an adverse reaction as a result of self-administering the medication

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to the student, the parent/guardian's written statement shall clearly identify the individual and shall state:

1. The individual's willingness to accept the designation
2. That the individual is permitted to be on the school site
3. Any limitations on the individual's authority

~~The parent/guardian shall annually provide the Superintendent or designee a new written statement from himself/herself and the student's physician. In addition, the parent/guardian shall provide a new physician statement if the medication, dosage, frequency of administration or reason for administration changes.~~

~~Parents/guardians shall provide medications in a properly labeled, original container along with the physician's instructions. For prescribed medication, the container shall bear the name and telephone number of the pharmacy, the student's identification, name and phone number of the physician, and physician's instructions. Medications that are not in their original container shall not be accepted or administered. Medications shall be delivered to the school by the parent/guardian, unless the Superintendent or designee authorizes another method of delivery.~~

~~The parent/guardian of a student on a continuing medication regimen for a nonepisodic condition shall inform the school nurse or other designated certificated employee of the~~

~~medication being taken, the current dosage and the name of the supervising physician.~~

~~A parent/guardian may designate an individual who is not an employee of the district to administer medication to his/her child as long as the individual is clearly identified, willing to accept the designation, permitted to be on the school site, and any limitations on the individual's authority are clearly established. The parent/guardian shall provide a written statement designating the individual and containing the information required above.~~

Health Care Provider Statement

When any district employee is to administer prescribed medication to a student, or when a student is to be allowed to carry and self-administer prescribed medication during school hours, the authorized health care provider's written statement shall include:

1. Clear identification of the student (Education Code 49423, 49423.1; 5 CCR 602)
2. The name of the medication (Education Code 49423, 49423.1; 5 CCR 602)
3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49423, 49423.1; 5 CCR 602)
4. If a parent/guardian has requested that the student be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49414.5, 49423, 49423.1; 5 CCR 602)
5. For medication that is to be administered by unlicensed personnel, confirmation by the student's health care provider that the medication may safely and appropriately be administered by unlicensed personnel (Education Code 49423, 49423.1; 5 CCR 602)
6. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation
7. Possible side effects of the medication
8. Name, address, telephone number, and signature of the student's authorized health care provider

For self-administration of inhaled asthma medication, the district shall accept a written statement from a physician or surgeon contracted with a health plan licensed pursuant to Health and Safety Code 1351.2. Such written statement shall be in English and

Spanish, and shall include the name and contact information for the physician or surgeon. (Education Code 49423.1)

Designated Employee/District Responsibilities

The Superintendent or designee shall ensure that any unlicensed school personnel authorized to administer medication to a student receives appropriate training from ~~the~~ the school nurse or other ~~designated~~ qualified medical ~~school~~ personnel. ~~shall:~~

The school nurse or other designated school personnel shall:

1. Administer or assist in administering the medication in accordance with the ~~physician's~~ authorized health care provider's written statement
2. Accept delivery of medication ~~s~~ from ~~the student's~~ parents/guardians; ~~including and counting~~ and recording them ~~medication~~ upon receipt
3. Maintain a list of students needing medication during the school day, including ~~those authorized to self-administer medication, and note on the list the type of medication; and the times and dosage to be administered, as well as a list of students who are authorized to self-administer medication~~
4. Maintain ~~for each student~~ a medication log ~~which may:~~ ~~documenting the administration of medication including~~
 - a. Specify the student's name; ~~name of,~~ medication ~~the student is required to take;~~, dose ~~of medication;~~, method ~~by which the student is required to take the medication;~~ of administration, time ~~the medication is to be taken~~ of administration during the regular school day; date(s) on which the student is required to take the medication; ~~physician's and the authorized health care provider's~~ name and contact information;
 - b. ~~and a~~ Contain space for daily recording of the date, time, and amount of medication ~~administration~~ administered, and the signature of the individual administering the medication

~~The daily record shall contain the date, time, amount of medication administered, and signature of the individual administering the medication.~~

5. Maintain ~~for each student~~ a medication record ~~which may include~~ the ~~physician's~~ authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student
6. Ensure that student confidentiality is appropriately maintained

7. Coordinate ~~and, as appropriate, ensure~~ the administration of medication during field trips and ~~after-school~~ other school-related activities
8. Report ~~to a student's parent/guardian and the site administrator~~ any refusal ~~of a~~ by the student to take ~~his/her~~ the medication ~~to the parent/guardian~~
9. Keep all medication to be administered by the district in a locked drawer or cabinet
10. ~~As needed, G~~communicate with ~~the physician~~ a student's authorized health care provider ~~and/or pharmacist~~ regarding the medication and its effects
11. Counsel ~~other designated~~ school personnel regarding the possible effects of ~~the a~~ medication on ~~the a~~ student's physical, intellectual and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission or overdose.
12. Ensure that any unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances

~~Each year, school employees designated by the principal and district health coordinator shall receive training in administering anaphylactic injections. Qualified medical personnel shall provide this training. The principal or designee shall schedule in-service meetings to:~~

- ~~a) Familiarize authorized staff with the prescribed medications and their location;~~
- ~~b) Ensure that authorized staffs are competent to administer anaphylactic injections;~~
- ~~e) Train all school personnel to recognize the symptoms of anaphylactic reactions.~~

~~Physicians and parents/guardians of students with known conditions who may require anaphylactic injections may be invited to attend these meetings.~~

13. ~~The principal or designee shall prepare a list of students with known conditions who may need emergency anaphylactic injections. The list shall be confidential and provided only to concerned staff. The list shall be updated annually. In the event of a medical emergency requiring administration of medication, provide immediate medical assistance, directly observe the student following the administration of medication,~~

contact the student's parent/guardian, and determine whether the student should return to class, rest in the school office, or receive further medical assistance

~~14. By the end of the school year, ensure that unused, discontinued and outdated medication is returned to the student's parent/guardian where possible or, if the medication cannot be returned, is disposed of in accordance with state laws and local ordinances. Report to the site administrator, the student's parent/guardian, and, if necessary, the student's authorized health care provider any instance when a medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement~~

~~15. The principal or designee shall post in the school health office a list of symptoms usually associated with anaphylactic reaction, and a clear, specific procedure for administering injections in case of emergency. The written procedure will be followed by anyone who must administer the injection in order to save a life.~~

Emergency Epinephrine Auto-Injectors

The Superintendent or designee shall provide epinephrine auto-injectors to school nurses or other employees who have volunteered to administer them in an emergency and have received training. The school nurse, or a volunteer employee when a school nurse or physician is unavailable, may administer an epinephrine auto-injector to provide emergency medical aid to any person suffering, or reasonably believed to be suffering, from potentially life-threatening symptoms of anaphylaxis at school or a school activity. (Education Code 49414)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer an epinephrine auto-injector and describing the training that the volunteer will receive. (Education Code 49414)

The principal or designee at each school may designate one or more volunteers to receive initial and annual refresher training, which shall be provided by a school nurse or other qualified person designated by a physician and surgeon authorized pursuant to Education Code 49414 and shall be based on the standards developed by the Superintendent of Public Instruction (SPI). Written materials covering the required topics for training shall be retained by the school for reference. (Education Code 49414)

A school nurse or other qualified supervisor of health, or a district administrator if the district does not have a qualified supervisor of health, shall obtain a prescription for epinephrine auto-injectors for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or epinephrine auto-injector manufacturers. Elementary schools shall, at a minimum, be provided one adult (regular) and one junior epinephrine auto-injector. Secondary schools shall be provided at least one adult (regular) epinephrine auto-injector, unless there are any

students at the school who require a junior epinephrine auto-injector. (Education Code 49414)

If an epinephrine auto-injector is used, the school nurse or other qualified supervisor of health shall restock the epinephrine auto-injector as soon as reasonably possible, but no later than two weeks after it is used. In addition, epinephrine auto-injectors shall be restocked before their expiration date. (Education Code 49414)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering epinephrine auto-injectors shall be provided to each volunteer and retained in the employee's personnel file. (Education Code 49414)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414, including, but not limited to, the acceptance of epinephrine auto-injectors from a manufacturer or wholesaler. (Education Code 49414)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of epinephrine auto-injectors for a period of three years from the date the records were created. (Business and Professions Code 4119.2)

Emergency Medication for Opioid Overdose

The district may elect to make emergency naloxone hydrochloride or another opioid antagonist available at schools for the purpose of providing emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. In determining whether to make this medication available, the Superintendent or designee shall evaluate the emergency medical response time to the school and determine whether initiating emergency medical services is an acceptable alternative to providing an opioid antagonist and training personnel to administer the medication. (Education Code 49414.3)

When available at the school site, the school nurse shall provide emergency naloxone hydrochloride or another opioid antagonist for emergency medical aid to any person exhibiting potentially life-threatening symptoms of an opioid overdose at school or a school activity. Other designated personnel who have volunteered and have received training may administer such medication when a school nurse or physician is unavailable, and shall only administer the medication by nasal spray or auto-injector. (Education Code 49414.3)

At least once per school year, the Superintendent or designee shall distribute to all staff a notice requesting volunteers to be trained to administer naloxone hydrochloride or another opioid antagonist, describing the training that the volunteer will receive, and

explaining the right of the volunteer to rescind the offer to volunteer at any time, including after receiving training. The notice shall also include a statement that no benefit will be granted to or withheld from any employee based on the offer to volunteer and that there will be no retaliation against any employee for rescinding the offer to volunteer. (Education Code 49414.3)

The principal or designee may designate one or more volunteer employees to receive initial and annual refresher training, based on standards adopted by the SPI, regarding the storage and emergency use of naloxone hydrochloride or another opioid antagonist. The training shall be provided at no cost to the employee, conducted during regular working hours, and be provided by a school nurse or other qualified person designated by an authorizing physician and surgeon. Written materials provided during the training shall be retained at the school for reference. (Education Code 49414.3)

A school nurse, other qualified supervisor of health, or, if the district does not have a qualified supervisor of health, a district administrator shall obtain a prescription for naloxone hydrochloride or another opioid antagonist for each school from an authorized physician and surgeon. Such prescription may be filled by local or mail order pharmacies or manufacturers. (Education Code 49414.3)

If the medication is used, the school nurse, other qualified supervisor of health, or district administrator, as applicable, shall restock the medication as soon as reasonably possible, but no later than two weeks after it is used. In addition, the medication shall be restocked before its expiration date. (Education Code 49414.3)

Information regarding defense and indemnification provided by the district for any and all civil liability for volunteers administering naloxone hydrochloride or another opioid antagonist for emergency aid shall be provided to each volunteer and retained in the employee's personnel file. (Education Code 49414.3)

A school may accept gifts, grants, and donations from any source for the support of the school in carrying out the requirements of Education Code 49414.3, including, but not limited to, the acceptance of the naloxone hydrochloride or another opioid antagonist from a manufacturer or wholesaler. (Education Code 49414.3)

The Superintendent or designee shall maintain records regarding the acquisition and disposition of naloxone hydrochloride or another opioid antagonist for a period of three years from the date the records were created. (Business and Professions Code 4119.8)

Revised:

Adopted: August 27, 2008

MONROVIA UNIFIED SCHOOL DISTRICT

Administrative Regulation 5141.21

(Replaces: AR 5141.2 Administering Medication and Monitoring Health Conditions)
(Adopted August 23, 2000)

(Replaces: AR 5146 Administration of Medicine)
(Adopted: April, 1980)

Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

4. 22/23-2086 - PURCHASE ORDERS AND PAYMENT OF BILLS

RECOMMENDATION

The Board of Education is requested to ratify purchase orders in the amount of \$3,093,344.70 issued November 25, 2022, through December 16, 2022, and payments in the amount of \$6,820,677.52, issued December 1, 2022, through December 20, 2022.

Rationale:

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

Background:

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

Budget Implication (\$ Amount):

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

Legal References:

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

Additional Information:

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

ATTACHMENTS

- [BA Item 2086\(b-c\) Purchase Order Rpt 1-18-23.pdf](#)

Report ID: FIN-PROC-0099

Run Date: 12/20/2022

Run Time: 2:54:31 PM

Monrovia Unified School District

Purchase Order Board List

From 11/25/22 - To 12/16/22

Cover Page

Prompts and Parameters

From Approval Date: 11/25/22

To Approval Date: 12/16/22

From Record Date: Not Entered

To Record Date: Not Entered

District/Agency (Optional): Not Entered

Document Code (Optional): Not Entered

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

Report Description

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

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 12/20/2022

Purchase Order Board List

Run Time: 2:54:31 PM

From 11/25/22 - To 12/16/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
11/28/22	PO2W-64790-205000 0-230000000216-1- New		Reimbursement - Alison Meloserdoff Wildrose	0000333102-Alison Meloserdoff	Wild Rose	01.0-90124.0-11100-10000-4390-2050000	\$132.34	\$132.34
PO2W-64790-2050000-230000000216-1-New						Sum:	\$132.34	\$132.34
11/28/22	PO2W-64790-600002 8-230000000215-1- New		Consultant Services -Katherine Regencia- SMTI 2022	0000223853- KATHERINE REGENCIA	District Wide - Music Programs	01.0-90610.0-11100-10000-5810-6000028	\$150.00	\$150.00
PO2W-64790-6000028-230000000215-1-New						Sum:	\$150.00	\$150.00
11/28/22	PO2W-64790-604004 7-230000000214-1- New		MHS Attendance Office Window Opening Install	0000324654-New Art Construction	Maintenance	01.0-81500.0-00000-81100-5630-6040047	\$12,096.00	\$0.00
PO2W-64790-6040047-230000000214-1-New						Sum:	\$12,096.00	\$0.00
11/29/22	PO1-64790-6000000- 230000000374-1-New		District Wide Site Radio Reprograming Upgrade	0000223239- BEARCOM	District Wide	01.0-32120.0-11100-10000-4390-6000000	\$2,000.00	\$2,000.00
PO1-64790-6000000-230000000374-1-New						Sum:	\$2,000.00	\$2,000.00
11/29/22	PO1-64790-6010014- 230000000373-1-New		Gesell at Yale Do NOT Process - Duplicate	0000332760-Gesell Program in Early Childhood at the Yale CSC	Instructional Services	01.0-32120.0-11100-10000-4310-6000000	\$12.00	\$12.00
PO1-64790-6010014-230000000373-1-New						Sum:	\$12.00	\$12.00
11/29/22	PO1-64790-6010015- 230000000367-1-New		Basic Education for Sp Ed Student	0000223979- ALMANSOR EDUCATION CTR	Pupil Services	01.0-65000.0-57600-11800-5110-6010015	\$6,498.00	\$6,498.00
11/29/22			Basic Education for Sp Ed Student	0000223979- ALMANSOR EDUCATION CTR	Pupil Services	01.0-65000.0-57600-11800-5810-6010015	\$25,000.00	\$25,000.00

Report ID: FIN-PROC-0099

Monrovia Unified School District

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From 11/25/22 - To 12/16/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
11/29/22			Basic Education for Sp Ed Student	0000223979-ALMANSOR EDUCATION CTR	Pupil Services	01.0-65000.0-57600-31100-5150-6010015	\$3,558.27	\$3,558.27
PO1-64790-6010015-230000000367-1-New						Sum:	\$35,056.27	\$35,056.27
11/29/22	PO1-64790-6010015-230000000368-1-New		Basic Education for Sp Ed Student	0000223583-BEACH CITIES LEARNING LLC	Pupil Services	01.0-65000.0-57600-11800-5110-6010015	\$10,082.00	\$10,082.00
11/29/22			Basic Education for Sp Ed Student	0000223583-BEACH CITIES LEARNING LLC	Pupil Services	01.0-65000.0-57600-11800-5810-6010015	\$25,000.00	\$25,000.00
11/29/22			Basic Education for Sp Ed Student	0000223583-BEACH CITIES LEARNING LLC	Pupil Services	01.0-65000.0-57600-31100-5150-6010015	\$5,120.00	\$5,120.00
11/29/22			Basic Education for Sp Ed Student	0000223583-BEACH CITIES LEARNING LLC	Pupil Services	01.0-65000.0-57600-36000-5112-6010015	\$13,580.00	\$13,580.00
PO1-64790-6010015-230000000368-1-New						Sum:	\$53,782.00	\$53,782.00
11/29/22	PO1-64790-6010015-230000000369-1-New		Basic Education for Sp Ed Student	0000223979-ALMANSOR EDUCATION CTR	Pupil Services	01.0-65000.0-57600-11800-5110-6010015	\$39,644.20	\$39,644.20
11/29/22			Basic Education for Sp Ed Student	0000223979-ALMANSOR EDUCATION CTR	Pupil Services	01.0-65000.0-57600-11800-5810-6010015	\$25,000.00	\$25,000.00
11/29/22			Basic Education for Sp Ed Student	0000223979-ALMANSOR EDUCATION CTR	Pupil Services	01.0-65000.0-57600-11901-5150-6010015	\$3,706.92	\$3,706.92
11/29/22			Basic Education for Sp Ed Student	0000223979-ALMANSOR EDUCATION CTR	Pupil Services	01.0-65000.0-57600-31100-5150-6010015	\$5,058.98	\$5,058.98
PO1-64790-6010015-230000000369-1-New						Sum:	\$73,410.10	\$73,410.10

Report ID: FIN-PROC-0099

Monrovia Unified School District

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From 11/25/22 - To 12/16/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
11/29/22	PO1-64790-6010015-230000000370-1-New		Basic Education for Sp Ed Student	0000223583-BEACH CITIES LEARNING LLC	Pupil Services	01.0-65000.0-57600-11800-5110-6010015	\$10,082.00	\$10,082.00
11/29/22			Basic Education for Sp Ed Student	0000223583-BEACH CITIES LEARNING LLC	Pupil Services	01.0-65000.0-57600-11800-5810-6010015	\$25,000.00	\$25,000.00
11/29/22			Basic Education for Sp Ed Student	0000223583-BEACH CITIES LEARNING LLC	Pupil Services	01.0-65000.0-57600-31100-5150-6010015	\$1,600.00	\$1,600.00
11/29/22			Basic Education for Sp Ed Student	0000223583-BEACH CITIES LEARNING LLC	Pupil Services	01.0-65000.0-57600-36000-5112-6010015	\$14,340.00	\$14,340.00
PO1-64790-6010015-230000000370-1-New						Sum:	\$51,022.00	\$51,022.00
11/29/22	PO1-64790-6010015-230000000371-1-New		Basic Education for Sp Ed Student	0000223979-ALMANSOR EDUCATION CTR	Pupil Services	01.0-65000.0-57600-11800-5110-6010015	\$39,046.20	\$39,046.20
11/29/22			Basic Education for Sp Ed Student	0000223979-ALMANSOR EDUCATION CTR	Pupil Services	01.0-65000.0-57600-11800-5810-6010015	\$25,000.00	\$25,000.00
11/29/22			Basic Education for Sp Ed Student	0000223979-ALMANSOR EDUCATION CTR	Pupil Services	01.0-65000.0-57600-11900-5150-6010015	\$397.17	\$397.17
11/29/22			Basic Education for Sp Ed Student	0000223979-ALMANSOR EDUCATION CTR	Pupil Services	01.0-65000.0-57600-11901-5150-6010015	\$15,024.80	\$15,024.80
11/29/22			Basic Education for Sp Ed Student	0000223979-ALMANSOR EDUCATION CTR	Pupil Services	01.0-65000.0-57600-31100-5150-6010015	\$75.23	\$75.23
11/29/22			Basic Education for Sp Ed Student	0000223979-ALMANSOR EDUCATION CTR	Pupil Services	01.0-65000.0-57600-31420-5150-6010015	\$3,610.80	\$3,610.80
PO1-64790-6010015-230000000371-1-New						Sum:	\$83,154.20	\$83,154.20

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 12/20/2022

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PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount	
11/29/22	PO1-64790-6010052-230000000366-1-New		Open PO for Cafe Utensils and Accessories - Action Sales	0000223407-ACTION SALES INC.	Food Services	01.0-70280.0-00000-37000-4390-6010052	\$30,000.00	\$30,000.00	
PO1-64790-6010052-230000000366-1-New							Sum:	\$30,000.00	\$30,000.00
11/29/22	PO2W-64790-6010014-2300000000218-1-New		Year 3 of a three-year agreement with Illuminate Education	0000223406-ILLUMINATE EDUCATION, INC.	Instructional Services	01.0-63000.0-11100-10000-5841-6010014	\$37,999.38	\$0.00	
PO2W-64790-6010014-2300000000218-1-New							Sum:	\$37,999.38	\$0.00
11/29/22	PO2W-64790-6010014-2300000000221-1-New		PSA for Section 504 and ADA Procedure Train'g & Manual	0000333093-Atkinson, Andelson, Loya, Ruud & Romo	Instructional Services	01.0-56340.0-00000-21400-5850-6010023	\$3,600.00	\$0.00	
PO2W-64790-6010014-2300000000221-1-New							Sum:	\$3,600.00	\$0.00
11/29/22	PO2W-64790-6010015-2300000000219-1-New		Maintenance of SEIS/SIS Integration Components and Services	0000223314-SAN JOAQUIN COUNTY OFF OF EDUCATION	Pupil Services	01.0-65000.0-57600-39000-5110-6010015	\$618.00	\$0.00	
PO2W-64790-6010015-2300000000219-1-New							Sum:	\$618.00	\$0.00
11/29/22	PO2W-64790-6020022-2300000000217-1-New		MacBook Repair Emily Horn	0000223925-APPLE COMPUTER, INC.	Technology	01.0-00000.0-00000-77000-5840-6020022	\$99.00	\$0.00	
PO2W-64790-6020022-2300000000217-1-New							Sum:	\$99.00	\$0.00
11/29/22	PO2W-64790-7100000-2300000000220-1-New		Peer Support Specialist Hiring Event Adult Ed	0000223571-ELITE SOFTWARE & GRAPHICS LLC	Adult Education School	11.0-00000.0-00000-21500-5839-7100000	\$8,000.00	\$8,000.00	
PO2W-64790-7100000-2300000000220-1-New							Sum:	\$8,000.00	\$8,000.00

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11/29/22	PO3W-64790-6010014-230000000134-1-New		Glass Dry Erase Board for Dr. Francois's Office	0000223309-ULINE	Instructional Services	01.0-00000.0-00000-21100-4450-6010014	\$664.82	\$664.82	
PO3W-64790-6010014-230000000134-1-New							Sum:	\$664.82	\$664.82
11/30/22	PO2W-64790-6010014-2300000000222-1-New		Purchase Agreement with Amplify for Desmos Supplemental Cur.	0000223500-AMPLIFY EDUCATION, INC.	Instructional Services	01.4-07202.0-11100-10000-5841-6003000	\$16,560.00	\$0.00	
PO2W-64790-6010014-2300000000222-1-New							Sum:	\$16,560.00	\$0.00
12/01/22	PO1-64790-6010012-2300000000376-1-New		Open PO for legal fees regarding Bond Measure	0000333038-Dannis Woliver Kelley	Superintendent	01.0-00000.0-00000-71500-5821-6010012	\$50,000.00	\$38,878.00	
PO1-64790-6010012-2300000000376-1-New							Sum:	\$50,000.00	\$38,878.00
12/01/22	PO1-64790-6010014-2300000000377-1-New		Annual agreement with West Coast Protection LLC	0000223256-INTERQUEST DETECTION CANINES	Instructional Services	01.0-00000.0-00000-83100-5819-3060000	\$1,750.00	\$1,750.00	
12/01/22			Annual agreement with West Coast Protection LLC	0000223256-INTERQUEST DETECTION CANINES	Instructional Services	01.0-00000.0-00000-83100-5819-3070000	\$1,750.00	\$1,750.00	
12/01/22			Annual agreement with West Coast Protection LLC	0000223256-INTERQUEST DETECTION CANINES	Instructional Services	01.0-00000.0-00000-83100-5819-4080000	\$2,626.00	\$2,626.00	
PO1-64790-6010014-2300000000377-1-New							Sum:	\$6,126.00	\$6,126.00
12/01/22	PO1-64790-6010014-2300000000379-1-New		Contractor Agreement with Rocketology for 2022/23	0000223828-LLC ROCKETOLOGY	Instructional Services	01.0-42030.0-11100-10030-5850-6000000	\$4,320.00	\$4,320.00	

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PO1-64790-6010014-230000000379-1-New						Sum:	\$4,320.00	\$4,320.00
12/01/22	PO1-64790-6010015-230000000378-1-New		Basic Education for Sp Ed Student	0000223380-HILLSIDES EDUCATION CENTER	Pupil Services	01.0-65000.0-57600-11800-5810-6010015	\$3,443.60	\$2,066.16
12/01/22			Basic Education for Sp Ed Student	0000223380-HILLSIDES EDUCATION CENTER	Pupil Services	01.0-65000.0-57600-31100-5850-6010015	\$820.00	\$545.00
PO1-64790-6010015-230000000378-1-New						Sum:	\$4,263.60	\$2,611.16
12/01/22	PO1-64790-6010015-230000000380-1-New		Language and Speech Therapy for Sp Ed Student	0000223425-JUSTINE SHERMAN & ASSOCIATES	Pupil Services	01.0-65000.0-57600-11901-5810-6010015	\$7,275.00	\$7,275.00
PO1-64790-6010015-230000000380-1-New						Sum:	\$7,275.00	\$7,275.00
12/01/22	PO1-64790-6010015-230000000381-1-New		Speech to text interpreting for Sp Ed Student	0000333240-Diana Brandin Realtime Captioning & Sign Language Services	Pupil Services	01.0-65000.0-57600-11300-5850-6010015	\$94,500.00	\$69,845.50
PO1-64790-6010015-230000000381-1-New						Sum:	\$94,500.00	\$69,845.50
12/01/22	PO1-64790-6010015-230000000382-1-New		Psychological Services for Sp Ed Students	0000223583-BEACH CITIES LEARNING LLC	Pupil Services	01.0-33270.0-57600-31200-5110-6010015	\$28,245.00	\$28,245.00
12/01/22			Psychological Services for Sp Ed Students	0000223583-BEACH CITIES LEARNING LLC	Pupil Services	01.0-33270.0-57600-31200-5810-6010015	\$25,000.00	\$25,000.00
12/01/22			Psychological Services for Sp Ed Students	0000223583-BEACH CITIES LEARNING LLC	Pupil Services	01.0-65460.0-57600-31200-5110-6010015	\$146,755.00	\$146,755.00
PO1-64790-6010015-230000000382-1-New						Sum:	\$200,000.00	\$200,000.00

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12/01/22	PO1-64790-6010015-230000000383-1-New		Conference Registration - Tod Overton and Javier Ruiz	0000333522-Crisis Prevention Institute	Pupil Services	01.0-65000.0-57600-11100-5220-6010015	\$6,998.00	\$6,998.00
PO1-64790-6010015-230000000383-1-New						Sum:	\$6,998.00	\$6,998.00
12/01/22	PO1-64790-6010015-230000000384-1-New		Open PO for Supplies for the Workability Program	0000236666-ODP Business Solutions, LLC	Pupil Services	01.0-65200.0-57600-11900-4310-6010015	\$2,000.00	\$2,000.00
PO1-64790-6010015-230000000384-1-New						Sum:	\$2,000.00	\$2,000.00
12/01/22	PO1-64790-6040046-230000000375-1-New		OPEN PO - Grounds Moro Mower Service	0000336044-Turf Star Western	Grounds Office	01.0-00000.0-00000-82200-5630-6040046	\$5,000.00	\$4,011.73
PO1-64790-6040046-230000000375-1-New						Sum:	\$5,000.00	\$4,011.73
12/01/22	PO2W-64790-2040000-2300000000225-1-New		Scholastic News - 2nd Grade (Dols) Invoice # M7335969	0000224007-SCHOLASTIC INC.	Plymouth	01.0-00000.0-11100-10000-4310-2040000	\$164.73	\$164.73
PO2W-64790-2040000-2300000000225-1-New						Sum:	\$164.73	\$164.73
12/01/22	PO2W-64790-6000028-2300000000227-1-New		Scissor Lift rental - Footloose 2022	0000223943-SIMON EQUIPMENT CO.	District Wide - Music Programs	63.0-90221.0-00000-60003-5610-6000028	\$602.84	\$0.00
PO2W-64790-6000028-2300000000227-1-New						Sum:	\$602.84	\$0.00
12/01/22	PO2W-64790-6010014-2300000000226-1-New		Approved Quote for Second Step 1-Year Licenses	0000223213-COMMITTEE FOR CHILDREN	Instructional Services	01.4-07301.0-11100-10000-5841-6003500	\$593.00	\$0.00
PO2W-64790-6010014-2300000000226-1-New						Sum:	\$593.00	\$0.00
12/01/22	PO2W-64790-6040047-2300000000223-1-New		Plymouth-Parking Lot Stripping and wheel stops	0000336039-4D Surface Management Inc	Maintenance	01.0-81500.0-00000-81100-5630-6040047	\$3,900.00	\$0.00

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PO2W-64790-6040047-230000000223-1-New						Sum:	\$3,900.00	\$0.00
12/01/22	PO3W-64790-600002 8-230000000135-1- New		Rhythm Sticks & Recorder Karate 1 piece recorders	0000333481-Plank Road Publishing, Inc	District Wide - Music Programs	01.4-07303.0-11100-10000-4310-6004800	\$3,469.84	\$3,469.84
PO3W-64790-6000028-230000000135-1-New						Sum:	\$3,469.84	\$3,469.84
12/01/22	PO3W-64790-602002 2-2300000000067-2- Modification	1	Teacher Laptops Macbooks	0000223925- APPLE COMPUTER, INC.	Technology	01.0-00000.0-11100-10000-4440-6000022	\$6,150.22	\$0.00
PO3W-64790-6020022-230000000067-2-Modification						Sum:	\$6,150.22	\$0.00
12/02/22	PO1-64790-6010012- 2300000000387-1-New		Contracted Interim Assistant Superintendent of Bus. Svcs.	0000223892- CHERYL A. PLOTKIN	Superintenden t	01.0-00000.0-00000-72000-5850-6010040	\$36,000.00	\$25,830.00
PO1-64790-6010012-2300000000387-1-New						Sum:	\$36,000.00	\$25,830.00
12/02/22	PO1-64790-6010014- 2300000000385-1-New		Amazon open PO MHS AP Materials	0000223395- AMAZON.COM	Instructional Services	01.4-07106.0-11100-10000-4210-6002100	\$5,000.00	\$5,000.00
PO1-64790-6010014-2300000000385-1-New						Sum:	\$5,000.00	\$5,000.00
12/02/22	PO1-64790-6010014- 2300000000388-1-New		Phase 1: Student Forums, Guiding Coalition, Exe Alignment	0000334344- Learner-Centered Collaborative	Instructional Services	01.0-32180.0-00000-21100-5850-6000000	\$50,000.00	\$0.00
PO1-64790-6010014-2300000000388-1-New						Sum:	\$50,000.00	\$0.00
12/02/22	PO1-64790-6010015- 2300000000386-1-New		CRCS Services for LEA Medi-cal Billing	0000223247- PARADIGM HEALTH CARE SERVICES	Pupil Services	01.0-56400.0-00000-21500-5810-6010015	\$25,000.00	\$24,953.85
PO1-64790-6010015-2300000000386-1-New						Sum:	\$25,000.00	\$24,953.85

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12/02/22	PO1-64790-6010030-230000000307-2-Modification	1	CROSS COUNTRY SUB SYSTEM OPEN PO FOR 2022_2023	0000223436-CROSS COUNTRY EDUCATION	Personnel Services	01.0-32140.0-11100-10000-5810-6008600	\$250,000.00	\$100,288.45
PO1-64790-6010030-230000000307-2-Modification						Sum:	\$250,000.00	\$100,288.45
12/02/22	PO1-64790-6040047-230000000072-2-Modification	1	Open PO 2022-23 Parts/Repairs	0000223216-MONROVIA LOCKSHOP	Maintenance	01.0-81500.0-00000-81103-5630-6040047	\$30,000.00	\$15,885.00
PO1-64790-6040047-230000000072-2-Modification						Sum:	\$30,000.00	\$15,885.00
12/02/22	PO1-64790-6040047-230000000091-2-Modification	1	2022-23 Open PO Rental Needs	0000223943-SIMON EQUIPMENT CO.	Maintenance	01.0-81500.0-00000-81100-5610-6040047	\$4,000.00	\$2,267.51
PO1-64790-6040047-230000000091-2-Modification						Sum:	\$4,000.00	\$2,267.51
12/02/22	PO1-64790-6040047-230000000160-2-Modification	1	Open PO for Bus Part and Supplies	0000223259-BETTS TRUCK PARTS AND SERVICE	Maintenance	01.0-07230.0-00000-36000-4360-6040049	\$1,000.00	\$0.00
12/02/22		1	Open PO for Bus Part and Supplies	0000223259-BETTS TRUCK PARTS AND SERVICE	Maintenance	01.0-07230.0-00000-36000-5630-6040049	\$2,500.00	\$2,337.62
PO1-64790-6040047-230000000160-2-Modification						Sum:	\$3,500.00	\$2,337.62
12/02/22	PO1-64790-6040047-230000000161-2-Modification	1	Districtwide Backflow Prevention Assembly Test Notice Fees	0000223362-COUNTY OF LOS ANGELES	Maintenance	01.0-81500.0-00000-81100-5890-6040047	\$3,000.00	\$652.00
PO1-64790-6040047-230000000161-2-Modification						Sum:	\$3,000.00	\$652.00
12/02/22	PO1-64790-6040047-230000000354-2-Modification	1	Public Health Permit/License 2022 23 MHS Pool	0000223252-DEPARTMENT OF HEALTH SERVICES	Maintenance	01.0-81500.0-00000-81100-5890-6040047	\$2,520.00	\$1,229.70

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PO1-64790-6040047-230000000354-2-Modification						Sum:	\$2,520.00	\$1,229.70
12/02/22	PO1-64790-6040049-230000000287-3-Modification	2	Clifton Field Trip Knotts Berry Farm	0000327176-Elite School Transit	Transportation	01.0-90801.0-11100-41000-5812-6040049	\$28,000.00	\$12,200.00
PO1-64790-6040049-230000000287-3-Modification						Sum:	\$28,000.00	\$12,200.00
12/02/22	PO2W-64790-6010012-230000000228-1-New		2023 Board member nameplates	0000223972-B & H SIGN CO., INC.	Superintendent	01.0-00000.0-00000-71100-4390-6010016	\$110.25	\$110.25
PO2W-64790-6010012-230000000228-1-New						Sum:	\$110.25	\$110.25
12/02/22	PO2W-64790-6010014-230000000229-1-New		Swun Math Tri 1 Additional materials needed.	0000223449-SWUN MATH	Instructional Services	01.0-63000.0-11100-10000-4110-6010014	\$755.17	\$755.17
12/02/22	PO2W-64790-6010014-230000000230-1-New		Swun Math Tri 1 Additional materials needed.	0000223449-SWUN MATH	Instructional Services	01.4-07202.0-11100-10000-4110-6003000	\$503.44	\$503.44
PO2W-64790-6010014-230000000229-1-New						Sum:	\$1,258.61	\$1,258.61
12/02/22	PO2W-64790-6010014-230000000230-1-New		PLTW Engineering Participation 2022/23	0000319739-Project Lead The Way, Inc.	Instructional Services	01.0-63880.0-38000-10000-5310-6010014	\$3,200.00	\$0.00
PO2W-64790-6010014-230000000230-1-New						Sum:	\$3,200.00	\$0.00
12/02/22	PO2W-64790-6010014-230000000231-2-Cancellation	1	Restorative Practices for Cheer program	0000329026-Restorative Focus LLC	Instructional Services	01.0-00000.0-00000-24905-5850-6000000	\$875.00	\$0.00
PO2W-64790-6010014-230000000231-2-Cancellation						Sum:	\$875.00	\$0.00
12/02/22	PO2W-64790-6010014-230000000232-1-New		Circle process for parents and MHS Cheer students.	0000329026-Restorative Focus LLC	Instructional Services	01.0-00000.0-00000-24905-5850-6000000	\$875.00	\$525.00
PO2W-64790-6010014-230000000232-1-New						Sum:	\$875.00	\$525.00

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12/02/22	PO2W-64790-601001 4-230000000233-1- New		Dont use	0000329026- Restorative Focus LLC	Instructional Services	01.0-00000.0-00000-24905-5850-6000000	\$875.00	\$875.00
PO2W-64790-6010014-230000000233-1-New						Sum:	\$875.00	\$875.00
12/02/22	PO3W-64790-203000 0-2300000000136-1- New		Uniforms - Monroe Elementary	0000334774-Kyrie Design	Monroe	01.0-90109.0-11100-10000-4390-2030000	\$1,000.00	\$1,000.00
PO3W-64790-2030000-2300000000136-1-New						Sum:	\$1,000.00	\$1,000.00
12/02/22	PO3W-64790-601001 4-2300000000137-1- New		The princeton review	0000333857-The Princeton Review	Instructional Services	01.4-07106.0-11100-10000-4210-6002100	\$6,248.07	\$6,248.07
PO3W-64790-6010014-2300000000137-1-New						Sum:	\$6,248.07	\$6,248.07
12/02/22	PO3W-64790-601001 4-2300000000138-1- New		Quote for Spanish books for Clifton; approved by G. Francois	0000223937-THE MCGRAW-HILL COMPANIES	Instructional Services	01.0-63000.0-11100-10000-4110-6010014	\$3,498.68	\$3,498.68
PO3W-64790-6010014-2300000000138-1-New						Sum:	\$3,498.68	\$3,498.68
12/05/22	PO1-64790-1650000- 2300000000400-1-New		OPEN PO-Disaster Bin Consumable Replenishment Supplies CELC	0000223199-SOS SURVIVAL PRODUCTS	Preschool	01.0-81500.0-00000-81100-4380-6000000	\$5,000.00	\$5,000.00
PO1-64790-1650000-2300000000400-1-New						Sum:	\$5,000.00	\$5,000.00
12/05/22	PO1-64790-2010000- 2300000000401-1-New		OPEN PO-Disaster Bin Consumable Replenishment Supplies BR	0000223199-SOS SURVIVAL PRODUCTS	Bradoaks	01.0-81500.0-00000-81100-4380-6000000	\$5,000.00	\$5,000.00
PO1-64790-2010000-2300000000401-1-New						Sum:	\$5,000.00	\$5,000.00

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12/05/22	PO1-64790-2020000-230000000402-1-New		OPEN PO-Disaster Bin Consumable Replenishment Supplies MA	0000223199-SOS SURVIVAL PRODUCTS	Mayflower	01.0-81500.0-00000-81100-4380-6000000	\$5,000.00	\$5,000.00
PO1-64790-2020000-230000000402-1-New						Sum:	\$5,000.00	\$5,000.00
12/05/22	PO1-64790-2030000-230000000403-1-New		OPEN PO-Disaster Bin Consumable Replenishment Supplies MO	0000223199-SOS SURVIVAL PRODUCTS	Monroe	01.0-81500.0-00000-81100-4380-6000000	\$5,000.00	\$5,000.00
PO1-64790-2030000-230000000403-1-New						Sum:	\$5,000.00	\$5,000.00
12/05/22	PO1-64790-2040000-230000000404-1-New		OPEN PO-Disaster Bin Consumable Replenishment Supplies PL	0000223199-SOS SURVIVAL PRODUCTS	Plymouth	01.0-81500.0-00000-81100-4380-6000000	\$5,000.00	\$5,000.00
PO1-64790-2040000-230000000404-1-New						Sum:	\$5,000.00	\$5,000.00
12/05/22	PO1-64790-2050000-230000000405-1-New		OPEN PO-Disaster Bin Consumable Replenishment Supplies WR	0000223199-SOS SURVIVAL PRODUCTS	Wild Rose	01.0-81500.0-00000-81100-4380-6000000	\$5,000.00	\$5,000.00
PO1-64790-2050000-230000000405-1-New						Sum:	\$5,000.00	\$5,000.00
12/05/22	PO1-64790-6010014-230000000391-1-New		LA Zoo Admission Fee PLY Elem.	0000335239-Los Angeles Zoo	Instructional Services	01.4-07303.0-11100-10000-5881-6005100	\$127.00	\$0.00
PO1-64790-6010014-230000000391-1-New						Sum:	\$127.00	\$0.00
12/05/22	PO1-64790-6010014-230000000394-1-New		National School Counseling Leadership Conf, 2/12-14/23	0000324088-Hatching Results, LLC	Instructional Services	01.4-07301.0-00000-21500-5220-6003700	\$675.00	\$675.00
12/05/22			National School Counseling Leadership Conf, 2/12-14/23	0000324088-Hatching Results, LLC	Instructional Services	01.4-07301.0-00000-27000-5220-6003700	\$1,350.00	\$1,350.00

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12/05/22			National School Counseling Leadership Conf, 2/12-14/23	0000324088-Hatching Results, LLC	Instructional Services	01.4-07301.0-00000-31100-5220-6003700	\$1,350.00	\$1,350.00
PO1-64790-6010014-230000000394-1-New						Sum:	\$3,375.00	\$3,375.00
12/05/22	PO1-64790-6010015-230000000389-1-New		Basic Education Services for Sp Ed Student	0000224071-FROSTIG CENTER	Pupil Services	01.0-65000.0-57600-11800-5110-6010015	\$6,492.00	\$6,492.00
12/05/22			Basic Education Services for Sp Ed Student	0000224071-FROSTIG CENTER	Pupil Services	01.0-65000.0-57600-11800-5810-6010015	\$25,000.00	\$25,000.00
12/05/22			Basic Education Services for Sp Ed Student	0000224071-FROSTIG CENTER	Pupil Services	01.0-65000.0-57600-11901-5150-6010015	\$2,522.50	\$2,522.50
12/05/22			Basic Education Services for Sp Ed Student	0000224071-FROSTIG CENTER	Pupil Services	01.0-65000.0-57600-31100-5150-6010015	\$2,920.00	\$2,920.00
PO1-64790-6010015-230000000389-1-New						Sum:	\$36,934.50	\$36,934.50
12/05/22	PO1-64790-6010015-230000000390-1-New		Basic Education for Sp Ed Student	0000223377-LEROY HAYNES CENTER	Pupil Services	01.0-65000.0-57600-11800-5110-6010015	\$47,746.00	\$47,746.00
12/05/22			Basic Education for Sp Ed Student	0000223377-LEROY HAYNES CENTER	Pupil Services	01.0-65000.0-57600-11800-5810-6010015	\$25,000.00	\$25,000.00
12/05/22			Basic Education for Sp Ed Student	0000223377-LEROY HAYNES CENTER	Pupil Services	01.0-65000.0-57600-11900-5150-6010015	\$4,729.60	\$4,729.60
12/05/22			Basic Education for Sp Ed Student	0000223377-LEROY HAYNES CENTER	Pupil Services	01.0-65000.0-57600-31100-5150-6010015	\$4,440.00	\$4,440.00
PO1-64790-6010015-230000000390-1-New						Sum:	\$81,915.60	\$81,915.60

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12/05/22	PO1-64790-6010015-230000000393-1-New		Speech and Language Pathologist for Sp Ed	0000223391-CATALYST SLP	Pupil Services	01.0-65000.0-57600-11901-5810-6010015	\$80,000.00	\$80,000.00
PO1-64790-6010015-230000000393-1-New						Sum:	\$80,000.00	\$80,000.00
12/05/22	PO1-64790-6010015-230000000395-1-New		Vision Therapy for Sp Ed Student	0000316012-Center for Vision Development Optometry Inc.	Pupil Services	01.0-65000.0-57600-31400-5810-6010015	\$7,876.00	\$7,876.00
PO1-64790-6010015-230000000395-1-New						Sum:	\$7,876.00	\$7,876.00
12/05/22	PO1-64790-6010015-230000000396-1-New		Open PO for Interpreting Services	0000223318-LINKS SIGN LANGUAGE INTERPRETING SERVICE	Pupil Services	01.0-65000.0-50010-24905-5810-6010015	\$5,700.00	\$5,700.00
PO1-64790-6010015-230000000396-1-New						Sum:	\$5,700.00	\$5,700.00
12/05/22	PO1-64790-6010015-230000000397-1-New		Hearing Screenings for Monrovia Students	0000223374-ARCADIA AUDIOMETRIC ASSOCIATES, INC.	Pupil Services	01.0-00000.0-00000-31400-5850-6010015	\$5,900.00	\$0.00
PO1-64790-6010015-230000000397-1-New						Sum:	\$5,900.00	\$0.00
12/05/22	PO1-64790-6010015-230000000406-1-New		Physical Therapy Services for Sp Ed Students	0000334787-Total Education Solutions	Pupil Services	01.0-65000.0-57600-31440-5850-6010015	\$39,840.00	\$39,840.00
PO1-64790-6010015-230000000406-1-New						Sum:	\$39,840.00	\$39,840.00
12/05/22	PO1-64790-6010040-230000000392-1-New		For Professional Services for Fiscal Year Budget	0000223230-SCHOOL SERVICES OF CALIFORNIA	Business	01.0-00000.0-00000-72001-5810-6010040	\$4,260.00	\$4,260.00
PO1-64790-6010040-230000000392-1-New						Sum:	\$4,260.00	\$4,260.00

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12/05/22	PO1-64790-6010052-230000000398-1-New		Reimbursement - Alicia Escobar MHS - Food Services	0000223548-ALICIA ESCOBAR	Food Services	63.0-90306.0-00000-37000-4330-6010052	\$202.21	\$0.00
PO1-64790-6010052-230000000398-1-New						Sum:	\$202.21	\$0.00
12/05/22	PO1-64790-6040047-230000000399-1-New		MHS Theater Basement HVAC Pump Out Pit	0000330387-Emergency Services Restoration Inc.	Maintenance	01.0-81500.0-00000-81100-5560-6040047	\$1,500.00	\$774.72
PO1-64790-6040047-230000000399-1-New						Sum:	\$1,500.00	\$774.72
12/05/22	PO2W-64790-4090000-230000000236-1-New		Business Cards	0000223345-IMPRINTABILITY	Canyon Oaks	01.0-00000.0-00000-27000-4350-4090000	\$49.61	\$0.00
PO2W-64790-4090000-230000000236-1-New						Sum:	\$49.61	\$0.00
12/05/22	PO2W-64790-6010012-230000000234-1-New		Reimbursement Materials (Flowers) for State of Schools	0000223776-MARIA ALBERTO	Superintendent	01.0-00000.0-00000-71500-4390-6010012	\$28.62	\$28.62
PO2W-64790-6010012-230000000234-1-New						Sum:	\$28.62	\$28.62
12/05/22	PO2W-64790-6010012-230000000238-1-New		CalSPRA Membership for Gustavo Olguin	0000223888-CALSPRA	Superintendent	01.0-00000.0-00000-71500-5310-6010012	\$150.00	\$150.00
PO2W-64790-6010012-230000000238-1-New						Sum:	\$150.00	\$150.00
12/05/22	PO2W-64790-6010014-230000000202-2-Modification	1	Professional Services Agreement with 2Teach	0000330298-2 Teach LLC	Instructional Services	01.4-07106.0-00000-21400-5850-6002200	\$30,962.50	\$0.00
PO2W-64790-6010014-230000000202-2-Modification						Sum:	\$30,962.50	\$0.00
12/05/22	PO2W-64790-6010014-230000000237-1-New		Reimbursement Greg Gero - Amazon Purchase	0000223532-GREGORY P. GERO	Instructional Services	01.4-07103.0-11100-10000-4310-6001600	\$124.02	\$124.02

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PO2W-64790-6010014-230000000237-1-New						Sum:	\$124.02	\$124.02
12/05/22	PO2W-64790-601001 5-230000000235-1- New		NCI Blended Learning Online Course and Workbook	0000333522-Crisis Prevention Institute	Pupil Services	01.0-65000.0-57600-11100-4390-6010015	\$4,873.75	\$4,873.75
PO2W-64790-6010015-230000000235-1-New						Sum:	\$4,873.75	\$4,873.75
12/05/22	PO3W-64790-408000 0-2300000000139-1- New		textbooks for MHS students	0000223263-TEXTBOOK WAREHOUSE	MHS	01.0-90305.0-11100-10000-4110-4080000	\$7,921.50	\$7,921.50
PO3W-64790-4080000-2300000000139-1-New						Sum:	\$7,921.50	\$7,921.50
12/05/22	PO3W-64790-600000 0-2300000000140-1- New		LOCK BLOK for Classroom Safety Districtwide	0000334408-New Management, Inc.	District Wide	01.0-81500.0-00000-81100-4390-6040047	\$2,845.72	\$2,845.72
PO3W-64790-6000000-2300000000140-1-New						Sum:	\$2,845.72	\$2,845.72
12/06/22	PO1-64790-2020000- 2300000000143-3- Modification	2	Open PO for Office Supplies Mayflower FY 22/23	0000236666-ODP Business Solutions, LLC	Mayflower	01.0-00000.0-11100-10000-4310-2020000	\$11,000.00	\$2,992.28
PO1-64790-2020000-2300000000143-3-Modification						Sum:	\$11,000.00	\$2,992.28
12/06/22	PO1-64790-6000028- 2300000000322-2- Modification	1	OPEN PO-Agreement for Consultant Services-Ashley Kirkland	0000223502-ASHLEY KIRKLAND	District Wide - Music Programs	63.0-90221.0-00000-60003-5850-6000028	\$10,000.00	\$3,980.00
PO1-64790-6000028-2300000000322-2-Modification						Sum:	\$10,000.00	\$3,980.00
12/06/22	PO3W-64790-601001 2-2300000000122-2- Modification	1	Ergo Office Chair - Liana Beserra	0000236666-ODP Business Solutions, LLC	Superintendent	01.0-00000.0-00000-71500-4350-6010012	\$407.90	\$0.00
PO3W-64790-6010012-2300000000122-2-Modification						Sum:	\$407.90	\$0.00

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12/06/22	PO3W-64790-601004 0-230000000141-1- New		Computer Monitor - Business Services	0000224060-DELL MARKETING L.P.	Business	01.0-00000.0-00000-72001-4340-6010040	\$367.89	\$367.89
PO3W-64790-6010040-230000000141-1-New						Sum:	\$367.89	\$367.89
12/06/22	PO3W-64790-606002 4-230000000142-1- New		Office Printer for Village Program	0000224063-CDW COMPUTER CTRS, INC.	Village Program (ASES)	01.0-60100.0-00000-21500-4440-6060024	\$556.85	\$0.00
PO3W-64790-6060024-230000000142-1-New						Sum:	\$556.85	\$0.00
12/07/22	PO1-64790-6010015- 230000000193-2- Modification	1	Transportation for Sp Ed Students	0000223444- JORGES GET AROUND	Pupil Services	01.0-65000.0-57600-36000-5112-6010015	\$408,000.00	\$292,755.00
12/07/22		1	Transportation for Sp Ed Students	0000223444- JORGES GET AROUND	Pupil Services	01.0-65000.0-57600-36000-5812-6010015	\$25,000.00	\$0.00
PO1-64790-6010015-230000000193-2-Modification						Sum:	\$433,000.00	\$292,755.00
12/07/22	PO1-64790-6010040- 230000000249-2- Modification	1	OPEN PO FY 2022-23 WATER SERVICE	0000223962-CITY OF MONROVIA	Business	01.0-00000.0-00000-82000-5530-2010000	\$20,639.93	\$11,162.53
12/07/22		1	OPEN PO FY 2022-23 WATER SERVICE	0000223962-CITY OF MONROVIA	Business	01.0-00000.0-00000-82000-5530-2020000	\$19,336.02	\$10,504.15
12/07/22		1	OPEN PO FY 2022-23 WATER SERVICE	0000223962-CITY OF MONROVIA	Business	01.0-00000.0-00000-82000-5530-2030000	\$21,874.87	\$14,465.37
12/07/22		1	OPEN PO FY 2022-23 WATER SERVICE	0000223962-CITY OF MONROVIA	Business	01.0-00000.0-00000-82000-5530-2050000	\$27,112.14	\$17,375.71
12/07/22		1	OPEN PO FY 2022-23 WATER SERVICE	0000223962-CITY OF MONROVIA	Business	01.0-00000.0-00000-82000-5530-3060000	\$47,116.12	\$31,318.95

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12/07/22		1	OPEN PO FY 2022-23 WATER SERVICE	0000223962-CITY OF MONROVIA	Business	01.0-00000.0-00000-82000-5530-3070000	\$19,630.11	\$12,028.58
12/07/22		1	OPEN PO FY 2022-23 WATER SERVICE	0000223962-CITY OF MONROVIA	Business	01.0-00000.0-00000-82000-5530-4080000	\$154,314.89	\$76,226.49
12/07/22		1	OPEN PO FY 2022-23 WATER SERVICE	0000223962-CITY OF MONROVIA	Business	01.0-00000.0-00000-82000-5530-4090000	\$3,617.15	\$2,279.54
12/07/22		1	OPEN PO FY 2022-23 WATER SERVICE	0000223962-CITY OF MONROVIA	Business	01.0-00000.0-00000-82000-5530-6000000	\$5,967.90	\$3,848.87
12/07/22		1	OPEN PO FY 2022-23 WATER SERVICE	0000223962-CITY OF MONROVIA	Business	01.0-00000.0-00000-82000-5530-6010000	\$5,510.03	\$3,406.78
12/07/22		1	OPEN PO FY 2022-23 WATER SERVICE	0000223962-CITY OF MONROVIA	Business	01.0-00000.0-00000-82000-5530-6040047	\$6,938.01	\$4,239.68
12/07/22		1	OPEN PO FY 2022-23 WATER SERVICE	0000223962-CITY OF MONROVIA	Business	01.0-00000.0-81000-82000-5530-6000000	\$9,286.95	\$4,453.72
12/07/22		1	OPEN PO FY 2022-23 WATER SERVICE	0000223962-CITY OF MONROVIA	Business	11.0-00000.0-00000-82000-5530-7100000	\$6,106.88	\$3,622.77
PO1-64790-6010040-230000000249-2-Modification						Sum:	\$347,451.00	\$194,933.14
12/08/22	PO1-64790-2030000-230000000256-3-Modification	2	Open PO Office Depot 22-23	0000236666-ODP Business Solutions, LLC	Monroe	01.0-00000.0-11100-10000-4310-2030000	\$15,000.00	\$4,607.44
PO1-64790-2030000-230000000256-3-Modification						Sum:	\$15,000.00	\$4,607.44

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12/08/22	PO1-64790-2030000-230000000297-2-Modification	1	Open PO Amazon Monroe	0000223395-AMAZON.COM	Monroe	01.0-00000.0-11100-10000-4310-2030000	\$12,000.00	\$4,656.27	
PO1-64790-2030000-230000000297-2-Modification							Sum:	\$12,000.00	\$4,656.27
12/08/22	PO1-64790-6010014-230000000408-1-New		Paxton Lab @ Santa Fe	0000223969-PAXTON/PATERSON	Instructional Services	01.0-63880.0-38000-10000-5841-6010014	\$35,527.30	\$35,527.30	
PO1-64790-6010014-230000000408-1-New							Sum:	\$35,527.30	\$35,527.30
12/08/22	PO1-64790-6040047-230000000407-1-New		Gym Floor Refinishing	0000223662-PRO LINE GYM FLOORS	Maintenance	01.0-81500.0-00000-81100-5630-6040047	\$20,000.00	\$1,350.00	
PO1-64790-6040047-230000000407-1-New							Sum:	\$20,000.00	\$1,350.00
12/08/22	PO3W-64790-2040000-2300000000145-1-New		4th & 5th Grade Planners	0000223829-SCHOOLMATE	Plymouth	01.0-30100.0-00000-27000-4390-2040000	\$489.28	\$489.28	
PO3W-64790-2040000-2300000000145-1-New							Sum:	\$489.28	\$489.28
12/08/22	PO3W-64790-6010014-2300000000146-1-New		Graphic Design Material for MHS Spyder 3D	0000223685-SPYDER3D LLC	Instructional Services	01.0-63870.1-38000-10000-4310-6010014	\$10,095.56	\$10,095.56	
12/08/22			Graphic Design Material for MHS Spyder 3D	0000223685-SPYDER3D LLC	Instructional Services	01.0-63870.1-38000-10000-4410-6010014	\$5,341.89	\$5,341.89	
PO3W-64790-6010014-2300000000146-1-New							Sum:	\$15,437.45	\$15,437.45
12/08/22	PO3W-64790-6010030-2300000000046-3-Modification	2	HR Office furniture	0000316303-PowersFurniture	Personnel Services	01.0-00000.0-00000-74002-4450-6010030	\$23,833.69	\$23,833.69	
PO3W-64790-6010030-2300000000046-3-Modification							Sum:	\$23,833.69	\$23,833.69
12/08/22	PO3W-64790-6010030-2300000000147-1-New		Printer for HR - Shershonna Huff	0000224063-CDW COMPUTER CTRS, INC.	Personnel Services	01.0-00000.0-00000-74900-4440-6010030	\$536.56	\$0.00	

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PO3W-64790-6010030-230000000147-1-New						Sum:	\$536.56	\$0.00
12/08/22	PO3W-64790-6010040-230000000143-1-New		HP LaserJet Enterprise M406dn-Printer- BW - laser	0000224063-CDW COMPUTER CTRS, INC.	Business	01.0-00000.0-00000-72001-4440-6010040	\$536.56	\$536.56
PO3W-64790-6010040-230000000143-1-New						Sum:	\$536.56	\$536.56
12/08/22	PO3W-64790-7100000-230000000144-1-New		Classroom tables	0000323874-VIRCO INC	Adult Education School	11.0-63910.0-41100-10000-4410-7100000	\$6,821.16	\$6,821.16
PO3W-64790-7100000-230000000144-1-New						Sum:	\$6,821.16	\$6,821.16
12/09/22	PO1-64790-1650000-230000000229-2-Modification	1	Open PO smart and final- celc	0000223945-SMART & FINAL	Preschool	12.0-61050.0-00010-10000-4390-1650000	\$2,500.00	\$1,595.45
PO1-64790-1650000-230000000229-2-Modification						Sum:	\$2,500.00	\$1,595.45
12/09/22	PO1-64790-1650000-230000000230-2-Modification	1	Open PO Office Depot	0000236666-ODP Business Solutions, LLC	Preschool	12.0-61050.0-00010-10000-4390-1650000	\$4,500.00	\$3,542.92
PO1-64790-1650000-230000000230-2-Modification						Sum:	\$4,500.00	\$3,542.92
12/09/22	PO1-64790-1650000-230000000231-2-Modification	1	Open PO for Amazon: CELC	0000223395-AMAZON.COM	Preschool	12.0-61050.0-00010-10000-4390-1650000	\$3,000.00	\$1,577.20
PO1-64790-1650000-230000000231-2-Modification						Sum:	\$3,000.00	\$1,577.20
12/09/22	PO1-64790-2030000-230000000421-1-New		Open PO Custodial Supplies MO 2022/23 Home Depot	0000223936-HOME DEPOT/GECF	Monroe	01.0-00000.0-00000-82100-4370-2030000	\$300.00	\$300.00
PO1-64790-2030000-230000000421-1-New						Sum:	\$300.00	\$300.00

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12/09/22	PO1-64790-6000000-230000000412-1-New		Document Handling Fee - School Developer Fee Increase Notice	0000223989-REVOLVING CASH FUND - BUS. SVC	District Wide	25.0-95500.0-00000-72000-5833-6000000	\$75.00	\$75.00
PO1-64790-6000000-230000000412-1-New						Sum:	\$75.00	\$75.00
12/09/22	PO1-64790-6010012-230000000414-1-New		L Beserra Reimbursent for TOY/CEOY Holiday parade float deco	0000223470-LIANA BESERRA	Superintenden t	01.0-00000.0-00000-71500-4390-6010012	\$29.27	\$29.27
PO1-64790-6010012-230000000414-1-New						Sum:	\$29.27	\$29.27
12/09/22	PO1-64790-6010015-230000000192-2-Modification	1	Open PO for Legal Services	0000315750-Randolph Law Group	Pupil Services	01.0-65000.0-50010-39000-5821-6010015	\$205,000.00	\$104,872.50
PO1-64790-6010015-230000000192-2-Modification						Sum:	\$205,000.00	\$104,872.50
12/09/22	PO1-64790-6010015-230000000420-1-New		Attorney Fees for OAH Case 2022050803	0000336682-Rivers Law, Inc., APC	Pupil Services	01.0-65000.0-50010-39000-5821-6010015	\$6,500.00	\$6,500.00
PO1-64790-6010015-230000000420-1-New						Sum:	\$6,500.00	\$6,500.00
12/09/22	PO1-64790-6010023-230000000418-1-New		OPEN PO Student Transportation Service	0000329231-HopSkipDrive, Inc.	STUDENT SUPPORT SERVICES	01.0-56340.0-11100-10000-5889-6010023	\$8,000.00	\$8,000.00
PO1-64790-6010023-230000000418-1-New						Sum:	\$8,000.00	\$8,000.00
12/09/22	PO1-64790-6010030-230000000419-1-New		Helios- annual subscription	0000337011-HELIOS ED	Personnel Services	01.0-00000.0-00000-74001-5841-6010030	\$23,978.50	\$0.00
12/09/22			Helios- annual subscription	0000337011-HELIOS ED	Personnel Services	01.0-00000.0-00000-74002-5841-6010035	\$23,978.50	\$0.00
PO1-64790-6010030-230000000419-1-New						Sum:	\$47,957.00	\$0.00

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12/09/22	PO1-64790-6010052-230000000409-1-New		Open PO for Food Services Consultant from 10/1/22 - 6/30/23	0000336379-Lynette Rock	Food Services	13.0-53100.0-00000-37000-5850-6010052	\$75,000.00	\$50,397.50
PO1-64790-6010052-230000000409-1-New						Sum:	\$75,000.00	\$50,397.50
12/09/22	PO1-64790-6040046-230000000410-1-New		MHS : Laser level baseball & softball fields.	0000337206-Barkshire Laser Leveling, Inc	Grounds Office	01.0-00000.0-00000-82200-5630-6040046	\$4,000.00	\$4,000.00
PO1-64790-6040046-230000000410-1-New						Sum:	\$4,000.00	\$4,000.00
12/09/22	PO1-64790-6040046-230000000411-1-New		Plastic Skinny Window replacement at the District Office	0000223955-SLATER GLASS & MIRROR	Grounds Office	01.0-81500.0-00000-81100-5630-6040047	\$15,000.00	\$15,000.00
PO1-64790-6040046-230000000411-1-New						Sum:	\$15,000.00	\$15,000.00
12/09/22	PO1-64790-6040046-230000000413-1-New		100 tons of Angel Mix Brick Dust for infield leveling	0000337151-Corona Clay Company	Grounds Office	01.0-00000.0-00000-82200-5630-6040046	\$7,251.69	\$7,251.69
PO1-64790-6040046-230000000413-1-New						Sum:	\$7,251.69	\$7,251.69
12/09/22	PO1-64790-6040047-230000000415-1-New		OPEN PO - Hot Water Pressure Washer Service and Repair	0000334236-Industrial Cleaning Systems, Inc.	Maintenance	01.0-81500.0-00000-81100-5630-6040047	\$5,000.00	\$5,000.00
PO1-64790-6040047-230000000415-1-New						Sum:	\$5,000.00	\$5,000.00
12/09/22	PO1-64790-6040047-230000000416-1-New		MHS -Swimming Pool Bleacher Shade	0000331962-RSA Awnings & Canvas	Maintenance	01.0-81500.0-00000-81100-5630-6040047	\$4,410.00	\$4,410.00
PO1-64790-6040047-230000000416-1-New						Sum:	\$4,410.00	\$4,410.00
12/09/22	PO1-64790-6040047-230000000417-1-New		Monroe - Office & Entrance Desk Counter Installation	0000337147-Cabinet Innovators & Construction Services Inc	Maintenance	01.0-81500.0-00000-81100-5630-6040047	\$4,500.00	\$4,500.00

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 12/20/2022

Purchase Order Board List

Run Time: 2:54:31 PM

From 11/25/22 - To 12/16/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
PO1-64790-6040047-230000000417-1-New						Sum:	\$4,500.00	\$4,500.00
12/09/22	PO2W-64790-600000 0-230000000239-1- New		PLYMOUTH POLICE FALSE ALARM-10/23/22 @ 11:11 AM- INV# 230076	0000223962-CITY OF MONROVIA	District Wide	01.0-00000.0-00000-83210-5819-6000000	\$325.00	\$325.00
PO2W-64790-6000000-230000000239-1-New						Sum:	\$325.00	\$325.00
12/09/22	PO3W-64790-601001 5-2300000000148-1- New		Supplies for Special Ed Students	0000223395- AMAZON.COM	Pupil Services	01.0-65000.0-57600-31420-4310-6010015	\$418.03	\$0.00
PO3W-64790-6010015-2300000000148-1-New						Sum:	\$418.03	\$0.00
12/12/22	PO1-64790-6010014- 230000000423-1-New		Open PO for Airgas 22/23 Auto program at MHS	0000223210- AIRGAS	Instructional Services	01.0-35500.0-38001-10000-4310-6010014	\$1,750.00	\$1,750.00
PO1-64790-6010014-230000000423-1-New						Sum:	\$1,750.00	\$1,750.00
12/12/22	PO1-64790-6010014- 230000000424-1-New		Open PO for Patton Sales Corp Auto program at MHS	0000223592- PATTON SALES CORP	Instructional Services	01.0-35500.0-38001-10000-4310-6010014	\$1,500.00	\$1,500.00
PO1-64790-6010014-230000000424-1-New						Sum:	\$1,500.00	\$1,500.00
12/12/22	PO2W-64790-601001 4-2300000000240-1- New		Hosa Conference Registration	0000223913-HOSA	Instructional Services	01.0-63880.0-38000-10000-5220-6010014	\$600.00	\$0.00
PO2W-64790-6010014-2300000000240-1-New						Sum:	\$600.00	\$0.00
12/12/22	PO3W-64790-601001 4-2300000000149-1- New		Computers for Graphic Design MHS Strong Workforce Program	0000328726-Intelli- Tech	Instructional Services	01.0-63880.0-38000-10000-4440-6010014	\$11,171.36	\$11,171.36

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 12/20/2022

Purchase Order Board List

Run Time: 2:54:31 PM

From 11/25/22 - To 12/16/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
PO3W-64790-6010014-230000000149-1-New						Sum:	\$11,171.36	\$11,171.36
12/12/22	PO3W-64790-6010014-230000000150-1-New		iMacs for MHS Strong Workforce Program	0000223925-APPLE COMPUTER, INC.	Instructional Services	01.0-63880.0-38000-10000-4440-6010014	\$19,408.98	\$19,408.98
PO3W-64790-6010014-230000000150-1-New						Sum:	\$19,408.98	\$19,408.98
12/13/22	PO1-64790-6010030-230000000425-1-New		OPEN PO FOR SUPPLIES Southwest School Supplies 22/23	0000223928-SOUTHWEST SCHOOL & OFFICE	Personnel Services	01.0-00000.0-00000-74001-4350-6010030	\$1,000.00	\$1,000.00
12/13/22			OPEN PO FOR SUPPLIES Southwest School Supplies 22/23	0000223928-SOUTHWEST SCHOOL & OFFICE	Personnel Services	01.0-00000.0-00000-74002-4350-6010035	\$1,000.00	\$1,000.00
PO1-64790-6010030-230000000425-1-New						Sum:	\$2,000.00	\$2,000.00
12/13/22	PO3W-64790-6010014-230000000151-1-New		American Government books for early college textbooks	0000337120-Textbook Media Press	Instructional Services	01.0-63880.0-38000-10000-4210-6010014	\$2,943.25	\$0.00
PO3W-64790-6010014-230000000151-1-New						Sum:	\$2,943.25	\$0.00
12/13/22	PO3W-64790-6010014-230000000152-1-New		Computers for Carlson at MHS Strong Workforce Program	0000328726-Intelli-Tech	Instructional Services	01.0-63880.0-38000-10000-4440-6010014	\$10,504.10	\$10,504.10
PO3W-64790-6010014-230000000152-1-New						Sum:	\$10,504.10	\$10,504.10
12/13/22	PO3W-64790-6010014-230000000153-2-Modification	1	Computers for Carlson MHS Strong Workforce Program	0000223925-APPLE COMPUTER, INC.	Instructional Services	01.0-63880.0-38000-10000-4440-6010014	\$31,054.36	\$31,054.36
PO3W-64790-6010014-230000000153-2-Modification						Sum:	\$31,054.36	\$31,054.36

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 12/20/2022

Purchase Order Board List

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From 11/25/22 - To 12/16/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
12/14/22	PO1-64790-4090000-230000000140-2-Modification	1	Open Purchase Order for office supplies for 2022-23 school	0000236666-ODP Business Solutions, LLC	Canyon Oaks	01.0-00000.0-00000-27000-4350-4090000	\$2,000.00	\$631.33
PO1-64790-4090000-230000000140-2-Modification						Sum:	\$2,000.00	\$631.33
12/14/22	PO1-64790-4090000-230000000351-2-Modification	1	Open PO for Diploma Covers 2023	0000223392-CORNERSTONE GRADUATE SUPPLY	Canyon Oaks	01.0-00000.0-00000-27001-4390-4090000	\$500.00	\$69.77
12/14/22		1	Open PO for Diploma Covers 2023	0000223392-CORNERSTONE GRADUATE SUPPLY	Canyon Oaks	01.0-00000.0-00000-27001-4390-5180000	\$538.76	\$0.00
PO1-64790-4090000-230000000351-2-Modification						Sum:	\$1,038.76	\$69.77
12/14/22	PO2W-64790-2030000-2300000000243-1-New		ATDLE Conference for Ordaz @ MO	0000223430-ATDLE	Monroe	01.0-30100.0-11100-10000-5220-2030000	\$225.00	\$0.00
PO2W-64790-2030000-2300000000243-1-New						Sum:	\$225.00	\$0.00
12/14/22	PO2W-64790-6010030-2300000000241-1-New		NEOGOV - Human Resources	0000337483-NEOGOV	Personnel Services	01.0-00000.0-00000-74001-5810-6010030	\$953.00	\$0.00
12/14/22			NEOGOV - Human Resources	0000337483-NEOGOV	Personnel Services	01.0-00000.0-00000-74002-5810-6010035	\$953.00	\$0.00
PO2W-64790-6010030-2300000000241-1-New						Sum:	\$1,906.00	\$0.00
12/14/22	PO2W-64790-6010030-2300000000242-1-New		TB Employee clinic	0000337489-Proactive Work Health	Personnel Services	01.0-00000.0-00000-74001-5860-6010030	\$1,305.00	\$0.00
12/14/22			TB Employee clinic	0000337489-Proactive Work Health	Personnel Services	01.0-00000.0-00000-74002-5860-6010035	\$1,305.00	\$0.00

Report ID: FIN-PROC-0099

Monrovia Unified School District

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Purchase Order Board List

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From 11/25/22 - To 12/16/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
PO2W-64790-6010030-230000000242-1-New						Sum:	\$2,610.00	\$0.00
12/14/22	PO3W-64790-000000-0-230000000156-1-New	0	Copy Paper - Warehouse Inventory	0000223486-STAPLES BUSINESS ADVANTAGE	No Location	01.0-00000.0-00000-00000-9320-0000000	\$18,297.09	\$18,297.09
PO3W-64790-0000000-230000000156-1-New						Sum:	\$18,297.09	\$18,297.09
12/14/22	PO3W-64790-6010014-230000000154-2-Cancellation	1	Math Books (CGI PD for Elem. Teachers)	0000223395-AMAZON.COM	Instructional Services	01.4-07103.0-11100-10000-4210-6001600	\$3,472.88	\$0.00
PO3W-64790-6010014-230000000154-2-Cancellation						Sum:	\$3,472.88	\$0.00
12/14/22	PO3W-64790-6010014-230000000155-1-New		Math Books (CGI PD for Elem. Teachers)	0000223948-HEINEMANN	Instructional Services	01.4-07103.0-11100-10000-4210-6001600	\$2,674.11	\$2,674.11
PO3W-64790-6010014-230000000155-1-New						Sum:	\$2,674.11	\$2,674.11
12/14/22	PO3W-64790-6010014-230000000157-1-New		AVID Materials request for MHS	0000223395-AMAZON.COM	Instructional Services	01.4-07106.0-11100-10000-4310-6002200	\$1,006.64	\$1,006.64
PO3W-64790-6010014-230000000157-1-New						Sum:	\$1,006.64	\$1,006.64
12/15/22	PO1-64790-2030000-230000000426-1-New		Reimbursement - Karla Galindo @ MO	0000223706-KARLA RUIZ GALINDO	Monroe	01.4-07102.0-11100-10000-4390-2031400	\$86.19	\$0.00
PO1-64790-2030000-230000000426-1-New						Sum:	\$86.19	\$0.00
12/15/22	PO1-64790-3060000-230000000428-1-New		Picnic Tables & Benches @ Clifton Student Wellness/ Safety	0000223309-ULINE	Clifton	01.0-74220.0-11100-10000-4390-6000000	\$11,613.51	\$0.00
PO1-64790-3060000-230000000428-1-New						Sum:	\$11,613.51	\$0.00

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 12/20/2022

Purchase Order Board List

Run Time: 2:54:31 PM

From 11/25/22 - To 12/16/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount	
12/15/22	PO1-64790-6000000-230000000429-1-New		MUSD 2022 Developer Fee Justification Study	0000327747-Orbach Huff Suarez & Henderson LLP	District Wide	25.0-95500.0-00000-72000-5810-6000000	\$7,925.00	\$7,925.00	
PO1-64790-6000000-230000000429-1-New							Sum:	\$7,925.00	\$7,925.00
12/15/22	PO1-64790-6010040-230000000372-2-Cancellation	1	Service Agreement for 2022-23 ACA Forms	0000223072-AMERICAN FIDELITY ASSURANCE	Business	01.0-00000.0-00000-72001-5810-6010040	\$3,095.00	\$0.00	
PO1-64790-6010040-230000000372-2-Cancellation							Sum:	\$3,095.00	\$0.00
12/15/22	PO1-64790-6010040-230000000427-1-New		Service Agreement for 2022-23 ACA Forms	0000223279-AMERICAN FIDELITY ADMINISTRATIVE SERVICE	Business	01.0-00000.0-00000-72001-5810-6010040	\$3,095.00	\$0.00	
PO1-64790-6010040-230000000427-1-New							Sum:	\$3,095.00	\$0.00
12/15/22	PO2W-64790-2040000-2300000000245-1-New		Starfall Classroom Membership @ PL (classroom AkI)	0000223359-STARFALL EDUCATION FOUNDATION	Plymouth	01.4-07102.0-11100-10000-5841-2041500	\$195.00	\$195.00	
PO2W-64790-2040000-2300000000245-1-New							Sum:	\$195.00	\$195.00
12/15/22	PO2W-64790-2040000-2300000000246-1-New		Arch Learning Services Membership @ PL (DI)	0000336457-Arch Learning Services	Plymouth	01.4-07102.0-11100-10000-5841-2040000	\$699.86	\$699.86	
PO2W-64790-2040000-2300000000246-1-New							Sum:	\$699.86	\$699.86
12/15/22	PO2W-64790-6010014-2300000000244-1-New		Cost Proposal with Thinking Maps, Inc.	0000223307-THINKING MAPS, INC.	Instructional Services	01.4-07102.0-11100-10000-5841-6001200	\$22,475.00	\$22,475.00	
PO2W-64790-6010014-2300000000244-1-New							Sum:	\$22,475.00	\$22,475.00
							\$3,093,344.70	\$2,130,889.45	

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 12/20/2022

Purchase Order Board List

Run Time: 2:54:31 PM

From 11/25/22 - To 12/16/22

Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

5. 22/23-2087 - DISTRICT CASH RECEIPTS

RECOMMENDATION

The Board of Education is requested to receive District cash receipts; Deposit Report No. 19 through No. 21, deposited December 8, 2022, through December 19, 2022, for a total amount of \$678,786.35.

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 #19 through #21 is attached.

ATTACHMENTS

- [BA Item 2087\(b-d\) Deposit Rpts #19-21 1-18-23.pdf](#)

DEPOSIT REPORT

12/8/2022

DEP #19

ACCOUNT	AMOUNT	
13.0-53100.0-00000-37000-8220-0000000	\$ 184,172.59	Federal Reimbursement SNP
13.0-53100.0-00000-37000-8520-0000000	187,639.16	State Reimbursement SNP
13.0-53201.0-00000-37000-8220-0000000	<u>62,897.58</u>	Federal Reimbursement CACFP
Total	<u><u>\$ 434,709.33</u></u>	Food Services Fund

DEPOSIT REPORT

12/12/2022

DEP #20

ACCOUNT	AMOUNT	
01.0-00000.0-00000-00000-8650-6020022	\$ 3,078.91	Leases & Rentals/Tech
01.0-00000.0-00000-00000-8699-0000000	6,053.75	Other Local Income
01.0-00000.0-00000-71100-3412-6010016	415.29	Abate/Reimbursement/H&W
01.0-00000.0-00000-72000-5950-6000022	1,334.10	Abate/Refund/Phone Services
01.0-00000.0-00000-82100-8650-6010040	3,165.00	Leases & Rentals/Labor
01.0-90109.0-00000-00000-8699-4080000	500.00	Donations/MHS
01.0-90124.0-00000-00000-8699-2050000	4,075.00	Donations/WR
01.0-90210.0-00000-00000-8650-3060000	206.67	Leases & Rentals
01.0-90210.0-00000-00000-8650-6000000	1,859.99	Leases & Rentals
01.0-90501.0-00000-00000-8689-0000000	16,247.86	Village Program/Parent Contributions
01.0-90609.0-00000-00000-8699-2040000	190.00	Cotsen Grant
01.0-90707.0-00000-00000-8290-0000000	331.68	Medi-Cal
01.0-90801.0-00000-00000-8689-0000000	1,765.00	Pupil Transportation
Subtotal	<u>39,223.25</u>	General Fund
12.0-90503.0-00000-00000-8673-1650000	1,171.40	Tuition Based Preschool
Subtotal	<u>1,171.40</u>	Child Development Fund
13.0-53100.0-00000-00000-9120-0000000	2,232.35	Cash In Bank P/Y
13.0-53100.0-00000-37000-8220-6010054	8,882.31	Federal Reimb.SSFO
13.0-53100.0-00000-37000-8634-0000000	3,618.00	Food Service Sales
Subtotal	<u>14,732.66</u>	Food Services Fund
25.0-95500.0-00000-00000-8681-0000000	24,803.20	Developer Fees
Subtotal	<u>24,803.20</u>	Capital Facilities Fund
63.0-90123.0-00000-00000-8699-0000000	4,824.85	LKT PAC Donations
Subtotal	<u>4,824.85</u>	Enterprise Fund
76.0-00000.0-00000-00000-9537-0000000	16,519.08	Retirees Health Insurance
Subtotal	<u>16,519.08</u>	Payroll Clearance Fund
Total	<u>\$ 101,274.44</u>	

DEPOSIT REPORT

12/19/2022

DEP #21

ACCOUNT	AMOUNT	
11.0-63910.0-00000-00000-8590-0000000	<u>\$ 142,802.58</u>	Adult Education Block Grant
Total	<u><u>\$ 142,802.58</u></u>	Adult Education Fund

Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

6. 22/23-2088 - BUDGETARY TRANSFERS AND REVISIONS

RECOMMENDATION

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

Rationale:

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

Background:

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

Budget Implication (\$ Amount):

No impact on fund balance. (See additional information)

Legal References:

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

Account:

Additional Information:

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

ATTACHMENTS

- [BA Item 2088\(b\) Budgetary Transfers 1-18-23.pdf](#)

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

Board Report:
Budget Revision

Board Meeting Date:
1/18/2023

GENERAL FUND #01.0

BUDGET REVISION

<u>DESCRIPTION</u>	<u>AMOUNT BUDGETED</u>	<u>TOTAL ALLOCATION</u>	<u>RATIONALE</u>
RESTRICTED STATE RESOURCES			
# 60100.0 - ASES			
Books and Supplies	(\$25,258.00)	(\$25,258.00)	Budget Allocation
# 65200.0 - WORKABILITY 1			
Certificated Salaries	(\$3,739.00)		
Classified Salaries	(\$516.00)		
Employees' Benefits	(\$161.00)		
Books and Supplies	\$517.00		
Services/Other Operations	\$9,019.00		
Indirect Cost	<u>\$42.00</u>	\$5,162.00	Budget Allocation
 Total Restricted State Resources	 <u>(\$20,096.00)</u>	 <u>(\$20,096.00)</u>	
 TOTAL BUDGET REVISION	 <u><u>(\$20,096.00)</u></u>	 <u><u>(\$20,096.00)</u></u>	

Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

7. 22/23-2089 - ACCEPTANCE OF GIFTS

RECOMMENDATION

The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 2023-08.

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 #2023-08-01-18-23.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT
 Acceptance of Gifts Report No. 2023-08
 Board Meeting 20230118

	Type of Gift	Donor	Estimated Value of Gift	Purpose of Gift/Benefit to District	Prepared by	D Number	Budget Implications
1	Check	Carole D.C. Godfrey	\$5,000.00	For the benefit of students and staff at Mayflower Elementary School.	Michelle Costarella, Principal Mayflower Elementary School	D-0118041	Increases site donation account
2							
3							
4							
5							
6							
7							
8							
9							
10							

Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

8. 22/23-2091 - SERVICE AGREEMENT WITH GOTO

RECOMMENDATION

The Board of Education is requested to approve a one-year renewal agreement with GoTo (formerly Jive Communications, Inc.) for Voice over IP (VoIP) telephone services.

Rationale:

The District would like to extend the current contract with GoTo for VoIP telephone services and move forward with a one-year renewal. Our current contract expires on January 19, 2023.

Background:

The District has used GoTo (formerly Jive Communications, Inc.) for VoIP telephone services since 2011. E-Rate funding has gone away for telephone services, and the District has been looking for other alternatives.

Budget Implication (\$ Amount):

The cost for a one-year renewal is approximately \$116,153.88 and will be paid out of General Fund.

Additional Information:

A copy of the contract is attached.

ATTACHMENTS

- [BA Item 2091\(b\) Service Agreement with GoTo 1-18-23.pdf](#)



GoTo Technologies USA, Inc.
333 Summer Street
Boston, MA 02210

CONTACT INFORMATION.

<p>Customer: Monrovia Unified School District Address: 325 E Huntington Dr, Monrovia, CA United States, 91016-3585</p> <p>Main Contact: Arin Golestani Email: agolestani@monroviaschools.net Phone: 626-471-2068</p> <p>VAT/TVA/ABN Number:</p>	<p>GoTo Representative:</p> <p>Name: Rob Johnson Email: rob.johnson@goto.com Phone: (626) 513-0105 Fax:</p> <p>QUOTE OR OID #: Q-666693 UID #: CN-564061-1312 Opp ID #: 2212166785349</p> <p>Quote Date: 12-17-2022</p> <p>Quote Expiration Date: 01-15-2023</p>
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BILLING INFORMATION.

<p>Payment Method: Invoice Payment Terms: Net 30</p>
--

AGREEMENT.

<p>EXCEPT AS EXPRESSLY SET FORTH HEREIN, BY SIGNING AND RETURNING THIS ORDER TO GOTO, YOU CONFIRM THIS IS AN ORDER FOR THE GOTO SERVICE(S) LISTED HEREIN AND AGREE TO THE TERMS OF SERVICE https://www.goto.com/company/legal/terms-and-conditions WHICH APPLY TO YOUR CONTINUED USE OF ALL SERVICES AND SHALL PREVAIL OVER ANY TERMS OTHERWISE REFERENCED IN A PURCHASE ORDER.</p>

<p>Supplemental Terms: Notwithstanding anything to the contrary in the Agreement, the following supplemental Terms apply:</p>
--

Purchase Order Process:

If the order is in excess of 50K USD, or this order's currency equivalent, GoTo requires a PO with the executed order in the name of the contracting entity noted above. Please complete:

Require a PO?**Requires a PO, see below:**

Customer PO#:

PO Expiration Date (if applicable):

SIGNATURES. By signing below, the signatory represents it is legally authorized to enter into the Agreement and agrees to be bound to all terms contained in the Agreement.

CUSTOMER: Monrovia Unified School District		If Billing Contact is different than above, please provide:	
Signature:		Billing Address:	
Name:	Ryan D. Smith, Superintendent	Billing/Invoicing Contact:	
Title:	Customer Authorized Signatory	Telephone:	
Date:		Email:	

The dates shown are based on the date the quote was created by the rep and these dates will adjust based on the date the contract is signed

Service Start Date	12-17-2022	Billing Start Date	12-17-2022
Number of Free Months		First Invoice Date	01-01-2023
Contract End Date	12-31-2023		

MONTHLY TOTALS:

Name	Contract Terms (Months)	Quantity	MSRP	Discount	Jive Price	Total Price
GoToConnect Standard	12	451	USD 22.00	USD 9.05	USD 12.95	USD 5,840.45
Conference Device User- Monthly Service	12	2	USD 29.95	USD 29.95	USD 0.00	USD 0.00
Interconnected VoIP, Low Usage - Monthly Charge	12	293	USD 12.95	USD 7.00	USD 5.95	USD 1,743.35
Voice - Standard DID - Monthly Charge	12	1100	USD 5.00	USD 4.01	USD 0.99	USD 1,089.00
Taxes and Fees:						USD 1,006.69
TOTAL AMOUNT:						USD 9,679.49

Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

9. 22/23-2092 - AGREEMENT WITH SAN MATEO-FOSTER CITY SCHOOL DISTRICT, SUPER CO-OP LEAD AGENCY

RECOMMENDATION

The Board of Education is requested to approve an agreement with the San Mateo-Foster City School District to provide United States Department of Agriculture (USDA) Commodity Food Management support for our child nutrition program.

Rationale:

Board approval of this agreement will ensure the Food Services Department attains the best possible pricing for processed USDA Foods and their commercial equivalents and USDA Foods distribution (brown boxes).

Background:

San Mateo-Foster City School District, Super Co-Op Lead Agency, has provided the District with Commodity Food Management assistance since the 2019-20 school year. The company provides great customer service and efficient commodity food management with comparable prices. The District would like to continue to use this vendor for the 2023-2024 school year.

Budget Implication (\$ Amount):

The total annual cost to participate in this program is \$600.

Legal References:

Education Code 42647 states that the Board of Education shall approve all purchases and payments.

Additional Information:

A copy of the agreement is attached.

ATTACHMENTS

- [BA Item 2092\(b\) Agreement with San Mateo-Foster City School District 1-18-23.pdf](#)

Participant District: Monrovia Unified School District

Please check (✓) your response:

X	We plan to CONTINUE membership with Super Co-Op JPA for SY2023-24.
	We do NOT plan to continue membership with Super Co-Op JPA for SY2023-24. What alternate USDA Foods delivery method do you plan to use? _____

San Mateo-Foster City School District is the Lead District of the Super Co-Op Joint Powers Authority and hereby given authority to contract for USDA Foods and related services on behalf of Member Districts and Participant Districts.

The parties agree as follows:

1. Both parties must remain eligible Recipient Agencies for receipt of United States Department of Agriculture (USDA) donated commodity foods (USDA Foods) as determined by the California Department of Education (CDE), Nutrition Services Division.
2. Through this written agreement, the Lead District is assigned control of the Participant District’s fair share of USDA Foods entitlement for SY2023-24. The Lead District is responsible for ordering, receiving, storing, and distribution of Direct Delivery USDA Foods on behalf of Participant.
3. Lead District is responsible to maintain an inventory management system for all USDA Foods Direct Delivery items received and stored on behalf of Participant. Participant is responsible to maintain an inventory management system for all USDA Foods Direct Delivery or processed items after delivery to Participant District.
4. Both parties are responsible for compliance with USDA and the CDE, Nutrition Services Division policies and regulations.
5. SY2023-24 Fees:
 - Membership Fees are paid by Participant District directly to the Lead District, billed in July 2023.
 - Annual Renewal Fee beginning the 2nd year of membership shall be 0.3% of the current year USDA Foods estimated entitlement on July 1.
 - State Administrative Fee of \$0.90 per case/unit of USDA Foods direct delivery (brown box) and diverted to processors.
 - Delivery fees as per member district selected distributors.
 - All fees are subject to change, as approved by the Super Co-Op JPA Board of Directors.
 - Participant District agrees to remit all Super Co-Op JPA fees promptly upon receipt of invoice.

6. Participant District agrees to abide by the current Super Co-Op JPA Governing Rules, bylaws, conflict of interest cost and code of conduct, Brown Box Storage Policy, and other rules or policies as approved by the Board of Directors.
7. Should a loss of USDA Foods being held for the Participant District occur, due to/ but not limited to theft, spoilage, etc., the Lead District is responsible to the CDE, Nutrition Services Division and/or the USDA for the Fair Market Value of that food item(s). Both the Participant District and Lead District shall be responsible to maintain insurance coverage or contract provisions for insurance coverage with third party vendors that move or house USDA Foods at the fair market value.
9. Participant District shall respond to pre-planners and offerings promptly.
10. Participant District shall read all correspondence from the Super Co-Op JPA and respond promptly as indicated.
11. Participant District shall maintain accurate contact information with the Super Co-Op JPA to assure proper routing of invoices and correspondence.
12. Participant District agrees to complete the annual Food Distribution Program Annual Commodity Contract Packet in CNIPs when notified by the California Department of Education, typically in June of each year.
13. Participant District agrees to verify Value Pass Through (VPT) for all processed USDA Foods purchased and monitor entitlement balance ensuring that processed product is reported correctly by distributors or processors. Discrepancies shall be addressed promptly with USDA Foods distributor and/or processor.
14. In the event of a change in Lead District, this Agreement shall convey to the new Lead District.
15. Termination of the Assignment of USDA Foods shall be made in writing to the Lead District no later than December 10 to take effect the following June 30.
16. Provide current contact information for three (3) individuals at your district/agency:

Nutrition Services Director	
Name	Kenneth W. Singleton
Title	Food Service Director
Telephone	(626) 471-2053
Email	ksingleton@monroviashools.net

Accounts Payable Contact	
Name	Doris Wang
Title	Senior Account Clerk
Telephone	(626) 471-2059
Email	dwang@monroviashools.net

Additional Contact for USDA Foods management	
Name	Alena Ohrt
Title	Senior Account Clerk
Telephone	(626) 471-2056
Email	aohrt@monroviashools.net

17. Each individual executing this Annual Renewal of Services on behalf of Participant District represents, for the benefit of Lead District, that he or she is duly authorized to execute and deliver this Annual Renewal of Services on behalf of Participant District.
18. Lead District and Participant District acknowledge that this Annual Renewal of Services is subject to approval by the Participant District's Board and this Annual Renewal of Services shall not be effective until after the Participant District's Board approves this Annual Renewal of Services.

By signing this, I certify that I am an authorized representative of the Participant District and agree to adhere to the terms specified herein.

My execution of this Annual Renewal of Services was approved by the Participant District's Board of Education at a duly called and noticed Regular Board Meeting on January 18, 2023.

Participant District	Monrovia Unified School District
Signature	
Print Name	Ryan D. Smith
Title	Superintendent
Date	

Lead District	San Mateo-Foster City School District
Signature	
Print Name	Fran Debost
Title	Director Child Nutrition Services
Date	

Return signed copy by December 1, 2022 to Leylany Marquez at Imarquez@smfcsd.k12.ca.us. A signed copy will be returned to you.

Fran Debost
 fdebost@smfc.k12.ca.us
 San Mateo-Foster City School District
 1170 Chess Drive, Foster City, CA 94404
 Phone (650) 312-7201

Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

10. 22/23-2093 - SERVICE AGREEMENT WITH COLBI TECHNOLOGIES

RECOMMENDATION

The Board of Education is requested to approve a service agreement with “Colbi Technologies” to renew a web-based software platform agreement for a “Quality Bidders” license for pre-qualification and CUPCCA registration, monitoring, and audit compliance review support services. Additionally, the vendor will include an “Account – Ability” software platform license for construction/facility accounting, financial planning, procurement support, and operational reports matrix to support district bond program management.

Rationale:

The Board of Education is recommended to renew/approve and implement pre-qualification of construction contractors under Public Contract Code. 20111.6 utilizing the “Quality Bidders Platform” questionnaire and corresponding services. The Board of Education is recommended to renew/approve and implement an informal bid and qualified vendor pool application, registration, and review service under Public Contract Code 22000 utilizing the “Quality Bidders Platform” CUPCCAA registration application and corresponding services. The Board of Education is also recommended to approve and implement construction/facility accounting, financial planning, procurement, and compliance software. “Account-Ability Platform” provided web-delivered software that provides multi-year & multi-fund capital program management in alignment with LACOE’s “Best” enterprise resource system. The software features will allow the District to create tight internal controls and provide public reporting transparency per state auditing guidelines. The “Account-Ability Platform” core functions are formulated to increase efficiency around budgets, fiscal, and purchasing transactions and provide real-time reporting; in a variety of operational and stakeholder outlined formats. The vendor software services and associated software platforms will allow for integrated, efficient, real-time, and quality-driven management approaches in facilitating procurement and fiscal strategic planning, budget, audit, risk management, regulatory compliance reporting, and public data reporting transparency. The service will leverage and augment our small business services team capabilities and expertise to support important strategic and tactical decision-making activities, significantly reduce financial, legal, and operational risk components, minimize labor intensive and centralize/capture various report data for bond-related construction and maintenance modernization projects/programs.

Background:

Construction contracts awarded on or after January 1, 2014, Public Contract Code (PCC) 20111.6 requires the school district’s Board of Education, with average daily

attendance over two thousand five hundred (2,500), to pre-qualify bidders for public works projects using any funds received pursuant to the Leroy F. Greene School Facilities Act of 1998 (Education Code 17070.10 et seq.) or any funds from any future state school bond for a public project with a projected expenditure of one million dollars (\$1,000,000.00) or more. Bidders subject to this requirement shall include the general contractor and, if utilized, all electrical, mechanical, and plumbing subcontractors licensed pursuant to Business and Professions Code 7058. The District has adopted and participates as a CUPCCA District. This stipulates the District can use alternative bidding methods when an agency performs public project work by contract or maintenance. Public Contract Code section 22034(a) states the agency shall require that a list of all qualified contractors by categories of work or trade be maintained. The agency must notify contractors on the list. The section also allows notifications to the required trade journals and exchanges to be used as an alternate. The use of the contractor list, maintenance, and notification of contractors are required to comply as a CUPCAA participating agency.

Budget Implication (\$ Amount):

The total annual cost for this agreement is as follows: A. "Quality Bidder" software platform's total annual cost is \$7,500. The total term cost over four (4) years is \$30,000. B. "Account-Ability" software platform's total annual cost is \$55,000 (this includes a one-time implementation fee of \$20,000). The total term cost over four (4) years is \$140,000. C. Additional Services for training or consulting are earmarked for \$5,000 annually. The total term cost over four (4) years is \$20,000. Bond Management Fees Note: Fees are an allowable capital bond expenditure for program management.

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 service agreement is attached.

ATTACHMENTS

- [BA Item 2093\(b\) Service Agreement with Colbi Technologies 1-18-23.pdf](#)

Account-AbilitySM and Quality BiddersSM Software Services Agreement

This Software Services Agreement ("Agreement") is entered into on January 19, 2023 ("Effective Date") by and between Colbi Technologies, Inc., a California corporation, having its principal place of business at 13891 Newport Avenue, Suite 150, Tustin, CA 92780 ("Colbi"), and Monrovia Unified School District, having its principal place of business at 325 E Huntington Dr, Monrovia, CA 91016, ("Customer").

1. Software Services Provided by Colbi. In support of Customer's building program and during the Term of this Agreement, Colbi will provide Account-AbilitySM and Quality BiddersSM software services ("Services") as set forth in Exhibit A (Exhibits).

2. Customer License Grant. Subject to the terms and conditions of this Agreement, Colbi grants to Customer, and Customer accepts, a non-exclusive, non-transferable, non-sub-licensable, world-wide, royalty-free license for the Term to: (i) access and use the Services, and (ii) use any of Colbi intellectual property included or embodied therein, in each case, solely for Customer's own internal business purposes, and subject to the terms and conditions of this Agreement. Customer's License for the Services is subject to such hosting policies, guidelines and specifications as Colbi may reasonably establish from time to time. Colbi reserves right, title and interest in and to the Services, including all related intellectual property rights. No rights are granted to the Customer other than as expressly set forth herein.

3. License to Host Customer Data. Subject to the terms and conditions of this Agreement, Customer grants Colbi a worldwide, limited-term license to host, copy, transmit and display Customer data as necessary to provide the Services in accordance with this Agreement. Subject to the limited licenses granted herein, Colbi acquires no right, title or interest in or to Customer data.

4. License to Use Feedback and Summarized Data. Subject to the terms and conditions of this Agreement, Customer grants Colbi a worldwide, perpetual, irrevocable, royalty-free license to use and incorporate into the Services any suggestion, enhancement request, recommendation, correction or other feedback provided by Customer or Users relating to the operation of the Services. Customer authorizes Colbi to use Customer summarized data for the purpose of enhancing Services, including but not limited to training and adaptive software tools.

5. Customer Responsibilities. Customer shall: (i) identify persons authorized to access Services on their behalf (authorized users, or Users), (ii) be responsible for Users' compliance with this Agreement, (iii) be responsible for the accuracy and quality of their data and the means by which that data is collected, (iv) use commercially reasonable efforts to prevent unauthorized access to or use of Services, and notify Colbi promptly of any such unauthorized access or use, (v) use Services in accordance with the documentation and applicable laws and government regulations, and (vi) comply with the terms and conditions of this Agreement.

6. Fees and Payment Terms. Customer shall pay to Colbi all fees in accordance with the terms specified in Exhibits. All payments are due and payable within 45 days upon receipt as shown on the invoice from Colbi. All fees are exclusive of all federal, state, local, and other taxes, duties, or charges applicable to the hosting, and support, and all of such taxes, duties or charges are the sole responsibility of Customer. Customer agrees to pay all such taxes, duties or charges immediately upon receipt of an invoice from Colbi or applicable taxing authority. Any fees or undisputed payments not paid when due will be subject to interest at the rate of 18% per annum.

7. Invoices. Following the service commencement date as defined in Exhibits, yearly recurring fees will be billed in advance of, or around the anniversary of, the Term.

8. Warranty Disclaimer. Colbi does not promise that the Services will be uninterrupted, error-free, or completely secure. Colbi does agree to provide fully functional software with 99.9% uptime commitment as described in Exhibits, excluding scheduled maintenance and updates (also as described in Exhibits). Customer acknowledges that there are risks inherent in Internet connectivity that could result in the loss of their data. Colbi agrees to backup Customer's data nightly. Colbi disclaims any and all warranties not expressly stated in this Agreement and Exhibits.

9. Limitations of Liability. In no event shall Colbi be liable for any lost revenue, lost profits, direct or indirect, special, incidental, consequential or punitive damages, however caused and under any theory of liability, whether in contract, tort (including negligence and strict liability) or otherwise, arising out of this agreement,

even if advised of the possibility of such damages, and notwithstanding any failure of purpose of any limited remedy. In no event shall Colbi be responsible for loss of data or records of Customer or any third party beyond the 30-day backup period included in the Services, unless Customer purchases extended backup. Customer shall be responsible for ensuring proper and adequate backup and storage of its data for any additional period. Except for claims based on Colbi's willful misconduct, the maximum aggregate liability of Colbi under any theory of law (including breach of contract, tort, and strict liability) shall not exceed one (1) times the yearly recurring service fees in effect for the Services at the time of the occurrence of the event(s) giving rise to the claim.

10. Indemnity

10.1 Indemnity by Colbi. Colbi shall defend Customer against any third-party claims arising out of (i) Colbi's actual or alleged gross negligence, willful misconduct, or violation of law (ii) any breach by Colbi of this Agreement, or (iii) a claim by a third party alleging that the Services infringe on any intellectual property of a third person, and indemnify Customer from the resulting losses, damages, and costs and expenses (including reasonable attorneys' fees) awarded to the third party by a court of competent jurisdiction or pursuant to a settlement agreement. Customer shall give prompt notice of any claim to Colbi. Colbi may settle, at its sole expense, any claim for which Colbi is responsible under this Section. Customer may employ counsel at their own expense and participate in the defense and/or settlement.

10.2 Termination for Infringement Claim. If Colbi or any of its customers is faced with a credible claim that the Services infringe on the intellectual property rights of a third party, and Colbi is not reasonably able to obtain the right to use the infringing element or modify the Services such that they do not infringe, then Colbi may terminate the Services on reasonable notice of at least 30 days, and will not have any liability on account of such termination except to refund amounts paid for Services not used as of the time of termination.

10.3 Indemnity by Customer. Customer shall defend Colbi against any third-party claims arising out of (i) any actual or alleged Customer negligence, willful misconduct, or violation of law, (ii) any breach by Customer of this Agreement, or (iii) any violation of Customer's agreement with Client or Users of the Services, and indemnify Colbi from the resulting damages. Colbi shall give prompt notice of any claim to Customer. Customer may settle, at its sole expense, any claim for which Customer is responsible under this section without Colbi approval. Colbi may employ counsel at their own expense and participate in the defense and/or settlement. The foregoing indemnification obligation will not apply to claims that are finally adjudicated to have been primarily caused by the gross negligence or willful misconduct of Colbi.

11. Suspension of Services. Colbi may suspend Services without liability if: (i) there is an attack on servers providing Customer Services; (ii) Colbi reasonably believes that the suspension of Service is necessary to protect the Colbi network or other customers; or (iii) required by law. Colbi will give Customer advance notice of a suspension, if possible.

12. Term and Termination

12.1 Term. The renewal term of this Agreement begins on the date set forth in Exhibits and continues for a four year period . This agreement will continue and may be extended for one successive one year period.; subject to annual renewal. A new agreement must be negotiated, written and agreed upon in writing after five years of consecutive service with a deadline 23 Feb. 2028

12.2 Termination of Agreement. Either party may terminate this agreement prior to expiration of term within forty five (45 days) written notice of any default of the agreement. Each party will have thirty days (30 days) to remedy default. Final termination will be rendered via certified mail and electronic email after thirty day (30 day) period without remedy.

12.3 Effect of Termination or Expiration. Upon the termination or expiration of this Agreement, all licensed rights granted to Customer under paragraph 2 pursuant to this Agreement shall terminate immediately unless the Customer has purchased an Archival Exit Plan for Account-Ability as described in Exhibit A prior to termination or expiration. Expiration or termination of this Agreement will not relieve Customer of its obligation to pay any undisputed fees or other undisputed payments that are due to Colbi. Notwithstanding anything to the contrary herein, the terms and conditions of paragraphs 8, 9, 10, 12, 13, and 15 shall survive and continue in full force and effect after expiration or termination of this Agreement. If the Customer has purchased an Archival Exit Plan for Account-Ability then notwithstanding anything to the

contrary herein the terms and conditions of paragraphs 2, 3, 4 and 5 shall also survive and continue in full force and effect after expiration or termination of this Agreement for the life of Account-Ability software.

13. Notices. All notices, requests, demands, and other communications made in connection with this Agreement shall be in writing to the address set forth above and shall be deemed to have been duly given (a) on the date of delivery, if delivered by hand or express delivery service, or (b) by certified or registered mail, postage prepaid, return receipt requested

14. Force Majeure. Neither party will be liable to the other party for failure or delay in the performance of a required obligation if such failure or delay is caused by strike, riot, fire, flood, earthquake, civil unrest, interruption, error, or malfunction resulting from natural disaster; transportation problems; defects of third-party software, hardware, communications, or power supplies; actual or threatened war or terrorist acts; Acts of God; and other acts, events, or circumstances beyond its reasonable control.

15. General Provisions. This Agreement, together with the exhibits, constitutes the entire Agreement between the parties with respect to the subject matter and supersedes all other oral or written representations, understandings or agreements relating to the subject matter. This Agreement may be amended or modified only in writing and signed by both parties. Each party is an independent contractor and not an agent, partner, or representative of any other party. The rule of construction that ambiguities are to be resolved against the drafting party may not be employed in the interpretation of this Agreement. Neither party will assign any rights, under this Agreement without the prior written consent of the other party, except that Colbi may assign its rights, in the event of a sale of its business or assets. The waiver or failure of either party to exercise in any respect any right provided for in this Agreement will not be deemed a waiver of further rights under this Agreement. If any particular portion of this Agreement shall be adjudicated to be unenforceable, this Agreement shall not be deemed null and void and shall be deemed amended to delete therefrom the portion thus adjudicated to be unenforceable.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the day and year first hereinabove written.

Colbi Technologies, Inc.

Monrovia Unified School District



Lettie Boggs, CEO

Name

January 3, 2023

Date

Superintendent

Title

01-0679534

Federal I.D.#

Date

EXHIBIT A

Account-AbilitySM Software Services

During the term of this Agreement, Colbi will provide Account-AbilitySM software services as described below include the following:

Initial Implementation of Account-Ability and Quality Bidders

- Account-Ability will be configured to incorporate the Customer's account code structure and internal control processes for project budgeting development, contract award, modification, and payments.
- Colbi will provide five and a half days of management consulting and/or training as desired by the Customer to facilitate a smooth transition to the new system. Typical training includes:
 - A half-day interactive Flowchart Workshop with appropriate members of Customer's facilities and business services staff to fully review budgeting, contracting and payment processes and document in Account-Ability.
 - Three days hands-on Account-Ability training in the Customer's computer lab.
 - A half-day of follow-up four to six weeks after initial training, to assure that the primary Users have adopted best practices.

License to Use the Software

Customer may use Account-Ability software via the Internet. There is no restriction on the number or dollar amount of contracts or projects planned, nor number of document processes supported. There is no restriction on the number of Users the Customer authorizes to use the software; *however, the number of concurrent Users of Account-Ability is restricted based on the Web Services as described below. There are additional data storage fees for more than 100 gigabytes of storage used in Quality Bidders.*

Annual Support Services

- Application updates to Account-Ability
- Live phone support services during normal business hours (Pacific Standard Time)¹.
 - Live on-screen support for Account-Ability is provided when appropriate.
- Support via the Colbi helpdesk is available 24/7, with response time to support requests by the next business day; reference below Classification and Resolution of Issues.
- Eighteen (18) hours of training are provided on an as requested basis each year².
 - Customized to needs, typical training includes: new staff training, new software features, planning/budgeting, construction contract management, refresher training, etc.
- Eighteen (18) hours of consulting services are provided on an as requested basis each year².
- Colbi Technologies Spring and Fall Workshops
- Best Practice Advisories and Alerts

Annual Web Services

Internet access to Account-Ability will be provided to any computer meeting the required specifications when security login requirements are met. The Annual Software Fee provides for five (5) concurrent Account-Ability logins. Additional concurrent logins for Account-Ability may be added as provided in Fees for Services below.

- Account-Ability provided with a 99.9% uptime commitment, refer to Availability below.
- The Customer's data is backed-up nightly at the data center, and a redundant copy is encrypted and transmitted to another location for storage. Data backups are retained for 30 days.
- Maintenance of servers, application software and database is scheduled for late evening on weekends, refer to Maintenance and Updates below for more details. Customer is notified in advance of any maintenance or updates occurring outside of scheduled maintenance windows.

¹ Excludes weekends and holidays.

² Reimbursement for reasonable travel and living expenses incurred by Colbi is required for services provided on-site.

Account-Ability Archival Exit Plan³

- Advance Purchase of the Exit Plan at time of initial implementation of software: \$7,500

Fees for Services: Customer will pay Colbi the following fees:

- Account-Ability Implementation Fee: \$15,000 one-time fee⁴
- Annual Software Service Fee for Account-Ability: \$35,000 per year⁴

Additional Services may be provided upon written authorization from Customer.

- Additional Account-Ability Concurrent Logins (over 5): \$575.00 per login per year⁴
- Additional Training Services: \$1,050.00 per day, or \$175.00 per hour²
- Additional Consulting Services: \$165.00 per hour²

Service Commencement Date: Upon completion of training; target date on or before February 1, 2023.

Availability

Colbi commits to 99.9% uptime and availability of Account-Ability software (the "99.9% Uptime Commitment"), excluding scheduled maintenance and other occurrences not constituting Downtime (as defined below).

Classification and Resolution of Issues

Colbi will classify, respond to and resolve a reported technical issue (an "Issue") with Account-Ability software that cannot be resolved immediately through phone support as follows:

- **Severity 1 Issues:** Colbi will devote commercially reasonable efforts to provide Issue resolution for Severity 1 Issues within two hours after receipt of notification and verification of the Issue.
 - Account-Ability software down, or major portions of Services down, that impacts the availability of the software or has degraded the software performance resulting in the inability to effectively use the software, with no known workaround.
 - Security attack or threat, malware or virus that has circumvented Colbi's security procedures. Colbi will give the highest scheduling priority and devote its best available resources to respond to Severity 1 Issues within 15 minutes of notification.
- **Severity 2 Issues:** Colbi will give the next highest scheduling priority and devote its available resources to respond to Severity 2 Issues within two hours of notification of the Issue. Colbi will devote commercially reasonable efforts to provide Issue resolution for Severity 2 Issues within twenty-four hours after receipt of notification and verification of the Issue.
 - Non-critical software features or operations are not functioning correctly, but do not impact the entire software application or all users.
 - Provide (or remove) access for Customer authorized users, reset Customer account passwords, or unlock Customer accounts.
 - Emergency backup or backup restoration of Customer's Account-Ability database
- **Severity 3 Issues:** Colbi will give the next highest scheduling priority and devote its available resources to respond to Severity 3 Issues within four hours of notification of the Issue. Colbi will devote commercially reasonable efforts to provide Issue resolution for Severity 3 Issues within one calendar week after receipt of notification and verification of the Issue. The above resolution times are estimates that may be impacted by a variety of variables beyond Colbi's control. Colbi strives to address every Issue with the goal of absolute responsiveness and the fastest path to resolution.
 - Minor bug fixes.
 - An incident with little impact on data or user experience and can be handled on a scheduled basis.
 - Problems affecting small group of users.

Monitoring

In order to support the 99.9% Uptime Commitment as defined below, Colbi proactively monitors 24 hours a day, 7 days a week, 365 days a year all network devices, servers, storage, and hosted software for performance and availability. If any issues are detected, alerts are automatically dispatched to the Colbi Support Team, who will

³ Customer is provided web access, via a single secure login, to Account-AbilitySM for read-only access to the Transaction module for the life of Account-AbilitySM software. This enables the Customer to view all data and print reports as long as Account-AbilitySM software is available as a commercial product. In addition, read-write access is provided to the Budget Development module. This provides full access to the financial planning tools for future building programs.

⁴ Fees are an allowable capital bond expenditure for program management.

resolve the issue according to severity.

Hours of Operation

- Standard Hours of Operation: 8:00 AM - 5:00 PM PST Monday - Friday (except holidays⁵)
 - During standard operating hours Colbi will respond to Severity 1, Severity 2 and Severity 3 Issues.
- After-Hours Operation: 5:00 PM - 8:00 AM PST Monday - Friday, weekends, and holidays⁵
 - Support during after-hours will be provided via an on-call system only for Severity 1 Issues. Response to such Severity 1 Issues may be delayed for up to 1 hour from the standard response time set forth above. Severity 2 and Severity 3 Issues will be responded to on the next business day.

Requesting Support

- Users may submit a support case through the helpdesk by emailing to aasupport@colbitech.com for Account-Ability issues.
 - Users should always include as much information as possible about their Issue to assist Support Technicians diagnose, prioritize, and resolve.
- Authorized Users may call 1-714-505-9544 to speak to a Support Technician during business hours (PST).
 - Questions on how to use the software are answered quickly and may involve live on-screen assistance;
 - Any Issue not resolved during the phone call will be assigned a Support Case for Issue resolution.

Maintenance and Updates

High-quality service and availability requires Colbi to perform routine maintenance and updates on its infrastructure and software applications. While this work is performed, access to Account-Ability may be suspended — suspension of access for scheduled maintenance and updates does not constitute “Downtime.” Colbi's goal is to minimize the impact of downtime and potential outages on Customer. Unless Colbi is responding to an emergency situation, maintenance and upgrade activities will be conducted during scheduled maintenance periods. The Customer will be notified in advance in the event that maintenance and upgrade activities extend outside of scheduled maintenance periods. Scheduled Maintenance and Updates includes the following:

Service	Description	Suspension of Access	Scheduled Maintenance
Daily (Planned)	Routing maintenance and repairs, security updates, equipment replacement	0 hours	Monday – Saturday 10PM – 2AM PST
Minor (Planned)	Infrastructure maintenance, full backup and/or recoveries	Up to 4 hours	1 st and 3 rd Saturday 10PM – 2AM PST
Major (Planned)	Network & hardware upgrades, software & database updates, OS & application patching, performance testing & troubleshooting, changes to server configurations, and migrations	Up to 12 hours	3 rd Saturday 10PM Sat thru 10AM Sun PST

⁵ Colbi observes the following holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Eve, Christmas, New Year's Eve. If any of the above holidays falls on a weekend, an adjacent weekday is observed as a holiday.

EXHIBIT A
Quality BiddersSM Software Services

During the term of this Agreement, Colbi will provide Quality BiddersSM software services as described below. Services include the following:

Managed Services

- Provide standard on-line bidders questionnaire
- Monitor, manage, and remediate network and servers including administration infrastructure
- Site availability monitoring and remediation
- Data backup and recovery with 30-day retention
- Enforce commercially reasonable data security

Support Services

- Application updates to Quality BiddersSM
- Live phone support during normal business hours (Pacific Standard Time)¹.
- Support via the Colbi helpdesk is available 24/7, with response time to support requests by the next business day; reference below Classification and Resolution of Issues.
- Best Practice Advisories and Alerts
- Twelve (12) hours of training are provided on an as requested basis each year².
- Sixteen (16) hours of consulting services are provided on an as requested basis each year².

Fees for Services

- One-Time Implementation Fee: Waived
- Annual Software Service Fee: \$2,500 per year
- Pre-Qualification Application Review Fees: Billed at \$115 per application marked ready for approval not to exceed 350 contractors per year.
 - Colbi will review submitted applications including, submitted financials, license and registration, and will conduct reference checks using standardized questions for a minimum of two recently completed projects. Colbi will document review and reference checks and mark each application as ready for final determination by the Customer based on score.
- CUPCCAA Review Service Fee: \$5,000.00 per year
 - Colbi will provide daily monitoring of CUPCCAA registration applications. Colbi will register contractors for Customer informal bidding based on our ability to verify Contractor License and DIR registration. During the month of November, Colbi will mail out a written notice on behalf of the Customer, to construction trade journals designated by DIR for the District, inviting all licensed contractors to submit registration applications for inclusion on the Customer's CUPCCAA informal bidding list for the next year.

Service Commencement Date: February 1, 2023

Availability

Colbi commits to 99.9% uptime and availability of Quality BiddersSM software (the "99.9% Uptime Commitment"), excluding scheduled maintenance and other occurrences not constituting Downtime (as defined below).

Classification and Resolution of Issues

Colbi will classify, respond to and resolve a reported technical issue (an "Issue") with Quality BiddersSM software that cannot be resolved immediately through phone support as follows:

- **Severity 1 Issues:** Colbi will devote commercially reasonable efforts to provide Issue resolution for Severity 1 Issues within two hours after receipt of notification and verification of the Issue.
 - Quality BiddersSM software down, or major portions of Services down, that impacts the availability of the software or has degraded the software performance resulting in the inability to effectively use the software, with no known workaround.
 - Security attack or threat, malware or virus that has circumvented Colbi's security procedures. Colbi will give the highest scheduling priority and devote its best available resources to respond to Severity 1 Issues within 15 minutes of notification.
- **Severity 2 Issues:** Colbi will give the next highest scheduling priority and devote its available resources to respond to Severity 2 Issues within two hours of notification of the Issue. Colbi will devote commercially reasonable efforts to provide Issue resolution for Severity 2 Issues within twenty-four hours after receipt of

¹ Excludes weekends and holidays.

notification and verification of the Issue.

- Non-critical software features or operations are not functioning correctly, but do not impact the entire software application or all users.
- Provide (or remove) access for Customer authorized users, reset Customer account passwords, or unlock Customer accounts.
- Emergency backup or backup restoration
- **Severity 3 Issues:** Colbi will give the next highest scheduling priority and devote its available resources to respond to Severity 3 Issues within four hours of notification of the Issue. Colbi will devote commercially reasonable efforts to provide Issue resolution for Severity 3 Issues within one calendar week after receipt of notification and verification of the Issue. The above resolution times are estimates that may be impacted by a variety of variables beyond Colbi's control. Colbi strives to address every Issue with the goal of absolute responsiveness and the fastest path to resolution.
 - Minor bug fixes.
 - An incident with little impact on data or user experience and can be handled on a scheduled basis.
 - Problems affecting small group of users.

Monitoring

In order to support the 99.9% Uptime Commitment as defined below, Colbi proactively monitors 24 hours a day, 7 days a week, 365 days a year all network devices, servers, storage, and hosted software for performance and availability. If any issues are detected, alerts are automatically dispatched to the Colbi Support Team.

Hours of Operation

- Standard Hours of Operation: 8:00 AM - 5:00 PM PST Monday - Friday (except holidays²)
 - During standard operating hours Colbi will respond to Severity 1, Severity 2 and Severity 3 Issues.
- After-Hours Operation: 5:00 PM - 8:00 AM Monday - Friday, weekends, and holidays⁵
 - Support during after-hours will be provided via an on-call system only for Severity 1 Issues. Response to such Severity 1 Issues may be delayed for up to 1 hour from the standard response time set forth above. Severity 2 and Severity 3 Issues will be responded to on the next business day.

Requesting Support

- Authorized Users may submit a support case, or issue, through the Colbi helpdesk by emailing to gbsupport@colbitech.com
 - Users should always include as much information as possible about their Issue to assist Support Technicians diagnose, prioritize, and resolve.
- Authorized Users may call 1-714-505-9544 to speak to a Support Technician during business hours.
 - Questions on how to use the software are answered quickly and may involve live on-screen assistance;
 - Any Issue not resolved during the phone call will be assigned a Support Case for Issue resolution.

Maintenance and Updates

High-quality service and availability requires Colbi to perform routine maintenance and updates on its infrastructure and software applications. While this work is performed, access to Quality BiddersSM may be suspended — suspension of access for scheduled maintenance and updates does not constitute “Downtime.” Colbi's goal is to minimize the impact of downtime and potential outages on Customer. Unless Colbi is responding to an emergency situation, maintenance and upgrade activities will be conducted during scheduled maintenance periods. The Customer will be notified in advance in the event that maintenance and upgrade activities extend outside of scheduled maintenance periods. Scheduled Maintenance and Updates includes the following:

Service	Description	Suspension of Access	Scheduled Maintenance
Daily (Planned)	Routing maintenance and repairs, security updates, equipment replacement	0 hours	Monday – Saturday 10PM – 2AM PST
Minor (Planned)	Infrastructure maintenance, full backup and/or recoveries	Up to 4 hours	1 st and 3 rd Saturday 10PM – 2AM PST
Major (Planned)	Network & hardware upgrades, software & database updates, OS & application patching, performance testing & troubleshooting, changes to server configurations, and migrations	Up to 12 hours	3 rd Saturday 10PM Sat thru 10AM Sun PST

² Colbi observes the following holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Eve, Christmas, New Year's Eve. If a holiday falls on a weekend, an adjacent weekday is observed as a holiday.

Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

11. 22/23-3051- PERSONNEL ASSIGNMENTS

RECOMMENDATION

The Board of Education is requested to approve Personnel Assignments Report #10.

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 20220118 Personnel Report 10.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT
Personnel Assignment Report #10

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

A. Employments

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
1 #	Wendy	Ewan	ESL Instructor	Employ	1/9/2022	Adult Ed	8 hrs. per week	C-39260.0 C-63910.0	004075	B/001/01	50% 50%

B. Supplemental Hours/Special Assignments

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
2 #	Ashley	Barron	Teacher	After School Tutoring	09/05/22-05/31/23	Clifton	NTE: 31 hrs. total	C-07102.0	000389	\$40/hr	100%
3 #	Nancy	Bravo	Teacher	After School Tutoring	09/05/22-05/31/23	Clifton	NTE: 31 hrs. total	C-07102.0	000389	\$40/hr	100%
4 #	Sandra	Dominguez-Rivera	Teacher	Before/After-school Intervention Tutoting	10/01/22-06/07/23	Wild Rose	NTE: 5 hrs. a month	C-30100.0	002255	\$40/hr	100%
5 #	Diana	Escutia-De Jesus	Adult Ed Teacher	Professional Development add 10 additional hrs to original request (original board approved on 9/14/22)	11/30/22-05/27/23	Adult Ed	NTE: 20 hrs. total	C-63910.0	003270	\$44.74/hr	100%
6 #	Kelsey	Fielding	Teacher	After School Tutoring	09/05/22-05/31/23	Clifton	NTE: 31 hrs. total	C-07102.0	000389	\$40/hr	100%
7 #	Naomi	Godinez	Teacher	After School Tutoring	09/05/22-05/31/23	Clifton	NTE: 31 hrs. total	C-07102.0	000389	\$40/hr	100%
8 #	Lafayette	Gooler	Teacher	Travel time	08/17/22-06/07/23	Santa Fe/MHS	NTE: 1hr per week	G-00000.0	001294	\$71.16/hr	100%
9 #	Sara	Gutkind	Teacher	After School Tutoring	09/05/22-05/31/23	Clifton	NTE: 31 hrs. total	C-07102.0	000389	\$40/hr	100%
10 #	Natalie	Harrison	Teacher	Curriculum Instruction Assessment Committee	12/01/22-06/30/23	MHS	NTE: 16 hrs. total	C-40350.0	003173	\$40/hr	100%
11 #	Monica	Hernandez	Teacher	Before/After-school Intervention Tutoting	10/01/22-06/07/23	Wild Rose	NTE: 10 hrs. a month	C-30100.0	002255	\$40/hr	100%
12 #	Helen	Lee	Teacher	Short-Term Independent Study Coordinator	09/01/22-06/07/23	Bradoaks	NTE: 10 hrs. total	C-32120.0	004196	\$40/hr	100%
13 #	Alison	Meloserdoff	Teacher	After-school Enrichment - Wild for Watercolor class instruction	09/20/22-03/28/23	Wild Rose	NTE: 25 hrs total	C-30100.0	002255	\$40/hr	100%
14 #	Kevin	Mercado	Teacher	Teacher Intern Supervision hours	08/18/22-12/31/22	MHS	NTE: 50 hrs. total	C-63870.1	003872	\$40/hr	100%
15 #	Kevin	Mercado	Teacher	Certification prep hours	12/01/22-06/30/23	MHS	NTE: 40 hrs. total	C-63870.0	003872	\$40/hr	100%

#-Ratification

C-Categorical Fund G-General Fund

B. Supplemental Hours/Special Assignments (Continued)

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
16 #	Kevin	Mercado	Teacher	Teacher Externship	12/01/22-06/30/23	MHS	NTE: 30 hrs. total	C-63870.0	003872	\$40/hr	100%
17 #	Jessica	Meza	Teacher	Credit recovery instruction	10/10/22-06/07/23	Adult Ed	NTE: 6 hrs. per week	G-00000.0	003227	\$38.68/hr	100%
18 #	Richard	Morrison	Middle School Asst. Principal	Temp. Director of Extended Learning	10/31/22-12/22/22	Village	NTE: 3 hrs. daily	C-90501.0	002125	\$69.72/hr	100%
19 #	Timothy	Newton	Teacher	Teacher Intern Supervision hours	12/01/22-06/30/23	MHS	NTE: 50 hrs. total	C-63870.1	003872	\$40/hr	100%
20 #	Joanna	Prather	Teacher	After-school Enrichment - Wild for Watercolor class instruction	09/20/22-03/28/23	Wild Rose	NTE: 25 hrs total	C-30100.0	002255	\$40/hr	100%
21 #	Susana	Reveles	Teacher	Short-Term Independent Study Coordinator	09/01/22-06/07/23	Plymouth	NTE: 10 hrs. total	C-32120.0	004196	\$40.00/hr	100%
22 #	Tedese	Ross	Adult Ed Teacher	Academic Lab- Program Coordinator - account revision (original board approved on 9/14/22)	08/15/22-06/08/23	Adult Ed	NTE: 15 hrs. per week	C-63910.0 C-39130.0	004206	\$46.83/hr	50% 50%
23 #	Mark	Tremper	Adult Ed Teacher	ESL admin/coord- account revision (original board approved on 9/14/22)	08/01/22-05/23/23	Adult Ed	NTE: 10 hrs. per week	C-63910.0	003452	\$46.83/hr	100%
24 #	Wendy	Urban	Teacher	Short-Term Independent Study Coordinator	09/01/22-06/07/23	Monroe	NTE: 10 hrs. total	C-32120.0	004196	\$40/hr	100%
25 #	Graciela	Valdez	Teacher	Curriculum Instruction Assessment Committee	12/01/22-06/30/23	MHS	NTE: 16 hrs. total	C-40350.0	003173	\$40/hr	100%
26 #	Luis	Vasquez	Teacher	Credit recovery instruction	10/10/22-06/07/23	Adult Ed	NTE: 6 hrs. per week	G-00000.0	003227	\$38.68/hr	100%
27 #	Trinity	Wedgworth	Teacher	Curriculum Instruction Assessment Committee	12/01/22-06/30/23	MHS	NTE: 16 hrs. total	C-40350.0	003173	\$40/hr	100%

C. Leaves of Absences

	First Name	Last Name	Classification	Action	Effective	Site
	None					

D. Terminations

	First Name	Last Name	Classification	Action	Effective	Site
28 #	Megan	Esquer	Assistant Principal	Voluntary Resignation	12/22/2022	Santa Fe
29 #	Jason	Edwards	Teacher	Voluntary Resignation	1/13/2022	Adult Ed

E. Other

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
	None										

E. Other - Volunteers

	First Name	Last Name	Classification	Action	Effective	Site
30 #	Jorge	Acosta	Volunteer I	Approve	12/19/2022	Bradoaks ES, Clifton MS, MHS
31 #	Jocelyn	Amaro	Volunteer I	Approve	12/12/2022	Monroe ES
32 #	Greg	Francois	Volunteer I	Approve	12/12/2022	Mayflower ES
33 #	Bertha	Gomez	Volunteer I	Approve	12/14/2022	Mayflower ES
34 #	Rubysela	Grainger	Volunteer I	Approve	12/12/2022	Mayflower ES, MHS
35 #	Jihye	Kim	Volunteer I	Approve	12/7/2022	Bradoaks ES
36 #	Lily	Lee	Volunteer I	Approve	12/15/2022	MHS, Wild Rose ES
37 #	Jessica	Nall	Volunteer I	Approve	12/14/2022	Mayflower ES
38 #	Ixajuana	Ortega	Volunteer I	Approve	12/8/2022	Wild Rose ES
39 #	Denise	Perez	Volunteer I	Approve	12/15/2022	CELC, Mayflower ES, Wild Rose ES
40 #	Elvira	Ruiz	Volunteer I	Approve	12/14/2022	Bradoaks ES
41 #	Emma	Sieh	Volunteer I	Approve	12/13/2022	Plymouth ES
42 #	Jordan	Steedman	Volunteer I	Approve	12/12/2022	Monroe ES
43 #	Juliet	Valenzuela	Volunteer I	Approve	12/13/2022	Mayflower ES, Wild Rose ES
44 #	Maria	Valenzuela	Volunteer I	Approve	12/13/2022	Plymouth ES, Santa Fe MS
45 #	Mengyao	Wang	Volunteer I	Approve	12/28/2022	CELC

MONROVIA UNIFIED SCHOOL DISTRICT
Personnel Assignment Report #10

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	# Joyce	Ayala	Clerical Assistant II	Human Resources	Employ	\$3038.90/mo	19-H	1	8 hr./d.; 12 mo./yr.	12/15/22	000729	G 00000.0 G 00000.0	50% 50%
2	# Joe	Lona	Custodian	District Office	Employ	\$2730.50/mo	21-H	2	6.5 hr./d.; 12 mo./yr.	12/16/22	000259	G 00000.0 C 81500.0	85% 15%
3	# David	Torres	Director of Expanded Learning and Enrichment	VESP	Employ	\$7897.40/mo	31-S	1	8 hr./d.; 12 mo./yr.	11/28/22	004211	C 90501.0	100%

B. Supplemental Hours/Special Assignments

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
11	# Rebecca	Andelin	Student Technical Intern	MHS/T-PAC	Employ: T-PAC rental events.	\$15.00/hr.	Flat	Rate	NTE: 18 hours per week.	12/1/22-6/30/23	002715	C 90221.0	100%
12	# Thomas	Bogdon	School Office Manager Extra Hours	Wild Rose	Employ: Alarm calls.	\$26.60/hr.	26	6	Hourly, as needed.	7/1/22-6/30/23	003764	G 00000.0	100%
13	# Laurie	Burton	Library Media Specialist II Extra Hours	Clifton	Employ: Working additional hours in prime assignment.	\$25.95/hr.	25	6	NTE: 3.25 hours per day.	8/15/22-12/2/22	004182	C 07102.0	100%
14	# Veronica	Gonzalez	Substitute Custodian	District-wide	Employ: To substitute during the 2022-23 school year.	\$22.93/hr.	26	3	NTE: 4 hours per day.	12/1/22-6/30/23	000137	G 00000.0	100%
15	# Mariana	Hernandez-Martinez	Student Worker	MHS	Employ: Transitional Partnership Program.	\$15.00/hr.	Flat	Rate	NTE: 100 hours total.	9/1/22-12/30/22	002441	C 34100.0	100%
16	# Nancy	Kemp	Instructional Assistant Extra Hours	Santa Fe	Employ: Positive Behaviors and Support (PBIS).	\$23.51/hr.	21	6	NTE: 15 hours total.	8/17/22-6/7/23	003463	C 07102.0	100%
17	# Alexandra	Lo	Student Technical Intern	MHS/T-PAC	Employ: T-PAC rental events.	\$15.00/hr.	Flat	Rate	NTE: 18 hours per week.	12/1/22-6/30/23	002715	C 90221.0	100%
18	# Joe	Lona	Substitute Custodian	District-wide	Employ: To substitute during the 2022-23 school year.	\$19.28/hr.	21	2	NTE: 4 hours per day.	12/14/22-6/30/23	000137	G 00000.0	100%
19	# Joe	Lona	Custodian Extra Hours	District-wide	Employ: Community service.	\$19.28/hr.	21	2	Hourly, as needed.	12/19/22-6/30/23	003237	G 00000.0	100%
20	# Imanol	Moreno	Student Worker	MHS	Employ: Transitional Partnership Program.	\$15.00/hr.	Flat	Rate	NTE: 100 hours total.	9/12/22-12/30/22	002441	C 34100.0	100%
21	# Carie	Nuss	ASB Clerk Extra Hours	MHS	Employ: School events.	\$24.10/hr.	24	5	Hourly, as needed.	8/17/22-6/7/23	003055	G 00000.0	100%
22	# Elizabeth	Orozco	Custodian Extra Hours	District-wide	Employ: Community service.	\$22.37/hr.	21	5	Hourly, as needed.	12/1/22-6/30/23	003237	G 00000.0	100%
23	# Marco	Reyes Valdez	Custodian Extra Hours	MHS/T-PAC	Employ: Fellowship Monrovia Church services/Taylor Performing Arts Center rental events.	\$18.32/hr.	21	1	NTE: 200 hours total.	11/15/22-6/30/23	002725	C 90221.0	100%
24	# Marco	Reyes Valdez	Custodian Extra Hours	MHS	Employ: School events.	\$18.32/hr.	21	1	Hourly, as needed.	11/16/22-6/7/23	000589	G 00000.0	100%
25	# Marco	Reyes Valdez	Custodian Extra Hours	MHS	Employ: Alarm calls.	\$18.32/hr.	21	1	Hourly, as needed.	11/16/22-6/7/23	003764	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
26	# Carol	Summerell	Substitute Clerical Assistant I	Fiscal Services	Employ: To assist with filing.	\$21.29/hr.	17	6	NTE: 8 hours per day.	12/1/22-6/30/23	002281	G 00000.0	100%
27	# Heather	Valadez	After School Site Manager Extra Hours	VESP	Employ: Staff development, school events, and other duties as needed.	\$18.32/hr.	21	1	NTE: 30 hours total.	11/15/22-6/10/23	000433	C 60100.0	100%

C. Leaves of Absence

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

D. Resignations

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
28	# Alan	Caron	Instructional Aide - Severe Disabilities	Mayflower	Voluntary Resignation	\$21.82/hr.	18	6	3.75 hr./d.; 9 mo./yr.	12/21/22	002745	C 65002.0	100%
29	# Laura	Fata	Instructional Aide - Special Education	MHS	Retirement	\$2767.60/mo	17	6	6 hr./d.; 9 mo./yr.	11/28/22	003483	C 65000.0	100%
30	# Stefanie	Hidalgo	Instructional Aide - Special Education	Mayflower	Voluntary Resignation	\$2767.60/mo	17	6	6 hr./d.; 9 mo./yr.	1/16/23	000673	C 65000.0	100%
31	# Lourdes	Martinez	Food Service Accounting Clerk	Food Services	Voluntary Resignation	\$4412.05/mo	24-H	6	8 hr./d.; 12 mo./yr.	12/21/22	002783	C 53100.0	100%
32	# Dierdre	Nichols	Food Service Worker	Plymouth	Voluntary Resignation	\$15.53/hr.	12	1	2 hr./d.; 9 mo./yr.	11/7/22	000250	C 53100.0	100%
33	# David	Torres	Director of Expanded Learning and Enrichment	VESP	Voluntary Resignation	\$7897.40/mo	31-S	1	8 hr./d.; 12 mo./yr.	12/2/22	004211	C 90501.0	100%

E. Changes of Status

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
34	# Tomasa	Rios	Food Service Worker	Bradoaks	Promotion	\$4071.85/mo	12-G	5	8 hr./d.; 9 mo./yr.	11/3/22	003603	C 53100.0	100%
35	# Mariela	Samano	Clerical Assistant III	Educational Services	Change in funding.	\$3444.54/mo	22-H	2	8 hr./d.; 12 mo./yr.	7/11/22	003364	C 07301.0	70%
												C 07301.0	30%

Ratification
* Correction
G General Fund
C Categorical Fund

F. Other

		First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Effective	Position	Program	Percent
36	#	Marc	Howard	Walk-on Coach	MHS	Approve stipend - JV Boys Basketball Head Coach	\$2,000. stipend paid over 4 months.	11/1/22-2/28/23	000206	C 00701.0	100%
37	#	Michael	Knowles	Walk-on Coach	MHS	Approve stipend - Varsity Track Head Coach	\$3,800. stipend paid over 7 months.	11/1/22-5/31/23	000206	C 00701.0	100%
38	#	Marcel	Mayorga	Walk-on Coach	MHS	Approve stipend - Varsity Softball Head Coach	\$3,234. stipend paid over 6 months.	11/1/22-4/30/23	000206	C 00701.0	100%
39	#	Tyler	Regan	Walk-on Coach	MHS	Approve stipend - Varsity Boys Water Polo Assistant Coach	\$1,449. stipend paid over 3 months.	9/1/22-11/30/22	000206	C 00701.0	100%

Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

12. 22/23-3052 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL

RECOMMENDATION

The Board of Education is requested to approve Travel and Conference Report #9.

Rationale:

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

ATTACHMENTS

- [01182023TravelConference.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT
Conference/Inservice Attendance and Travel
Report # 9

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

None

GROUP B (Not within budget. Budget transfer required)

None.

GROUP C (Within budget of Federal/Special programs)

1/ AVID Summer Institute Training.
June 18-21, 2023; San Diego, CA
Account#: 01.4-07106.0.11100-10000-5220-6002200
Estimated cost: \$2,895.00
(Registration: \$950.00; Mileage: \$175.00; Meals: \$260.00; Hotel Parking: \$60.00;
Lodging: \$1,450.00)

Amanda Alfieri, Teacher, Clifton MS.
Paul Dols, Teacher, Monrovia High School.
Nedra Graham, Teacher, Santa Fe Computer Magnet School.
Amber Green, Assistant Principal, Monrovia High School.
Sara Gutkind, Teacher, Clifton Middle School.
Cynthia Huerta, Teacher, Monrovia High School.
Sydney Loft, Teacher, Clifton Middle School.
Jessica Meza, Teacher, Monrovia High School.
Donna Monje, Teacher, Santa Fe Computer Magnet School.
Scott Moses, Principal, Clifton Middle School.
Jennifer Oldenburg, Counselor, Santa Fe Computer Magnet School.
Rebecca Perez, Principal, Santa Fe Computer Magnet School.
Erika Ramirez, Teacher on Special Assignment.
Pablo Reyes, Teacher, Clifton Middle School.

2/ National School Counseling Leadership Conference
February 12-14, 2023; San Diego, CA.
Account#: 01.4-07301.0.00000-31100-5220-6003703
Estimated cost: \$1532.88
(Registration: \$675.00; Mileage: \$159.88; Meals: \$68.00; Lodging: \$600.00;
Hotel Parking: \$20.00; Other: \$10.00)

Alana Elliot, Counselor, Monroe ES *replacing*

Paula Hart-Rodas, Director of Secondary Education.

GROUP D (No cost to District)
None.

Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

13. 22/23-3053 - PERSONNEL COMMISSION ANNUAL REPORT FOR 2021-22

RECOMMENDATION

The Board of Education is requested to receive the Personnel Commission Annual Report for the 2021-22 school year.

Rationale:

Each year the Personnel Administrator composes the Personnel Commission Annual report for the preceding year's personnel activities. Per Ed Code 45266, the personnel director shall also act as secretary of the commission and shall prepare, or cause to be prepared, an annual report which the commission shall present to the governing board.

Background:

Education Code 45266 requires that the Personnel Commission prepare an annual report of its activities to the governing board.

Legal References:

Education Code 45266.

Additional Information:

A copy of the Personnel Commission annual report is attached.

ATTACHMENTS

- [PC Annual Report 2021 22.pdf](#)

SPOTLIGHTS

Norberto “Tito” Moraga, the Personnel Commissions appointee, was appointed and sworn in on December 16, 2021. Mr. Moraga’s term expires on December 1, 2024.

The Personnel Commission celebrated CSEA Employee of the Year, Patti Stevenson, on May 19, 2022.

Our sincere appreciation to those who assisted in the selection process.

- Victoria Banuelos, Senior Account Clerk, MUSD
- Lianna Beserra, Admin. Secretary, MUSD
- Esther Garay, Admin. Secretary, MUSD
- Jacqueline Guerrero, Secretary, MUSD
- Amy Martinez, School Office Manager, MUSD
- Emma McManus, Secretary, MUSD
- Victoria Meli, Bilingual Technician, MUSD
- Valentin Miranda, Warehouse Operator/ Delivery Driver, MUSD
- Tamara Morrison, School Office Manager, MUSD
- Esther Nuno, Sr. Secretary, MUSD
- Janis Sands, Instructional Aide-Kindergarten, MUSD
- Enrique Simuta, School Office Manager, MUSD
- Jeanne Tyler, Vice-Chair, MUSD Personnel Commission
- Lisa Woods, Admin. Secretary, MUSD

Personnel Commissioners

Lupe Davis
Chairperson

Jeanne Tyler
Vice-Chairperson

Norberto “Tito” Moraga
Member

Personnel Commission Staff

Greg Francois, Ed.D.
Deputy Superintendent & Interim Asst. Supt. of Human Resources

Claudia Granger
Personnel Services Administrative Secretary

Nancy French
Personnel Analyst

Obdulia Moreno
Personnel Specialist

Theresa Brunn
Personnel Technician

Hugo Torres
Clerical Assistant II

Personnel Commission meetings are regularly scheduled on the third Thursday of the month at 3:00 p.m. in the Administration Center Board Room.

Monrovia Unified School District
325 East Huntington Drive
Monrovia, CA 91016
(626) 471-2000

Personnel Commission Annual Report

MONROVIA
UNIFIED
SCHOOL
DISTRICT

2021 - 2022

STATEMENT OF PURPOSE

We believe that as personnel people – Commissioners and staff – we are also service people. We are here to provide support and assistance to those whose responsibility it is to operate the District. We stand ready to help in any way that we can.

It is our fundamental purpose to insure that employees are selected, promoted and retained without favoritism or prejudice, on the basis of merit and fitness.

It is our purpose to provide the District with a quality human resources management program, well-qualified classified employees, and to assist the District to achieve and maintain a good working environment for all employees. It is our goal to “get the job done” legally, properly, and ethically within the framework of the Education and Government Codes, and the Merit System.

THE MERIT SYSTEM

The merit system is a system of rules and procedures similar to civil service, which governs classified school personnel. Its fundamental purpose is to insure that employees are selected, promoted, retained without favoritism or prejudice, on the basis of merit and fitness. In merit system school districts in California, the system is administered by the Personnel Commission, an independent body composed of three persons appointed for three year staggered terms.

MERIT PRINCIPLES

- Hire and promote employees on the basis of ability, with open competition in initial appointment.
- Remove appointments to positions from the political arena or personal favoritism.
- Ensure that employees doing like work are classified the same and receive like pay.
- Provide for fair and impartial rules and consistency of administration of rules.
- Assure fair treatment of applicants and employees in all aspects of personnel administration without regard to ethnicity, age disabling condition, sex, political affiliation, or religious beliefs; but with proper regard for their privacy and constitutional rights as citizens.

ELIGIBILITY LISTS ESTABLISHED

Adult Ed Senior Secretary
After-School Activity Leader (2)
After-School Site Manager (2)
Assoc. Student Body (ASB) Clerk (3)
Bus Driver
Campus Assistant (3)
Campus Security Officer (2)
Clerical Assistant I (2) & II
Clerical Assistant III (Bilingual)
Comp. Ed. Tech (2)
Custodian (3)
Director of Human Resources
Food Svcs. Accounting Clerk
Food Service Worker
General Maintenance Worker II
Groundskeeper I (3)
Head Custodian II
Inst. Aide-Kindergarten (7)
Inst. Aide - SPED
Library Technician I (2)
Occupational Therapist
Preschool Dev. Aide (3)
Public Information Officer
School Comm. Liaison
School Office Mgr. (4)
Secretary & Sr. Secretary
Skilled Main. Elec. & HVAC
Systems Analyst
Technology Support Assistant
Warehouse Operator/ Deliv. Driver
Wellness Center Specialist (2)

The following data provide an overview of Commission activities for 2021-22:

	2020-21	2021-22
MEETINGS		
Number of regular meetings	10	10
Number of joint meetings	2	2
Number of special meetings	3	3
Number of study sessions	1	0
CLASSIFICATIONS		
Positions Classified/Reclassified	1	1
Classification Descriptions Revised	12	5
Classification Studies	1	3
Salary Studies	1	1
EXAMINATIONS		
Applications Received	306	612
Applicants Tested	157	314
Eligibles Certified	61	167
Eligibility Lists Established	14	58
EMPLOYMENTS		
New Employees	34	41
Student Workers (includes TPP, Workability and Tutors)	192	72
Reemployments	6	3
Ltd. Term (includes Provisional, Substitute, and Extra Hours Assignments)	726	783
Ltd. Term (Summer School)	62	153
CHANGES OF STATUS		
Promotions	4	14
Change in Hours, Transfers, Reclassifications etc.	90	64
LEAVES		
Leaves of Absence	48	32
RESIGNATIONS/TERMINATIONS		
Resignations/Dismissals/Other	51	52
Retirements	7	10
Layoff/Placement on 39-month Reemployment List	1	4
Suspensions	0	0

Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

14. 22/23-3054- QUARTERLY UNIFORM COMPLAINT

RECOMMENDATION

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

Rationale:

This quarterly report to the Board of Education will summarize any complaints addressing insufficient instructional materials, teacher vacancies and/or misassignment, and emergency or urgent facility conditions for October 1 to December 31, 2022.

Background:

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

ATTACHMENTS

- [Singed 2ND QUARTER 2022 UCP Reporting Form.pdf](#)



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

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

District Name: Monrovia Unified School District Date: 1/5/2023

Person completing this form: Greg Puccia Ed. D. Title: Assistant Superintendent HR

Quarter covered by this report (Check One Below):

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

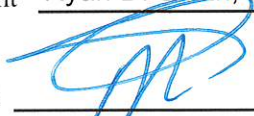
Date for information to be reported publicly at governing board meeting: 1/18/2023

Please check the box that applies:

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

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

Print Name of District Superintendent Ryan D. Smith, Ed. D.

Signature of District Superintendent  Date 1/11/2023

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

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

Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

15. 22/23-3056 - APPROVAL OF CONTRACT WITH HELIOS ED

RECOMMENDATION

The Board of Education is requested to approve the quote from Helios Ed. for records time management services for the District.

Rationale:

Helios Ed provides paperless K-12 solutions to streamline business and HR operations, and increase efficiency, the contract was approved June of 2022, this item is for the time reporting module.

Background:

Helios Core System is a web-based system that tracks all records in one place. It will provide the Human Resources Department with up to date technology and streamline the following processes :- Electronic Onboarding helps new hires easily complete e-forms and enter information online. - Built-in e-signatures ensure federal, state, and district forms, documents, manuals, and policies are completed.- Workflows will streamline form approvals, including personnel requisitions, by making them electronic.- Evaluations platform will allow administrators to manage evaluations online with tools and provides them with access to complete evaluations, e-sign, and submit.

Budget Implication (\$ Amount):

The total cost is \$7,875.00, to be paid from General Funds for the time reporting module.

ATTACHMENTS

- [Helios Quote for Time Reporting - Monrovia USD \(3\).pdf](#)



www.heliosed.com
1.800.345.1947

QUOTE

Proposal No. 12763
Date 10/20/2022
Terms NET 30

Prepared For	
School or District	Monrovia Unified School District
Primary Contact	Dr. Greg Puccia

Services			
Ongoing Annual Investment <i>(See Documentation for expanded descriptions of services)</i>	Annual Unit Price \$	Discount \$	Annual Extended Price \$
Time Reporting	10,500		
Sub-Total	10,500	2,625	7,875
One-Time Setup Investment	Annual Unit Price \$		Annual Extended Price \$
Time Reporting Setup	2,500		
Sub-Total	2,500		2,500

Client/Licensee has understood and agree to abide by all terms and conditions in the License Agreement (available on the Helios website - <https://heliosed.com/terms-of-use>) prior to use as well as the following: Support requests shall be routed through two designated individuals.

Client Acceptance

_____	_____	_____
Signature	Name and Title	Date

All prices are quoted in US Dollars and do not include any VAT, duties or any other incidental charges are the responsibility of the Client.

Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

16. 22/23-3057- SETTING OF SALARY FOR NEW CLASSIFICATION, COLLEGE TUTOR (ENGLISH LEARNER)

RECOMMENDATION

The Board of Education is requested to accept the recommendation of the Personnel Commission and set the salary for the new job classification *College Tutor (English Learner)*, at \$15.50 p/hour. The classification is exempt pursuant to California Education Code 45256.

Rationale:

Per Cal Ed Code 45160, the governing board of any school district, including city boards of education, shall fix and order paid the compensation of persons apart of the classified service and other employees not requiring certification qualifications employed by the Board unless otherwise prescribed by law. Per PC Rules 4220.1, The Board of Education shall set the salary for new classifications and may approve, amend, or reject the recommendation of the Personnel Commission regarding salary placement.

Background:

At the December 14, 2022, Board of Education meeting, the Board took action and established a new position under the direction of the Superintendent or designee. At the December 15, 2022, meeting of the Personnel Commission (PC), the PC adopted the position of College Tutor (English Learner), and discussed and recommended an appropriate salary for this position. Based on that discussion, and a comparison to other exempt, limited-term 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 \$15.50 p/hour.

Budget Implication (\$ Amount):

College Tutor (English Learner) positions will be funded with Supplemental and Concentration funds.

Legal References:

Cal Ed Code 45160, the governing board of any school district, including city boards of education, shall fix and order paid the compensation of persons a part of the classified service and other employees not requiring certification qualifications employed by the Board.

Additional Information:

A copy of the job description is attached.

ATTACHMENTS

- [Job Description - College Tutor.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT

JOB TITLE

COLLEGE TUTOR (ENGLISH LEARNER)

SUMMARY

Under the direct supervision of the assigned principal, incumbents in this classification will focus on assisting students who are English Learners (ELs) ensure academic success across multiple grade levels, content areas, and programs. College Tutor (English Learners) are passionate about helping students learn, modeling successful study habits and mindsets, and understand the value of being a lifelong learner.

College Tutor (English Learners) guide students toward English language proficiency and long-term academic success. College Tutors (English Learners) are active participants in the learning, growth, and personal development of students, acting as a role-model to future college-bound students.

ESSENTIAL DUTIES

- Participate in training related to English Learner Development and the administration of the English Language Proficiency Assessments for California (ELPAC).
- Assist in the administration of the ELPAC
- Work with students in all aspects of language development.
- Promote students' self-directed learning, growth mindset, and self-confidence

Subject Areas- English Language Development, English Language Arts, Mathematics
Grades K-5: English Language Development, English Language Arts, Mathematics
Grades 6-8: English Language Development
Grades 9-12 Courses: English Language Development

EMPLOYMENT STANDARDS

Education and Experience:

- High School diploma or equivalency.
- Must be enrolled full or part-time at a college or university or be enrolled in a work study program. Two years or 48 semester units at an institution of higher education is required. Submission of college transcripts (unofficial accepted) or AA degree must be submitted.
- Strong English language background desired

Knowledge of: Basic subjects taught in District schools. Basic instructional methods and techniques. Correct English usage, grammar, spelling, punctuation and vocabulary. Classroom procedures and appropriate student conduct. Operation of standard office and

classroom equipment. Oral and written communication skills. Interpersonal skills using tact, patience and courtesy.

Ability to: Work cooperatively and effectively with others. Receive and follow instructions for assigned activities. Work constructively and productively on a daily basis. Be reliable, on time, and attend work on a regular basis. Have reliable transportation or the ability to commute to work daily.

Work Environment: Indoor classroom environment

Salary: \$15 p/hour

Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

1. 22/23-1077 - EXTENDED FIELD TRIP

RECOMMENDATION

The Board of Education is requested to approve an extended field trip for select Monrovia High School Project Lead the Way (PLTW) Engineering pathway students to participate in the California High-Speed Rail Construction Site and Fresno State University Engineering Department visit in Fresno, California, from February 23-24, 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 cost of this trip is \$3,200, whereby ten students and two chaperones will be attending. The entire cost of the trip will be paid using K12 Strong Workforce Program Grant - Round III funds (SWP3).

Legal References:

Per Board Policy and Administrative Regulation 6153, the Board of Education is required to approve overnight or extended field trip requests.

ATTACHMENTS

- [CA HSR Fieldtrip Itinerary 2023.pdf](#)



California High-Speed Rail Central Valley Construction Site Visit & Fresno State Engineering Department Tour

Job Shadow & College Visit Event (engineering academies/pathways take priority)

Student Application sent to CTE teachers and Staff

Closes End of January 2023

Stay tuned for planning meetings with field trip partners.

K12FC please designate a CTE rep from each school attending and communicate that to Amy Foell.

DATE of EVENT:

February 23 & 24, 2023

California High-Speed Rail Central Valley Construction Site Visit & California State University
Fresno, Lyles College of Engineering Tour

Student Total: 40

Chaperones: As needed per school group number

Student Proportions

Azusa High School:

Charter Oak High School:

Monrovia High School:

Duarte High School:

Gladstone High School:

Each School District agrees to pay for the costs of transportation and hotel accommodations

The SGVEP will sponsor meals

February 23, 2024 - Day One (Visit Fresno State Lyles College of Engineering)

Morning Depart San Gabriel Valley (Specific Location TBD) for Fresno State, 5241
N. Maple Avenue, Fresno California 93710.

12:00 PM Lunch (Ideally on campus at Fresno State)

1:30PM Students/ Chaperones Visit Fresno State Lyles College of Engineering

4:30 PM Hotel Check In (hotel TBD)

5:30/6:00PM Dinner TBD

Day 2 – February 24, 2023 (California High-Speed Rail Central Valley Construction Site Visit)

8:30 a.m. Arrive at Central Valley Regional Office
1111 H Street, Fresno, CA 93721

8:45 a.m. Central Valley Project Update Presentation

10:00 a.m. Depart to San Joaquin River Viaduct
Avenue 7 & Road 33, Madera County

10:30 a.m. Tour San Joaquin River Viaduct

11:00 a.m. Depart to Cedar Viaduct
Cedar & North Avenues, Fresno, CA

11:30 a.m. Tour Cedar Viaduct

12:00 p.m. Depart to Central Valley Regional Offices
1111 H Street, Fresno, CA 93721

12:15 p.m. Lunch & Engineer Q&A

1:00 p.m. Depart to Conejo Viaduct

1:30 p.m. Tour Conejo Viaduct
Conejo & Topeka Avenues, Fresno, CA

2:00 p.m. End Tour

2:15pm K12 Foothill Consortium depart for the San Gabriel Valley

5:30/6pm Arrive Home

Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

2. 22/23-1078 - EDUCATIONAL AFFILIATION AGREEMENT BETWEEN CALIFORNIA STATE UNIVERSITY LONG BEACH FOR COUNSELING INTERNSHIP AND MONROVIA UNIFIED SCHOOL DISTRICT

RECOMMENDATION

The Board of Education is requested to approve an Educational Affiliation Agreement with California State University Long Beach allowing the Monrovia Unified School District to provide clinical education experiences to Teacher Education and School Counseling Students for a three-year term beginning January 18, 2023, through January 18, 2026.

Motion by _____, seconded by _____, Vote _____
Board Member Lockerbie __, Board Member Travanti __, Board Member Hammond __,
Board Member Anderson __, Board President Gholar __

Rationale:

Board approval of the Educational Affiliation Agreement with California State University, Long Beach, will allow school counseling fieldwork students(s) to work under the direct and continuing supervision of California State University, Long Beach, supervisor who provides general support in conjunction with the cooperating school.

Budget Implication (\$ Amount):

No direct cost to Monrovia Unified School District.

Legal References:

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

Additional Information:

A copy of the Educational Affiliation Agreement is attached.

ATTACHMENTS

- [Cal State Long Beach Educational Affiliation Agreement - 20230118.pdf](#)

EDUCATIONAL AFFILIATION AGREEMENT

This agreement (“Agreement”) is between the Trustees of the California State University, on behalf of California State University Long Beach (“CSU” or “University”), and _____ (“District”) (When an individual school is entering into this Agreement, any reference to “District” shall have the same meaning as “School” throughout.).

University’s College of Education offers degree programs in a wide variety of academic disciplines, which are academically enhanced by practical experiences outside of the traditional classroom setting. For this Agreement, District shall provide access to University students for practical fieldwork experience pursuant to the terms of this agreement and serve as a learning site offering facilities, resources and supervision to students. In consideration the mutual promises and conditions set forth below, the University and the District (“Party or Parties”) agree as follows:

- I. **EDUCATIONAL PROGRAMS** – The following College of Education programs are included in this Agreement and are governed by the corresponding Exhibits, incorporated as if fully stated herein:
 - Exhibit A – Early Fieldwork & Pre-Student Teaching (1 page)
 - Exhibit B – Basic Credential Programs (2 pages)
 - Exhibit C – Educational Administration (1 page)
 - Exhibit D – School Counseling (2 pages)
 - Exhibit E – School Psychology (1 page)
 - Exhibit F – Library Services Credential (1 page)

- II. **GENERAL PROVISIONS**
 - A. **Term of Agreement** - The term of this Agreement shall begin upon full execution and continue until _____. Either Party may terminate this agreement upon thirty (30) days written notice. If either Party sends a Notice of Termination prior to the completion of an academic semester, all students performing services under this Agreement shall be allowed to continue their placement until the end of that academic semester.

 - B. **Relationship of Parties** – District (including its employees and agents) shall act in an independent capacity and not as officers, employees or agents of CSU or University. Nothing in this Agreement shall be construed to constitute a partnership, joint venture or any other relationship other than that of independent contractors. University students performing internship work are learners, completing course requirements for academic credit towards a degree or certification, and are not employees or agents of University.

 - C. **Legal Responsibility** – District shall be responsible for damages caused by the negligence of its officers, employees and agents. University shall be responsible for the damages caused by the negligence of its officers, employees and agents. The intent of this paragraph is to impose responsibility on each party for the negligence of its officers, employees and agents, consistent with California law.

 - D. **Insurance** – Each Party to this agreement shall maintain General Liability Insurance (or a program of self-insurance), comprehensive or commercial form, with minimum limits of \$1,000,000 for each occurrence and \$2,000,000 general aggregate, and workers compensation coverage as required by law. University shall arrange for students to be covered by an insurance policy providing general and professional liability with limits of \$2,000,000 each occurrence and \$4,000,000 general aggregate. Students’ coverage includes educators’ errors & omissions coverage.

 - E. **Confidential Student Information**- University student records shall remain confidential as required by the Family Educational Rights and Privacy Act (FERPA). Neither Party shall release any protected student information without written consent of the student, unless required to do so by law or as dictated by the terms of this Agreement.

 - F. **Pre-Placement Clearances** – If University students will have more than limited contact with District’s students, University students shall be fingerprinted as required by the District pursuant to California Education Code §45125.1. All University students are required to obtain a CTC issued Certificate of Clearance, or similar clearance document, and possess a negative TB test result, dated within the last four years, prior to beginning any fieldwork in the District.

 - G. **Orientation, Student Safety and Health Risks** – District shall provide an orientation of its site and all relevant policies and procedures to assigned students and University faculty. District shall inform the participating student of any potential health or safety risks associated with the location of their field placement.

- H. Acceptance, Termination & Nondiscrimination in Placements** - District has discretion regarding the number of placements it receives, and has the discretion to terminate the assignment of any University student at District if such student is failing to perform satisfactorily to District. District shall notify University in writing of its desire to terminate the placement of University student. University may withdraw a University student assigned to District for any academically related reason. Neither Party shall deny placement to any student on the basis of religion, color, ethnic group identification, sex, age, physical or mental disability, nor may they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age (over 40) or sex.
- I. Services Responsibility**- District retains professional and administrative responsibility for all services rendered at the District.
- J. Locations** – All locations under District’s management or control will be covered by the terms of this Agreement.
- K. Governing Law** – This agreement shall be construed in accordance with and governed by the laws of the State of California, except where superseded by federal law. All actions or proceedings arising in connection with this Agreement shall be subject to the exclusive jurisdiction of the state courts of the County of Los Angeles, State of California.
- L. Assignments** - This Agreement is not assignable in whole or in part.
- M. Endorsement** - Nothing contained in this Agreement shall be construed as conferring on any Party hereto any right to use the other Party’s name as an endorsement of product/service or to advertise, promote or otherwise market any product or service without the prior written consent of the other parties. Furthermore, nothing in this Agreement shall be construed as endorsement of any commercial product or service by University its officers or employees.
- N. Fair Labor Standards Act and Displacement of Organization Employees** – It is not the intention of this Agreement for students to perform services that would displace or replace regular employees of the District. Work performed by students is toward the completion of course/programs for their academic degree.
- O. Severability** - If any provision of this agreement is held invalid by any law, rule, order of regulation of any government, or by the final determination of any state or federal court, such invalidity shall not affect the enforceability of any other provision not held to be invalid.
- P. Authority** - Each Party represents and warrants that the person(s) signing below on its behalf has the authority to enter into this Agreement and that this Agreement does not violate any of its existing agreements or obligations.
- Q. Entire Agreement** - This document contains the entire agreement and understanding of the Parties, and supersedes all prior agreements, arrangements, and understandings with respect to the subject matter of this document. No amendment, alteration or variation of the terms of the Agreement shall be valid unless made in writing and signed by the Parties hereto.

District:

(please enter the complete legal name of the entity)

Street address

City, State, Zip

Phone Number

e-mail

_____ *District Signature* _____ *Date*

_____ *Name and Title*

University:

California State University, Long Beach

Attn: Contract Services

1250 Bellflower Blvd., BH-346

Long Beach, CA 90840-0123

(562)985-4296 FM-ContractServices@csulb.edu

_____ *University Authorized Signature* _____ *Date*

_____ *Name and Title*

Exhibit A
EARLY FIELDWORK and PRE-STUDENT TEACHING

District agrees to provide Early Fieldwork and Pre-Student Teaching experiences for students enrolled in University programs to prepare education professionals.

"Early Fieldwork" as used in this Exhibit means participation in one or more of a variety of professional preparation activities, consisting mainly of student observation, typically as a course requirement, under the direct supervision of employees of District holding valid life diplomas or credentials issued by the State Board of Education, other than emergency or provisional or intern credentials, authorizing them to serve as classroom teachers or other educational professionals in the schools or classes in which the fieldwork experience is provided.

"Pre-Student Teaching" as used in this Exhibit means participation in one or more of a variety of professional preparation activities, consisting of student observation, small group teaching and one-on-one teaching, under the direct supervision of employees of District holding valid life diplomas or credentials issued by the State Board of Education, other than emergency or provisional or intern credentials, authorizing them to serve as classroom teachers or other educational professionals in the schools or classes in which the fieldwork experience is provided. Typically, pre-student teaching activities are a methods/pedagogy course requirement.

1. **Scope of fieldwork training:** District shall provide to University students educational experiences through Early Fieldwork and Pre-Student Teaching placements in schools and classes of District. Such professional experiences shall be provided in such schools or classes of District and under the direct supervision and instruction of District employees.
2. **Compensation:** There is no compensation by University for the services for District professionals overseeing Early Fieldwork or Pre-Student Teaching assignments.
3. **Assignment:** The assignment of a University student for Early Fieldwork and Pre-Student Teaching placements in schools or classes of District shall be at the discretion of University, with the Agreement of the supervising classroom teacher, educational professional, and/or site principal. Length and specific activities of assignments will vary depending on the requirements of University's class.

Exhibit B
BASIC CREDENTIAL PROGRAMS: STUDENT TEACHING

District agrees to provide single subject, multiple subject, and education specialist student teaching experience through practice teaching to students enrolled in teacher training curricula of University.

Any honorarium or payment provided herein is intended to be transmitted promptly by District to its "Master Teacher" as compensation for and recognition of services performed for the student teacher in the supervisory teacher's charge;

1. **Scope of Services:** District shall provide to University students teaching experience through practice teaching in schools and classes of District not to exceed the units of practice teaching set forth in these Special Provisions. Such practice teaching shall be provided in such schools or classes of District and under the direct supervision and instruction District employees.

"Practice Teaching" as used herein and elsewhere in this agreement means active participation in the duties and functions of classroom teaching under the direct supervision and instruction of employees of District holding valid life diplomas or credentials issued by the State Board of Education, other than emergency or provisional or intern credentials, authorizing them to serve as classroom teachers in the schools or classes in which the practice teaching is provided.

2. **Rates:** Contingent upon the availability of funds each semester, University may pay District for the performance by District Master Teacher for all services required to be performed under this Exhibit at the rates set forth below for each semester unit of Practice Teaching. District shall be notified not less than 60-days prior to the semester if a change in the compensation rate is to be made due to the availability of funds.

If payment is made by University, the RATE AND AMOUNT will be \$20.00 per semester unit the student is enrolled in for the Practice Teaching experience.

3. **Assignment:** An assignment of a University student to Practice Teaching in schools or classes of District shall be at the discretion of University. An assignment is typically for approximately fifteen (15) to twenty (20) weeks, but the length of an assignment can vary depending on the program and student.

The assignment of a University student to Practice Teaching at District shall be deemed to be effective for purposes of this agreement as of the date the student presents to the proper authorities of District the assignment card or other document given the student by University effecting such assignment, but not earlier than the date of such assignment as shown on such card or other document.

In the event the assignment of a University student to Practice Teaching is terminated by University for any reason, District shall receive payment on account of such student except that if such assignment is terminated before the end of the eighth week of the term of the assignment, District shall receive payment for an assignment for eight (8) weeks only. If a University student is assigned to another teacher of District after an assignment has become effective, this shall be considered for payment purposes as an entirely new and separate assignment.

Absences of a student from assigned Practice Teaching shall not be counted as absences in computing the semester units of practice teaching provided the student by District.

Videoing in Classrooms- As part of the California Teaching Performance Assessment (CalTPA) required by the California Commission on Teacher Credentialing (CTC), student teacher candidates are required to videorecord instructional activities in the classroom demonstrating skills in the instructional practice of planning, teaching and assessing. Student Teaching Candidates will have the opportunity to complete this assignment at the fieldwork placement site.

4. **Payment:** Contingent upon funds being available to University, and written notification of availability of funds to District, District, within 45 days following the close of each semester or quarter of University, shall submit an invoice and stipend report to University for payment at the rate provided herein for all units of practice teaching provided by District under and in accordance with this agreement during said semester or quarter. A Master Teacher Stipend Report shall be executed by a duly authorized representative of District certifying that District expended or became obligated to expend in providing such Practice Teaching an amount not less than the amount of the invoice. University can provide a sample stipend report upon request.

University will pay the amount of such invoice from monies made available for such purpose by or pursuant to the laws of the State. Notwithstanding any other provisions of this agreement, University shall not be obligated by this agreement to pay District any amount in excess of the total sum set forth in this Exhibit.

HONORARIUM BILLING PROCEDURES

1. University should be billed after the completion of each semester. The invoice must show actual number of semester units billed, and the number of student teacher semester (students per semester). **Direct invoices to the Office of Clinical Practice. It is imperative that the "Office of Clinical Practice" be included on the mailing address to avoid any delays in invoice processing.**

California State University Long Beach College of
Education
ATTN: Office of Clinical Practice 1250 Bellflower
Blvd.
Long Beach, CA 90840-2201

2. The required Master Teacher Stipend Report approved by an authorized official is to be sent with the invoice to University Accounts Payable.
3. There is no direct transaction between University and District's Master Teachers. The contractual arrangement is between University and District.

Exhibit C
EDUCATIONAL ADMINISTRATION PROGRAM

District agrees to provide access to students in the Educational Administration Program within University's College of Education Department of Educational Leadership

RESPONSIBILITIES OF UNIVERSITY

University shall:

1. Designate a faculty member to coordinate with a designee of District.
2. Complete periodic evaluations of the student regarding their performance at District.
3. Require the student to participate in the fieldwork placement for the duration of the academic semester or school year, unless there is cause for removal.

RESPONSIBILITIES OF STUDENTS

The assigned Student will:

1. Conform to the administrative policies, standards and practices of District and to the ethical and legal standards of the profession.
2. Identify himself/herself to the public as a student in the Educational Administration Program who is completing fieldwork at District.
3. Will set times, locations and responsibilities for the fieldwork experience in collaboration with the supervising school administrator at District and University's faculty member.
4. Plan activities in each area required by the Educational Administration Program, in collaboration with the supervising school administrator at District and University faculty member,
5. Provide the supervising school administrator at District with a copy of the Program's expectations for the fieldwork experience.
6. Notify District of illness, accident, or any other situation which does not allow the student to meet the prearranged program at District.
7. Inform University of any changes to the on-site schedule.

RESPONSIBILITIES OF DISTRICT

District shall:

1. Provide opportunities for the student to develop professional competencies in a broad and diverse role. Opportunities will encompass a range of experiences in programs and populations, including but not limited to regular education, special education, bilingual education, English learners, age, disabilities, cultures leading to development of professional competence in the California Administrator performance Expectations (CAPE's),
2. Designate one school administrator who possesses a clear CA credential in school administration to serve as the primary supervisor.
3. Require the designated supervisor to serve as a model school administrator engaging in broad and diverse service delivery.
4. Complete periodic evaluations of the students' performance.
5. Provide ongoing supervision of all University student activities in the fieldwork experience.

Exhibit D
SCHOOL COUNSELING PROGRAM

District agrees to provide supervised field experience for candidates in the School Counseling Program in the Department of Advanced Studies in Education and Counseling at University.

RESPONSIBILITIES OF UNIVERSITY

University shall

1. Designate a faculty member to coordinate with a designee of District.
2. Complete periodic evaluations of the candidate regarding his/her performance at District, or when a site visit is precluded by distance, by arrangement between University faculty member and District's designee.
3. Require the candidate will participate in the fieldwork placement for the agreed upon time period, unless there is cause for removal.
4. Provide one and one-half (1.5) hours per week of group supervision on a regular schedule through the field experience, usually performed by a program faculty member.
5. Provide preparation and continuing education for field experience supervisors on program requirements, models of supervision, and the SCPEs, in collaboration with site supervisors. Site Supervisors share responsibility for the quality of field experience, design of field experiences, quality of clinical progress, and assessment and verification of candidate competence.

RESPONSIBILITIES OF THE STUDENT CANDIDATE DURING FIELDWORK

The student candidate will:

1. Conform to the administrative policies, standards and practices of District, and to the ethical and legal standards of the profession.
2. Identify himself/herself to the public as a candidate in University's School Counseling Program.
3. Set times, location and responsibilities of the fieldwork experience, in collaboration with District's supervising school counselor and University's faculty member,
4. Plan activities in each area included in the School Counseling Program Standards, in collaboration with District's supervising school counselor and University's faculty member,
5. Provide the supervising school counselor at District with a copy of the Program's articulated mission and expectations for the fieldwork experience.
6. Obtain a written evaluation of his/her performance from District's supervising school counselor at least once each semester and will submit that written evaluation according to the schedule established by University's faculty member. This written evaluation is required prior to posting a grade for the fieldwork course.
7. Notify District of illness, accident, or any other situation that does not allow the candidate to fulfill the prearranged program at District.

RESPONSIBILITIES OF DISTRICT

District shall:

1. Provide opportunities for the candidate to develop a broad and diverse role, including development of professional competence in, for example, assessment, intervention, counseling, consultation, research, and in-service.
2. Provide opportunities for the candidate to develop professional competencies with a broad range of programs and populations, including but not limited to: regular education, special education, bilingual education, age, disabilities, cultures, sexual orientation.
3. Designate one school counselor who has a PPS School Counselor credential and at least two years of experience in school counseling appropriate to the candidates fieldwork setting to serve as the primary supervisor. After the first few months, the candidate may also work with other experienced school counselors for specific activities.
4. Require the designated supervisor will serve as a model school counselor engaging in broad and diverse service delivery.
5. Agree that the designated fieldwork supervisor is subject to the approval of University.
6. Evaluate candidate competencies, oversee all candidate professional activities at District, and provide guidance throughout the candidate's professional growth and development.
7. Complete periodic evaluations of the candidate's performance with written reports of that evaluation near the end of each university semester.
8. Not allow or require the workload of the student candidate to exceed fifty (50) percent of what a credentialed school counselor would work. Student candidates may serve one or two schools with a total candidate-to-student ratio of no greater than approximately 1:1,000. Any deviation from this should be made by agreement between District's supervisor or administrator and University's supervisor.
9. Provide the candidate with opportunities to record in audio and/or video selected counseling activities for the purpose of supervision assessment, provided that all parties to be recorded have separately consented to such a recording.
10. Ensure that responsible primary supervisor will undergo training in models of supervision, the School Counselor Performance Expectations (SCPEs), and program fieldwork requirements, as well as share responsibility for the quality of field experience, design of field experiences, quality of clinical progress, and assessment & verification of candidate competence.
11. Require that Trainees to meet with their supervisor for one (1) hour of individual or one-and-one-half (1.5) hours of small group (limit 8 candidates per group) supervision per week. Six hundred (600) clock hours are required in a public Pre-K-12 school, supervised by a professional who holds a valid PPS credential and is also accessible to the candidate at all times while the candidate is accruing fieldwork hours.

Exhibit E
SCHOOL PSYCHOLOGY PROGRAM

District agrees to provide supervised field experience for graduate student interns in the School Psychology Program in the Department of Advanced Studies in Education and Counseling at University.

RESPONSIBILITIES OF UNIVERSITY

University shall:

1. Designate in writing a faculty member to coordinate with a designee of District.

RESPONSIBILITIES OF DISTRICT

District shall:

1. Provide opportunities in a broad range of programs and populations, including but not limited to: general education, special education, bilingual education, age, disabilities, cultures, ethnicities, language proficiencies, and socioeconomic status allowing the intern to develop a broad and diverse role, including development of professional competence in, for example, assessment, intervention, counseling, consultation, and research.
2. Accept no more interns or graduate students from University than District staff, space, and program permit; and except in pre-negotiated circumstances, any one supervisor will provide concurrent supervision for no more than two interns or students.
3. Assure that the intern will be free to participate in University seminars regarding internship and will be able to spend at least one day (or 20% of time) each week to pursue individual professional goals and development.
4. Designate one school psychologist who has at least three years' experience in school psychology to serve as the primary supervisor. After the first few months, the intern may also work with other experienced school psychologists for specific activities.
5. Evaluate intern competencies, oversee all intern professional activities at District, and provide guidance throughout the intern's professional growth and development. All psychological or psychoeducational evaluation reports must be co-signed by the supervising credentialed school psychologist throughout the internship year.
6. Complete periodic written evaluations of the intern's performance with written reports of that evaluation near the end of each semester.
7. Assures that the intern will receive face-to-face supervision for a minimum of two hours a week, although as many as four hours a week may be needed, especially at the beginning of the internship experience.
8. Assure that the workload of the intern will not exceed seventy-five (75) percent of what a credentialed school psychologist would work; interns may serve one or two schools with a total intern/student ratio of no greater than approximately 1:1,000. It is presumed that all interns will maintain their assigned school placement(s) for the full academic school year. Any deviation from this should be made by cooperative agreement between District's supervisor or administrator and University's supervisor.
9. Assure that the intern will devote at least twenty (20) percent but not more than forty (40) percent of his or her time to psychoeducational evaluations and direct related services.

EXHIBIT F
TEACHER LIBRARIAN SERVICES CREDENTIAL FIELDWORK

District agrees to provide library media experiences through to students enrolled in library media teacher services credential curricula at University.

“Field Experience” as used in this Exhibit active participation in the duties and functions of teacher Librarians under the direct supervision and instruction of employees of District holding current valid Teacher Librarian Services Credential issued by the State Commission on Teacher Credentialing, authorizing them to serve as teacher Librarians in the schools in which the field experiences are provided. The employee must also be experienced in library media programs; model professional involvement in library media organizations.

1. District shall provide to University students library media experiences through Field Experiences in school libraries of District, under the direct, supervision and instruction of employees of District.
2. A semester unit of field experiences for elementary and secondary schools is 90 hours of library media teacher work, with the understanding that University students shall have 45 hours of Field Experience at each site.
3. The supervising Teacher Librarian shall communicate with University’s coordinator regularly in terms of providing formative assessment of the student’s work. District’s supervising Teacher Librarian shall submit a written summative evaluation of University students to University’s coordinator to verify that University students have completed the 45 required hours of Field Experiences at District’s school library.
4. University shall provide a faculty member to oversee the Field Experience. The faculty member shall meet with District’s supervising teacher Librarian and University student to plan the Field Experience and supervise the implementation.

Addendum to CSULB Student Field Placement Agreement Covid-19 Acknowledgment for On-site

("Facility")

- It is aware of and informed about the hazards currently known to be associated with the novel coronavirus referred to as "COVID-19".
- It is familiar with and informed about the Centers for Disease Control and Prevention ("CDC") current guidelines regarding COVID-19 as well as applicable federal, state, and local governmental directives regarding COVID-19.
- To the best of its knowledge and belief, Facility is in compliance with current CDC guidelines and applicable governmental directives. If the current CDC guidelines or applicable government directives are modified, changed or updated, Facility agrees to take steps to comply with the modified, changed or updated guidelines or directives.
- If at any time it becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, Facility will notify University of that fact.

Facility Signature Date

University Signature Date

CSULB contract number

Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

3. 22/23-1079 - NEW COURSE OFFERING FOR HIGH SCHOOL STUDENTS: HONORS PROJECT LEAD THE WAY (PLTW) PRINCIPLES OF ENGINEERING

RECOMMENDATION

The Board of Education is requested to approve Honors PLTW Principles of Engineering as a new Career Technical Education 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 MUSD'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 Honors PLTW Principles of Engineering course is being presented for approval. Honors PLTW Principles of Engineering is a Principles of Engineering (POE) foundation course of the high school engineering pathway. This survey course exposes students to some of the major concepts they will encounter in a postsecondary engineering course of study. Through problems that engage and challenge, students explore a broad range of engineering topics, including mechanisms, the strength of materials and structures, automation, and kinematics. The course applies and concurrently develops secondary-level knowledge and skills in mathematics, science, and technology. Students have the opportunity to develop skills and understanding of course concepts through activity-, project- and problem-based (APB) learning. By solving rigorous and relevant design problems using engineering and science concepts within a collaborative learning environment, APB learning challenges students to continually hone their interpersonal skills, creative abilities, and problem-solving skills. Students will also learn how to document their work and communicate their solutions to their peers and members of the professional community. It also allows students to develop strategies to enable and direct their learning, which is the ultimate goal of education.

Background:

Project Lead The Way is a nonprofit organization that provides a transformative learning experience for PreK-12 students and teachers across the US. PLTW empowers students to develop and apply in-demand, transportable skills by exploring real-world challenges. Honors Principles of Engineering is a year-long course that will earn MUSD students ten units of elective and meets a-g college prep elective or year 3 or 4 science criteria. It will also serve as the concentrator Engineering course for the Engineering pathway at Monrovia High School.

Budget Implication (\$ Amount):

The budget for this course implementation includes teacher training, durable and consumable instructional materials, and PLTW certification costs. The approximate budget for the first year of this course is \$35,000. Costs will be paid from the K12 Strong Workforce Program Grant, Round IV, and the Career Technical Education Incentive Grant, Round VII. There is no textbook associated with this course.

ATTACHMENTS

- [Course Description_Honors PLTW Principles of Engineering.pdf](#)
- [PLTW_POE_Equipment_Quote_2324 \(1\).pdf](#)

Course Description

<p>1. Course Title Honors PLTW Principles of Engineering</p>	<p>9. Subject Area</p> <p>History/Social Science</p> <p>English</p> <p>Mathematics</p> <p>X Laboratory Science</p> <p>Language other than English</p> <p>Visual & Performing Arts (for 2003)</p> <p>X College Prep Elective</p> <p>X Career Technical Education (CTE)</p>
<p>2. Transcript Title / Abbreviation</p>	
<p>3. Transcript Course Code / Number</p>	
<p>4. School Monrovia High School</p>	
<p>5. District Monrovia Unified School District</p>	
<p>6. City Monrovia, CA</p>	<p>10. Grade Level(s) 10-12</p>
<p>7. School / District Web Site www.monroviaschools.net</p>	<p>11. Seeking "Honors" Distinction?</p> <p>X Yes No</p>
<p>8. School Contact</p> <p>Name: Dr. Paula Hart Rodas</p> <p>Title/Position: Director, Secondary Educational Services</p> <p>Phone: (626) 471-2034</p> <p>Fax:</p> <p>E-mail: phartrodas@monroviaschools.net</p>	<p>12. Unit Value</p> <p>0.5 (half year or semester equivalent)</p> <p>X 1.0 (one year equivalent)</p> <p>2.0 (two year equivalent)</p> <p>Other: _____</p>
<p>13. Date of School Board Approval</p>	
<p>14. Was this course previously approved by UC? Yes X No If so, year removed from list? Under what course title? _____</p>	
<p>15. Is this course modeled after an UC-approved course from another school? Yes No If so, which school(s)? _____</p>	
<p>16. Pre-Requisites PLTW Introduction to Engineering Design</p>	
<p>17. Co-Requisites none</p>	
<p>18. Brief Course Description – This survey course exposes students to some of the major concepts that they will encounter in a postsecondary engineering course of study. Through problems that engage and challenge, students explore a broad range of engineering topics, including mechanisms, the strength of materials and structures, automation, and kinematics. The course applies and concurrently develops secondary level knowledge and skills in mathematics, science, and technology.</p>	

19. Course Goals and/or Major Student Outcomes

Students will:

Students have the opportunity to develop skills and understanding of course concepts through activity-, project-, and problem-based (APB) learning. By solving rigorous and relevant design problems using engineering and science concepts within a collaborative learning environment, APB learning challenges students to continually hone their interpersonal skills, creative abilities, and problem solving skills. Students will also learn how to document their work and communicate their solutions to their peers and members of the professional community. It also allows students to develop strategies to enable and direct their own learning, which is the ultimate goal of education.

This course is aligned to NGSS, Common Core, and other standards available through the PLTW.org website. The following is a summary of the units of study included in the course:

POE Unit Summary

- Unit 1: Energy and Power (30%)
- Unit 2: Materials and Structures (24%)
- Unit 3: Control Systems (28%)
- Unit 4: Statistics and Kinematics (18%)

20. Course Objectives

Students will be able to:

Through problems that engage and challenge, students explore a broad range of engineering topics, including mechanisms, the strength of materials and structures, automation, and motion. Students develop skills in problem solving, research, and design while learning strategies for design process documentation, collaboration, and presentation.

21. Course Outline

Unit 1: Energy and Power

The goal of Unit 1 is to introduce students to mechanisms, energy sources, and alternative energy applications. Students will gain an understanding of mechanisms through the application of theory-based calculations accompanied by lab experimentation. They will also learn that as energy and power are transferred and transformed, losses to friction in the system will occur. Students will understand that such losses affect the overall efficiency of the system. They will have an opportunity to investigate thermal energy and alternative energy applications. Students will explore and gain experiences relating to solar hydrogen systems and thermal energy transfer through materials. The unit concludes with students working in teams to solve a design problem that focuses on energy and power. They will use the knowledge and understanding built through the previous learning events to create a solution to

the problem. It is important for students to understand that an acceptable solution is one that fits the criteria and constraints of the design brief.

Unit 2: Materials and Structures

The goal of Unit 2 is for students to have a more concrete understanding of engineering through materials properties and statics. Students begin by learning about beam deflection and then forces on truss structures. They learn to identify forces acting on those structures and then gain the ability to calculate internal and external forces acting on those structures. The students learn about material properties, which lead students to the ability to properly select a material for a given task. Creating new products to meet a given need or want is not the only concern in this area of study. How to reuse/recycle materials for continued and unique uses is also learned. The primary way of studying materials properties in this unit is through destructive and on-destructive material testing on various materials. Tensile testing is the major destructive test. Students are engaged in how machines perform these tests and use either a classroom machine or a simulation to further their understanding of these processes. This unit concludes with a design problem whereby students, working in teams, follow the design process to solve a design problem.

Unit 3: Control Systems

The goal of Unit 3 is for students to recognize the abundance of an infinite variety of computer use in our daily lives. Students learn to control mechanical systems by recognizing computer outputs and gaining an understanding of how to write code to control them. They additionally experiment with various input devices and learn how they can adapt computer code to control computer outputs. Furthermore students gain an understanding of fluid power, both hydraulic and pneumatic. They begin to recognize the power and control advantages of fluid power. The unit concludes with students working in teams to solve a design problem that focuses on using control systems. They will integrate their prior knowledge, skills, and understandings from Unit 1: Simple Machines, Unit 2: Material Properties, and this unit. Students will decide what input devices to use, how to code their use, and the various output devices necessary to create a solution to the problem.

Unit 4: Statistics and Kinematics

In Unit 4 students are engaged in learning to use statistics to evaluate an experiment. Later they begin a study of dynamics, specifically kinematics, and apply statistical skills to study freefall motion. Students use theoretical and experimental data as a basis for learning statistical analysis. By collecting, organizing, and interpreting the data, students build the skills needed to understand data results. They further use these new skills and knowledge to design a vehicle that will propel itself. Later, students will address the problem of designing a machine to accurately launch an object a specified distance. Examining projectile motion is at the core of this design problem.

22. Texts & Supplemental Instructional Materials

There is no textbook for this course.

23. Key Assignments

Energy and Power Lesson Summary

- Lesson 1.1 Mechanisms
- Lesson 1.2 Energy Sources
- Lesson 1.3 Energy Applications
- Lesson 1.4 Design Project – Energy and Power

Lesson 1.1 Mechanisms

Throughout this course students will have an opportunity to learn about some of the major engineering and engineering technology fields available to them. In this unit students will interview a professional to learn more about that individual's career path and roles in their current position. The interview will be the first portion of a course-long career report.

Mechanisms are the basic components of most machines and consist of gears, sprockets, pulley systems, and simple machines. Today mechanisms can be found in everyday life from the basic components of a bicycle to the high-tech equipment used in the medical industry.

Engineers and scientists use mechanisms to manipulate speed, distance, force, and function to meet a wide range of design and application requirements. Due to the wide range of applications involving mechanisms, it is important that designers and end-users understand the characteristics, applications, and limitations of mechanisms. In Lesson 1.1 Mechanisms, students will gain an understanding of mechanisms through the application of theory-based calculations accompanied by lab experimentation.

Lesson 1.2 Energy Sources

Technological systems would not be possible without energy, work, and power. Although it is common to hear these terms used interchangeably in conversation, each is different and crucial to creating, using, or maintaining a technological system. Most power used today is stored or made available when needed. In the past power that was created was often used immediately. A windmill might have been used to pump water or irrigate a field. A water wheel's rotary motion might have been used to ground grains into flour. These systems did not consist of many steps or processes between the energy source and its end use. Today's society demands that energy be stored and transported reliably and predictably to the end user. When energy and power change form, some of it is lost along the way to friction. Engineers are being challenged to find creative ways to generate energy and make systems more efficient.

Lesson 1.3 Energy Applications

Today's consumer demands effective energy management. Consumers rely on efficient and accessible energy to power automobiles, homes, appliances, and electronics. National trends regarding energy management include appliance and home energy star ratings and the development of alternative and renewable energy sources. The Law of Conservation of Energy states that energy cannot be gained or destroyed but instead transferred from one form to another. Understanding how energy is transferred from one form to another allows engineers to design efficient applications utilizing energy. We know that many sources of energy won't last forever, and that many sources of energy have negative consequences on the environment. In the past individuals were forced to harness power that humans or animals created from the energy stored in food. Power could also be harnessed from surrounding resources like wind, flowing water, heat from the sun, or from combustible materials

like wood. This lesson is designed to provide students with an opportunity to investigate thermal energy and alternative energy applications. Students will explore and gain experiences relating to energy transformations in solar hydrogen systems and thermal energy transfer through materials.

Lesson 1.4 Design Project – Energy and Power

Problems exist everywhere, and they vary in their degree of complexity and importance. Regardless of how problems are identified or from where they come, engineers use the design process to creatively and efficiently solve problems. Solutions to problems are sometimes created by teams. These teams work together, constantly communicating with each other, to create the desired product. The team may receive a problem for which they are expected to create a solution with very few constraints. This allows the team to think creatively and use their ingenuity. In this lesson students will work in teams to solve a design problem that focuses on energy and power. They will use the knowledge and understanding developed throughout unit one to create a solution to the problem. It is important for students to understand that an acceptable solution is one that fits the criteria and constraints of the design brief.

Materials and Structures Lesson Summary

- Lesson 2.1 Statics
- Lesson 2.2 Material Properties
- Lesson 2.3 Material Testing
- Lesson 2.4 Design Problem – Materials and Structures

Lesson 2.1 Statics

Statics is the basis for the study of engineering mechanics, specifically rigid-body mechanics. Statics is concerned with the equilibrium of bodies that are at rest or that move at a constant velocity. Using measurements of geometry and force, Archimedes studied statics concepts in ancient Greece. Most of his work centered on simple machines for construction of buildings. In this lesson students will learn how to identify and calculate forces acting on a body when it is in static equilibrium. Students will calculate internal and external forces of a truss. They will use this knowledge to design, build, and test their own truss designs.

Lesson 2.2 Material Properties

Material properties are an important piece of information that engineers rely on when selecting the best material for a design solution. For instance in the 1988 Challenger space shuttle disaster, an o-ring seal failed, causing the death of seven astronauts. A misunderstanding about the limits of a material led to this accident. Engineers often deal with the design of useful products that require materials with certain characteristics or properties. Complexity is increased when we consider that new materials are constantly being developed, and their application in new products drives economic growth. Engineers, therefore, must know how to make sense of the multitude of different materials available. When existing materials don't provide the desired properties, engineers create new materials called synthetics. Synthetic materials allow engineers to be extremely innovative when designing solutions to society's needs. Sometimes the focus isn't on the creation of a new material, but on the creation of advanced recycling technology. Nike is one of several corporations assisting engineers with innovative recycling technology. For instance, Nike has worked with engineers to develop a method of recycling

athletic shoes. The recycled shoes are ground up and used for the production of basketball courts, tracks, playgrounds, etc. This lesson is designed to provide students with an opportunity to investigate the basic categories and properties of materials. Students will discover how products are made and how they are recycled once they are no longer useful.

Lesson 2.3 Material Testing

Material Testing is a critical process that determines whether a product is reliable, safe, and predictable in function. Material testing is basically divided into two major categories: destructive testing and nondestructive testing. Destructive testing is defined as a process where a material is subjected to a load in a manner that will ultimately cause the material to fail. Machines have been developed specifically to conduct destructive testing. These machines exert force on the sample and record information such as resulting deformation, the amount of stress that builds up inside the sample, elastic behavior, strength, etc. When non-destructive testing is performed on a material, the part is not permanently affected by the test. The part is usually still serviceable. The purpose of non-destructive testing is to determine whether the material contains imperfections. Over many years, tests have been developed for measuring the common properties of engineering materials, including acoustical, electrical, magnetic, physical, optical, and thermal properties. But why is material testing so significant?

Lesson 2.4 Design Problem – Materials and Structures

Students have been exposed to the different types and properties of materials in previous lessons. They have also tested and been made aware of the importance of choosing the right material in regards to safety and environmental impacts. Students will now apply what they have learned to a design problem using the design process as their guide. Problems exist everywhere, and they vary in their degree of complexity and importance. Regardless of how problems are identified or from where they come, engineers use the design process to creatively and efficiently solve problems. Problems are most often solved by engineering teams. These teams work together, constantly communicating with each other, to create the desired product. The team may receive a problem for which they are expected to create a solution with very few constraints, which allows them to be quite creative. In this lesson students will work in teams to solve a materials design problem. They will use the knowledge and understandings developed throughout the unit to solve the problem. It is important for students to understand that an acceptable solution is one that fits the constraints and specifications of the design brief.

Commercial Applications Lesson Summary

- Lesson 3.1 Machine Control
- Lesson 3.2 Fluid Power
- Lesson 3.3 Design Problem – Control Systems

Lesson 3.1 Machine Control

From iPods to automobiles, we use computers every day. Computers are sometimes so small and hidden that we don't even realize we're using a computer. Many of us never think about automobiles containing computers; however, today's vehicles are packed with tiny computers that regulate and monitor systems such as air bags and cruise control. How much more control will computers take from drivers in the future? What will drivers be willing to let their cars do for them? With GPS systems that provide routes and track speed, what are the barriers for

autonomous cars? In this lesson students will learn how to control mechanical processes using computer software and hardware. The software communicates through a hardware interface with different inputs and outputs.

Lesson 3.2 Fluid Power

The primary components and principles of fluid power systems allow industry and machinery to achieve a multitude of tasks. Although fluid power has been used throughout history, it is far from obsolete. In fact fluid power provides exceptional power advantages. Fluid power technologies impact areas from commercial farm machinery to respirator equipment used to provide oxygen to medical patients. Fluid power possesses some very important characteristics. Fluid power has a large amount of power per unit volume or mass. This is generally referred to as power density. Systems are able to multiply force. Another advantage is that fluid can change direction quickly without damaging a system. This allows engineers and designers to utilize flexible piping and hoses to transfer fluid in a variety of directions. In this lesson students will be introduced to both pneumatic and hydraulic power. They will learn the basic components of each system and how they are designed to manipulate components through work and power. Students will see a clear connection to the previous lesson's applications regarding manipulating mechanisms using work and power.

Lesson 3.3 Design Problem – Control Systems

In previous lessons students were introduced to a variety of ways to transfer energy through mechanical systems. Some of those systems included simple machines, gear systems, pulley systems, sprocket systems, and fluid power. They also learned how to control different mechanisms by writing programs utilizing control software. Students will now apply what they have learned to a design problem using the design process as their guide. Problems exist everywhere, and they vary in their degree of complexity and importance. Regardless of how problems are identified or from where they come, engineers use the design process to creatively and efficiently solve problems. Solutions to problems are oftentimes created by teams. These teams work together, constantly communicating with each other, to create the desired product. The team may receive a problem for which they are expected to create a solution with very few constraints. This allows the team to think creatively and use their ingenuity. In this lesson students will work in teams to solve a design problem that focuses on control systems. They will use the knowledge and understanding gained throughout the course to create a solution to the problem. It is important for students to understand that an acceptable solution is one that fits the constraints and specifications of the design brief.

Commercial Building Design Lesson Summary

- Lesson 4.1 Statistics
- Lesson 4.2 Kinematics

Lesson 4.1 Statistics

Statistics allow for informative decision-making formulated from theoretical and experimental data analysis. Data analysis has become so integrated into today's modern lifestyles that most individuals are unaware of its role in their daily lives. This can be seen in reality shows that base results upon contestants' national popularity and voting results. Box office movie rankings are based on weekend ticket sales. At an individual level, people use statistics for calculating gas

mileage, green calculations such as average energy consumption, insurance rates, and calculating class rank and GPA. In this lesson students will learn the processes of gathering, organizing, interpreting, and formulating an understanding of data through probability and statistics.

Lesson 4.2 Kinematics

While statics is concerned with bodies at rest or moving at a constant acceleration, dynamics is concerned with the accelerated motion of bodies. The study of dynamics developed much later than statics because of the need for accurate measurement of time. Galileo Galilei was a major early contributor, performing experiments with pendulums and falling bodies. Newton's development of the three fundamental laws of motion was the springboard for increased understanding and work by other scientists. The two major branches of dynamics are kinematics, which is concerned with the geometric aspects of motion, and kinetics, which is concerned with the forces causing the motion. In this lesson students will create a vehicle to learn important aspects of motion and freefall. Students will solve a problem that will help them to understand the kinematics concepts involved in projectile motion.

24. Instructional Methods and/or Strategies

Both individual and collaborative team activities, projects, and problems, students will problem solve as they practice common engineering principles such as problem solving, research, and design while learning strategies for design process documentation, collaboration, and presentation.

25. Assessment Methods and/or Tools

See #24

Please refer to instructions

26. Indicate how this honors course is different from the standard course.

A standard course does not exist.

Please refer to instructions

27. Context for Course (optional)

28. History of Course Development (optional)

We are as committed as ever to timely, safe delivery of the equipment and supplies you need to run your PLTW programs. Our partners are doing their best to maintain shipping schedules, although some items may have extended ship dates due to COVID-19 restrictions. The anticipated ship date is noted next to each impacted item. In addition, it's possible that some estimated ship dates may change, so please check in the Store in myPLTW when you place your order for current estimates.

January 5, 2023

Project Lead The Way, Inc.
5939 Castle Creek Parkway North Drive
Indianapolis, Indiana 46250



Summary

PLTW Engineering (9-12) \$32,994.73

Principles of Engineering				\$32,994.73
Durable				\$32,103.00
Item	Item Price	Qty	Total Price	
Acrylic Balls 1/2", 50 pack	\$20.50	2	\$41.00	
Adjustable Wrench, 8 inch, 1.25 in max opening	\$10.00	2	\$20.00	
Alligator Leads Set of 10 Leads	\$4.50	7	\$31.50	
Banana to Alligator Test Lead Set	\$7.75	9	\$69.75	
Bastard-Cut Mill File, 8 inch	\$7.50	2	\$15.00	
Bucket, 6 gallon, plastic with handle	\$8.00	4	\$32.00	
Clamp light, Reflector, white 6' cord, each	\$12.00	9	\$108.00	
Classroom Storage Cabinet - 36 x 36 x 18	\$299.00	3	\$897.00	
Colored permanent markers, 8 pack	\$6.50	4	\$26.00	
Compact Scale, 2000 g x 1 g	\$85.00	2	\$170.00	
Concrete block , 16 inch x 8 inch x 8 inch	\$2.04	18	\$36.72	
Cordless Drill, 14 Volt or higher	\$99.00	4	\$396.00	
Desktop 3-Hole Punch	\$18.00	1	\$18.00	
Dial Calipers, 6 inch, steel, graduated to .001 inches	\$25.00	18	\$450.00	

Digital Camera, 10 MP+ (a cell phone may be used instead)	\$91.49	1	\$91.49
Digital Multimeter Super Economy Plus DMM	\$15.00	18	\$270.00
Drill Press Vise, 4" Capacity	\$31.75	1	\$31.75
File handle, For 8" to 10" files, pack of 5	\$10.00	1	\$10.00
Fishing snap swivels (any size), 12 pack	\$3.75	2	\$7.50
Gearbox Motor/Coupler Kit, 10 student pack Sole Source	\$32.00	4	\$128.00
Glue Gun, Lo-Temp Full Size, 110 Volt	\$10.00	18	\$180.00
Hack saw, For 10" or 12" blade, D-Handle, each	\$12.75	4	\$51.00
Headphones, basic, 5 pack (for audio in course & assessment)	\$16.75	7	\$117.25
Hex key set, folding, 9 sizes	\$7.25	2	\$14.50
Hickory Hammer, 16 oz	\$13.75	4	\$55.00
Hook Up Wire 22 Gauge, Solid, Black, 25 feet	\$3.00	1	\$3.00
Hook Up Wire 22 Gauge, Solid, White, 25 feet	\$3.00	1	\$3.00
HSS Drill Bits, 1/16" - 1/2" by 64ths, With Case, 14 piece	\$25.75	2	\$51.50
Locking pliers, 7", 1 5/8" curved jaw, each	\$9.50	2	\$19.00
Mini push button switch, 10 pack	\$3.75	4	\$15.00
Multipurpose Wire Stripper and Cutter For Wire AWG 14 to 24	\$10.25	18	\$184.50
Needle Nose Pliers, 5 inch, 5 pack	\$29.25	4	\$117.00
Paper Cutter, 12 inch cut length	\$32.00	1	\$32.00
Precision Screwdriver Set, 6-Piece	\$7.00	2	\$14.00
Resistor Kit, 365 Piece, 1/4 Watt	\$9.75	2	\$19.50
RSR Solderless Breadboard Model MB106	\$20.00	18	\$360.00
RSR Variable DC Power Supply 18V 0-2A	\$78.00	9	\$702.00
Ruler, Clear Plastic, 12 inch / 31 cm, metric and English	\$1.25	35	\$43.75
Ruler, Clear Plastic, 12 inch / 31 cm, metric and English - 12 pack	\$8.00	6	\$48.00
S-Hook, 1.75 Inch, Pack of 10	\$8.00	1	\$8.00
Safety Glasses, 12 pack, anti scratch	\$22.00	3	\$66.00
Scissors, 8 inch, plastic handle, pointed tip, box of 12	\$66.00	2	\$132.00

Screwdriver Set, 12 piece, slot and Phillips tips	\$16.50	2	\$33.00
SD Card, 8 GB+ (for use with digital camera)	\$10.97	2	\$21.94
Self-healing cutting mat - 11.8 in x 8.7 in - pack of 6	\$36.00	3	\$108.00
Single AAA-battery holders, 10 pack	\$11.00	4	\$44.00
Solderless Breadboard with 300 Tie Points	\$4.75	18	\$85.50
Spring Clamps, 3 inch jaw opening	\$5.00	4	\$20.00
Steel balls, 1/2 inch, 100 pack	\$13.50	2	\$27.00
Storage Organizer (for small hardware), 4 pack	\$75.75	3	\$227.25
Syringes, 10 cc/mm, 10 pack, standard tip	\$8.75	2	\$17.50
Syringes, 20 cc/mm, 10 pack	\$11.50	2	\$23.00
Syringes, 30 cc/mm, 10 pack, standard tip	\$15.25	2	\$30.50
Tape measure, steel, 25 foot with thumb lock	\$11.00	9	\$99.00
Trigger Bar Clamp, Medium, 12 inch, 2 pack	\$25.00	9	\$225.00
Trigger Bar Clamp, Medium, 6 inch	\$12.50	4	\$50.00
Utility Knife, metal, with 5x replacement blades	\$3.95	18	\$71.10
Vernier Go Direct Wireless Force and Acceleration Sensor	\$123.00	18	\$2,214.00
Vernier Go Direct Wireless Temperature Probe	\$82.00	18	\$1,476.00
VEX V5 POE/CIM Custom Kit (need to upgrade existing Cortex kits? Use Optional filter to view Upgrade kits)	\$2,445.00	9	\$22,005.00
New Product Sole Source			
Webcam, generic USB, 1080p	\$18.50	9	\$166.50
Wood Round Balls, 1/2 inch diameter, 100 pack	\$12.75	2	\$25.50
Wrench Set, 9 piece, SAE	\$23.75	2	\$47.50

Consumable**\$891.73**

Item	Item Price	Qty	Total Price
Balsa wood strips, 3/32 x 3/32 x 36 inch, 30 pack	\$14.00	6	\$84.00
Cotton string, 400 ft.	\$5.00	2	\$10.00
Craft Sticks, 1000 pack	\$10.25	1	\$10.25
Glass Fuse, 500 mA, 250 V, 5 mm x 20 mm, 5 pack	\$2.50	2	\$5.00
Hook Up Wire, 100 feet, 22 Gauge, Solid Core, Red	\$7.00	4	\$28.00

Incandescent Light Bulb, 75 watt, medium base	\$4.00	9	\$36.00
LED Blue - 5 mm, 100 pack	\$20.00	2	\$40.00
LED Orange Clear - 3 mm, 2.05 V, 100 pack	\$9.75	2	\$19.50
LED Red - 3 mm, 1.65 V, 100 pack	\$8.50	2	\$17.00
Lo-Temp Glue Stick 50-pack, 1/2" diameter x 4" length	\$16.00	3	\$48.00
Masking tape, 1 in x 60 yd, 9 pack	\$20.00	2	\$40.00
Multi-Purpose Paper 11 x 17 in, 20 LB, 500 pack	\$33.50	2	\$67.00
Package of colored candies such as M&Ms or Skittles	\$1.29	35	\$45.15
Peg Board, 12 inch x 12 inch, 5 pack	\$29.50	4	\$118.00
PLTW High School Engineering Notebook - 30-pack. Includes both ortho and isometric graph pages. Sole Source	\$115.00	2	\$230.00
Quick Dry Tacky Glue, 4 ounce bottle, 2 pack	\$6.00	5	\$30.00
Vinyl tubing, 1/8 inch internal diameter, 20 ft roll	\$10.00	2	\$20.00
Wood board, 2 x 4 x 8 ft (two by four), pine	\$4.87	9	\$43.83

Equipment and Supplies Subtotal \$32,994.73
Total \$32,994.73

Total for Items Available in PLTW Store \$32,755.60
Total for Items Unavailable in PLTW Store \$239.13

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PLTW Product List

Quote

Address	PLTW 5939 Castle Creek Parkway North Drive Indianapolis IN 46250	Created: 01/5/2023 Expires: 04/5/2023
Website	mypltw.org	
Payment accepted	Credit Card and Purchase Order	
Discount code		

Item	Item #	Item Price	Qty	Total Price
Acrylic Balls 1/2", 50 pack	44PW1261	\$20.50	2	\$41.00
Adjustable Wrench, 8 inch, 1.25 in max opening	44PWP128E	\$10.00	2	\$20.00
Alligator Leads Set of 10 Leads	44PW2240	\$4.50	7	\$31.50
Balsa wood strips, 3/32 x 3/32 x 36 inch, 30 pack	44PWEE406	\$14.00	6	\$84.00
Banana to Alligator Test Lead Set	44PWP1038	\$7.75	9	\$69.75
Bastard-Cut Mill File, 8 inch	44PWEE378	\$7.50	2	\$15.00
Bucket, 6 gallon, plastic with handle	470157-248	\$8.00	4	\$32.00
Clamp light, Reflector, white 6' cord, each	44PWEE376	\$12.00	9	\$108.00
Classroom Storage Cabinet - 36 x 36 x 18	254-6878	\$299.00	3	\$897.00
Colored permanent markers, 8 pack	44PWEE343	\$6.50	4	\$26.00
Compact Scale, 2000 g x 1 g	44PWG111	\$85.00	2	\$170.00
Cordless Drill, 14 Volt or higher	44PWEE2051	\$99.00	4	\$396.00
Cotton string, 400 ft.	470092-822	\$5.00	2	\$10.00
Craft Sticks, 1000 pack	470149-666	\$10.25	1	\$10.25
Desktop 3-Hole Punch	470020-298	\$18.00	1	\$18.00
Dial Calipers, 6 inch, steel, graduated to .001 inches	44PW4090	\$25.00	18	\$450.00
Digital Multimeter Super Economy Plus DMM	44PW117EA	\$15.00	18	\$270.00
Drill Press Vise, 4" Capacity	44PW4625	\$31.75	1	\$31.75
File handle, For 8" to 10" files, pack of 5	44PWEE398	\$10.00	1	\$10.00
Fishing snap swivels (any size), 12 pack	44PWEE529	\$3.75	2	\$7.50
Gearbox Motor/Coupler Kit, 10 student pack	44PLTWGMCKIT	\$32.00	4	\$128.00

Sole Source

Glass Fuse, 500 mA, 250 V, 5 mm x 20 mm, 5 pack	44PWEE514	\$2.50	2	\$5.00
Glue Gun, Lo-Temp Full Size, 110 Volt	44PW4570	\$10.00	18	\$180.00
HSS Drill Bits, 1/16" - 1/2" by 64ths, With Case, 14 piece	44PWEE2052	\$25.75	2	\$51.50
Hack saw, For 10" or 12" blade, D-Handle, each	44PWEE377	\$12.75	4	\$51.00
Headphones, basic, 5 pack (for audio in course & assessment)	44PWEE330	\$16.75	7	\$117.25
Hex key set, folding, 9 sizes	44PWEE392	\$7.25	2	\$14.50
Hickory Hammer, 16 oz	470150-014	\$13.75	4	\$55.00
Hook Up Wire 22 Gauge, Solid, Black, 25 feet	44PW912E	\$3.00	1	\$3.00
Hook Up Wire 22 Gauge, Solid, White, 25 feet	44PW913E	\$3.00	1	\$3.00
Hook Up Wire, 100 feet, 22 Gauge, Solid Core, Red	44PW1100E	\$7.00	4	\$28.00
Incandescent Light Bulb, 75 watt, medium base	470315-548	\$4.00	9	\$36.00
LED Blue - 5 mm, 100 pack	44PWEE500	\$20.00	2	\$40.00
LED Orange Clear - 3 mm, 2.05 V, 100 pack	44PWEE510	\$9.75	2	\$19.50
LED Red - 3 mm, 1.65 V, 100 pack	44PWEE511	\$8.50	2	\$17.00
Lo-Temp Glue Stick 50-pack, 1/2" diameter x 4" length	44PWEE326	\$16.00	3	\$48.00
Locking pliers, 7", 1 5/8" curved jaw, each	44PWEE372	\$9.50	2	\$19.00
Masking tape, 1 in x 60 yd, 9 pack	470105-594	\$20.00	2	\$40.00
Mini push button switch, 10 pack	44PWEE336	\$3.75	4	\$15.00
Multi-Purpose Paper 11 x 17 in, 20 LB, 500 pack	44PWEE319	\$33.50	2	\$67.00
Multipurpose Wire Stripper and Cutter For Wire AWG 14 to 24	44PWEE433	\$10.25	18	\$184.50
Needle Nose Pliers, 5 inch, 5 pack	44PWEE329	\$29.25	4	\$117.00
PLTW High School Engineering Notebook - 30-pack. Includes both ortho and isometric graph pages.	PLTWHSN-30	\$115.00	2	\$230.00
Sole Source				
Paper Cutter, 12 inch cut length	44PWP136	\$32.00	1	\$32.00
Peg Board, 12 inch x 12 inch, 5 pack	44PWEE314	\$29.50	4	\$118.00
Precision Screwdriver Set, 6-Piece	44PWP132	\$7.00	2	\$14.00

Quick Dry Tacky Glue, 4 ounce bottle, 2 pack	44PWEE325	\$6.00	5	\$30.00
RSR Solderless Breadboard Model MB106	44PW2555	\$20.00	18	\$360.00
RSR Variable DC Power Supply 18V 0-2A	44PW922E	\$78.00	9	\$702.00
Resistor Kit, 365 Piece, 1/4 Watt	44PW909E	\$9.75	2	\$19.50
Ruler, Clear Plastic, 12 inch / 31 cm, metric and English	S90532C	\$1.25	35	\$43.75
Ruler, Clear Plastic, 12 inch / 31 cm, metric and English - 12 pack	44PWEE538	\$8.00	6	\$48.00
S-Hook, 1.75 Inch, Pack of 10	470092-183	\$8.00	1	\$8.00
Safety Glasses, 12 pack, anti scratch	470018-292	\$22.00	3	\$66.00
Scissors, 8 inch, plastic handle, pointed tip, box of 12	44PWEE528	\$66.00	2	\$132.00
Screwdriver Set, 12 piece, slot and Phillips tips	44PWP122	\$16.50	2	\$33.00
Self-healing cutting mat - 11.8 in x 8.7 in - pack of 6	44PWEE347	\$36.00	3	\$108.00
Single AAA-battery holders, 10 pack	44PWEE506	\$11.00	4	\$44.00
Solderless Breadboard with 300 Tie Points	44PWEE1754	\$4.75	18	\$85.50
Spring Clamps, 3 inch jaw opening	44PWTG117	\$5.00	4	\$20.00
Steel balls, 1/2 inch, 100 pack	44PW1260	\$13.50	2	\$27.00
Storage Organizer (for small hardware), 4 pack	44PWEE323	\$75.75	3	\$227.25
Syringes, 10 cc/mm, 10 pack, standard tip	44PW1201	\$8.75	2	\$17.50
Syringes, 20 cc/mm, 10 pack	44PW1202	\$11.50	2	\$23.00
Syringes, 30 cc/mm, 10 pack, standard tip	44PW1203	\$15.25	2	\$30.50
Tape measure, steel, 25 foot with thumb lock	44PWEE2062	\$11.00	9	\$99.00
Trigger Bar Clamp, Medium, 12 inch, 2 pack	44PWEE2546	\$25.00	9	\$225.00
Trigger Bar Clamp, Medium, 6 inch	44PWEE2547	\$12.50	4	\$50.00
Utility Knife, metal, with 5x replacement blades	44PW33001	\$3.95	18	\$71.10
VEX V5 POE/CIM Custom Kit (need to upgrade existing Cortex kits? Use Optional filter to view Upgrade kits)	270-7921	\$2,445.00	9	\$22,005.00
New Product Sole Source				
Vernier Go Direct Wireless Force and Acceleration Sensor	GDX-FOR	\$123.00	18	\$2,214.00
Vernier Go Direct Wireless Temperature Probe	GDX-TMP	\$82.00	18	\$1,476.00
Vinyl tubing, 1/8 inch internal diameter, 20 ft roll	44PWEE320	\$10.00	2	\$20.00

Webcam, generic USB, 1080p	44PWEE440	\$18.50	9	\$166.50
Wood Round Balls, 1/2 inch diameter, 100 pack	44PWEE2597	\$12.75	2	\$25.50
Wrench Set, 9 piece, SAE	44PW4140	\$23.75	2	\$47.50

PLTW Product List Total \$32,755.60

To place an order for the items included on this PLTW Product List, [visit the myPLTW Store](#).
Saved lists expire 90 days after being created or at the end of each calendar year.

Don't have a myPLTW account? To be added to your organization's account, please contact your Program Coordinator or the PLTW Solution Center at solutioncenter@pltw.org or 877.335.PLTW.

Attention: To avoid potential duplication of orders, and decrease the leadtime to obtain your supplies, we kindly ask that you return a copy of the approved purchase order to the requester to complete the order via the Store in myPLTW. Please do not mail/email/fax the order to PLTW.

Not Available in PLTW Store

These items are not directly available for purchase through PLTW but should be sourced from the preferred vendors listed on the Saved List pdf document.

Equipment and Supplies

Equipment and Supplies Total is calculated based on the details you provided about your classes and the items selected.

Pricing

Prices are subject to change. Annual program participation and professional development registration fees are excluded from this total. Professional development fees may vary by state.

Standard shipping and processing charges are included for items available for order directly through PLTW. PLTW reserves the right to pass on additional shipping charges for orders shipped outside of the lower 48 contiguous states (i.e. Hawaii, Alaska, and Puerto Rico).

Sales Tax

Sales tax (where applicable) is not included in the total. Sales tax will be included at checkout.

Computer Hardware

Note that costs for computers, tablets, printers, and projectors are not included in the total. Refer to [PLTW's Computer Specifications](#) for details.

PLTW Returns Guidelines

Please visit our [Additional Resources](#) page to review Project Lead The Way's guidelines related to product warranties, handling of shipping errors, receipt of damaged products, and the return of equipment.

Any Local Supplier Product List

Address	Any Local Supplier			
Website				
Payment accepted	Credit Card			
Discount code	n/a			
Item	Item #	Item Price	Qty	Total Price
Concrete block , 16 inch x 8 inch x 8 inch	LS242	\$2.04	18	\$36.72
Digital Camera, 10 MP+ (a cell phone may be used instead)	LS253	\$91.49	1	\$91.49
Package of colored candies such as M&Ms or Skittles	LS76	\$1.29	35	\$45.15
Wood board, 2 x 4 x 8 ft (two by four), pine	LS246	\$4.87	9	\$43.83
Any Local Supplier Product List Total				\$217.19

Attention: To avoid potential duplication of orders, and decrease the leadtime to obtain your supplies, we kindly ask that you return a copy of the approved purchase order to the requester to complete the order via the Store in myPLTW. Please do not mail/email/fax the order to PLTW.

Walmart Product List

Address	Walmart
Website	http://www.walmart.com
Payment accepted	Credit Card
Discount code	n/a

Item	Item #	Item Price	Qty	Total Price
SD Card, 8 GB+ (for use with digital camera)	19801359	\$10.97	2	\$21.94
Walmart Product List Total				\$21.94

Attention: To avoid potential duplication of orders, and decrease the leadtime to obtain your supplies, we kindly ask that you return a copy of the approved purchase order to the requester to complete the order via the Store in myPLTW. Please do not mail/email/fax the order to PLTW.

Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

4. 22/23-1080 - NEW COURSE OFFERING FOR HIGH SCHOOL STUDENTS: ENTREPRENEURSHIP 1

RECOMMENDATION

The Board of Education is requested to approve Entrepreneurship 1 as a new course offering for high school students.

Motion by _____, seconded by _____, Vote _____

Board Member Lockerbie __, Board Member Travanti __, Board Member Hammond __,

Board Member Anderson __, Board President Gholar __

Rationale:

There is a need to expand career, technical, and education courses at our high schools in order to further prepare students for college, career, and life. In the Entrepreneurship 1 course, students use their entrepreneurial skills and mindset to evolve an innovative solution to a problem into a validated business opportunity. Students take a lean startup approach in researching and testing ideas; building out a lean canvas to support their business opportunity validation. Students also put together customer and competitor profiles, marketing campaigns, and a financial analysis to support their claims about the feasibility of their business idea. Towards the end of the school year, students have opportunities to pitch their business opportunities to judges in local, regional, and national competitions.

Background:

The curriculum access will be provided by the Network for Teaching Entrepreneurship (NFTE), which is used in many school districts throughout the United States. NFTE ignites the entrepreneurial mindset with unique learning experiences that empower students to own their futures by providing high-quality entrepreneurship education to middle school, high school, and postsecondary students. NFTE aligns with Career Technical Education's focus, giving students the opportunity to build skills, confidence, and know-how to succeed in postsecondary education, advanced career training, or immediate entry into jobs with a meaningful career path. Young people who complete NFTE's entrepreneurship programs are more likely to engage in learning, achieve their educational and career goals, launch businesses, have increased lifetime earnings, and feel greater job satisfaction.

Budget Implication (\$ Amount):

The approximate cost for curriculum, teacher training, and student licenses is \$6,200. This will be paid from K12 Strong Workforce Program Grant - Round III Funds (SWP3).

Legal References:

Education Code Section 51220.

Additional Information:

A copy of the course description is attached hereto.

ATTACHMENTS

- [Course Description_ Entrepreneurship 1.pdf](#)
- [Entrepreneurship Curriculum - FY24 NFTE Quote - Monrovia.pdf](#)
- [Scope of Services re Entrepreneurship - FY24 SOS Monrovia.pdf](#)

Course Description

1. Course Title Entrepreneurship 1	9. Subject Area History/Social Science English Mathematics Laboratory Science Language other than English Visual & Performing Arts (for 2003) College Prep Elective <input checked="" type="checkbox"/> Career Technical Education (CTE)
2. Transcript Title / Abbreviation	
3. Transcript Course Code / Number	
4. School Monrovia High School	
5. District Monrovia Unified School District	
6. City Monrovia, CA	10. Grade Level(s) 9-12
7. School / District Web Site www.monroviaschools.net	11. Seeking "Honors" Distinction? Yes No
8. School Contact Name: Title/Position: Phone: (626) 471-2800 Fax: E-mail:	12. Unit Value 0.5 (half year or semester equivalent) <input checked="" type="checkbox"/> 1.0 (one year equivalent) 2.0 (two year equivalent) Other: _____
	13. Date of School Board Approval
14. Was this course previously approved by UC? Yes X No If so, year removed from list? Under what course title?	
15. Is this course modeled after an UC-approved course from another school? Yes X No If so, which school(s)? _____	
16. Pre-Requisites none	
17. Co-Requisites none	
18. Brief Course Description – In Entrepreneurship 1 course, students use their entrepreneurial skills and mindset to evolve an innovative solution to a problem into a validated business opportunity. Students take a lean startup approach in researching and testing their ideas; building out a lean canvas to support their business opportunity validation. Students also put together customer and competitor profiles, marketing campaigns, and a financial analysis to support their claims about the feasibility of their business idea. Towards the end of the school year, students have opportunities to pitch their business opportunities to judges in local, regional, and national competitions.	

19. Course Goals and/or Major Student Outcomes

Students will:

- 1.

20. Course Objectives

Students will be able to:

21. Course Outline

Introduction: Operation Mindset

At the start of the year, students get an engaging look at what it means to think and act like an entrepreneur in a series of four challenges - each designed to activate two of the eight domains of the entrepreneurial mindset. At the end of the module, students learn about the characteristics of an entrepreneur before doing their own self-assessment of their own entrepreneurial potential. The module ends with students taking the baseline survey around their own entrepreneurial mindsets.

Developing an Entrepreneurial Mindset

Students learn what it means to solve problems like and entrepreneur. They learn how entrepreneurs provide business solutions to problems held by individuals, as well as social problems facing the global community. Students learn and apply human-centered design thinking in order to identify potential solutions to problems for their evolving lean model canvas.

Testing an Opportunity

Students learn about the difference between an idea and a true business opportunity. Instruction takes students through the process of validating their business solution through market research with an emphasis on lean startup methodologies, testing assumptions, and iterative design. Students take their learning from this unit to determine which of their business solutions actually solve a problem for a target market.

Building a Competitive Edge

Students learn about basic economic principles and the role that plays in the success of a business. Using principles of supply and demand, students will investigate the potential market size in their industry. Students will also assemble competitor profiles and a competitive matrix to determine their unfair advantage within their industry.

Creating Your Biggest Fans

Students learn about the importance of using marketing to convince customers that a business is better than the competition. In this unit, students look at the importance of assembling a marketing plan and approaches to assembling customer profiles for their main customer segments. With a focus on modern and cost-effective strategies, students put together their planned channels to customers and the key metrics they will use to measure the effectiveness of these channels.

Making a Profit

Students learn about the various expenses incurred by a business and how entrepreneurs do an analysis of profit per sale to help predict the overall profitability of the business itself. This unit teaches students how to calculate markup in a distribution channel, their profit per sale after their variable expenses, and a break-even analysis against their ongoing fixed expenses. Students also learn how to balance cost-based pricing with other pricing approaches, including demand-based and competition-based pricing. By applying all of these strategies and financial analyses, students are able to determine a selling price and cost structure for each of their main revenue streams.

Pivot or Persevere

After opportunity pitches, students have a unit that provides them with an opportunity to reflect on their experience in the course and look ahead to their next steps; whether they are continuing in the NFTE pathway or not. Students first debrief on the competition and have the opportunity to make adjustments to their lean canvas based on judges' feedback. Next, students think about their own post-secondary pathway to success, and how their business opportunity could be a stepping stone for all college and career aspirations. Finally, students reflect on the growth of their own entrepreneurial mindset since Operation: Mindset introductory module.

22. Texts & Supplemental Instructional Materials

Owning Your Future, Steve Mariotti, Pearson, 12th Edition (online access)

23. Key Assignments

Introduction: Operation Mindset Assignments

Students will take the pre-Entrepreneurial Mindset assessment as a formative resource to help students have more of an awareness about their entrepreneurial mindset. The key to developing the entrepreneurial mindset is learning about the mindset domains, reflecting, and practicing the mindset. Students will use these scores to compare with their post-Entrepreneurial Mindset scores at the end of the course to determine growth.

Developing an Entrepreneurial Mindset Assignments

DNA of an Entrepreneur Learning Objectives:

- Describe how entrepreneurs solve problems through products or services.
- Analyze the pros and cons of being an entrepreneur.
- Explain how entrepreneurs use business planning tools to navigate business launch risk.
- Identify the purpose and sections of the lean business model canvas; with an emphasis on the 'Problem' and 'Solution' sections.

Design Thinking Learning Objectives:

- Identify the features and objectives of design thinking.
- Explain the purpose of human-centered design.
- Identify the steps in the IDEO human-centered design process.
- Apply the design thinking process to a design challenge.

Social Entrepreneurship Learning Objectives:

- Identify examples of social problems solved by entrepreneurs.
- Explain the purpose of having a mission statement for a business as it relates to social responsibility.
- List examples of ethical, sustainable, and socially responsible business practices.
- Describe how both non-profit and for-profit ("b-corps") can reach 'do well while doing good.'

Solve a Problem Entrepreneurially Learning Objectives:

- Apply entrepreneurial and design thinking to identify a solution to a unique real-world problem.
- Complete the 'Problem' section of the LMC by identifying 3-4 problems and how each of those problems are solved today.
- Complete the 'Solution' section of the LMC by identifying at least 1 potential solution to each of the problems identified in the 'Problem' section.

Testing an Opportunity Assignments

Ideation & Sources of Opportunity Learning Objectives:

- Identify the importance of creative thinking in ideation and discovery phases.
- Practice various creative thinking activities to utilize during ideation phases.
- Explain the difference between a business idea and a business opportunity.
- Identify internal and external sources of business opportunities.

Evaluating Opportunities Learning Objectives:

- Describe techniques to use for determining the most feasible business opportunities.
- Identify questions entrepreneurs must answer for an evaluation of a business opportunity.
- Utilize tools to compare opportunities to pursue.
- List approaches for turning good ideas into business opportunities.

Lean Market Research Learning Objectives:

- Explain the role and importance of market research in entrepreneurship in determining if a business solution actually solves a problem for its customers.
- Compare and contrast primary and secondary data and their functions.
- Describe the purpose of lean startup methodology as it applies to market research.
- Identify the purpose and section of a business canvas as a lean market research tool; with an emphasis on the 'Customer Segments,' and 'Unique Value Proposition' sections.

Testing Assumptions Learning Objectives:

- Explain how active primary market research helps test assumptions about the business opportunity.
- Differentiate between being objective and subjective about a business opportunity.
- Demonstrate how testing assumptions with customers can help stay objective.
- Describe how opportunities are refined through ongoing assumption testing.

Iterative Design Learning Objectives:

- Describe the benefits of an iterative design process.
- List six cyclical steps of ongoing research.
- Identify how business plans develop over time and change as new information is found.
- Demonstrate how the 'Problem' and 'Solution' sections of the LMC change based on new information found out about the 'Customer Segments' and 'Unique Value Propositions' sections.

Determine Your Value to Customers Learning Objectives:

- Apply the lean research process to identify which potential solution actually solves a unique real-world problem for a customer.
- Complete the 'Customer Segments' section of the LMC by describing the customer that would benefit from this solution.
- Complete the 'Unique Values Proposition' section of the LMC by describing the high-end concept and how the customer would benefit from this solution.
- Update the 'Problem' and 'Solution' sections of the LMC to match the best opportunity based on the research.

Building a Competitive Edge Assignments

Entrepreneurship and the Economy Learning Objectives:

- List the factors that effect the development of economic systems.
- Compare and contrast the various types of economic systems.
- Evaluate the role of entrepreneurs within an economic system.
- Review the purpose and sections of a business canvas as a lean market research tool; with an emphasis on the 'Unfair Advantage' section.

Supply and Demand Learning Objectives:

- Examine the relationship between suppliers and buyers as opposing forces.
- Explain how supply and demand relationships impact the availability and pricing of products and services.
- Demonstrate supply and demand relationships graphically.

Types of Competition Learning Objectives:

- Identify various forms of competition.
- Determine market share for a business.
- Explain the role competition plays in the global economy.

Competitive Advantage Learning Objectives:

- Explain how to gather competitive intelligence on other businesses.
- List potential differentiators that can act as a competitive advantage.
- Use a competitive matrix to determine a competitive advantage for a business.

Establish Your Unfair Advantage Learning Objectives:

- Apply the lean research process to assemble a competitive matrix for a unique business solution.
- Complete the 'Unfair Advantage' section of the LMC by describing how this solution cannot be easily copied or performed better by someone else.
- Update the 'Problem,' 'Solution,' 'Customer Segments,' and 'Unique Value Proposition' sections of the LMC based on your findings around your unfair advantage.

Creating Your Biggest Fans Assignments

Marketing a Business Learning Objectives:

- Know the function of marketing and how to set marketing related-goals.
- List the 5 P's of the Marketing Mix and examples of each.
- Explain how marketing strategies communicate value propositions to customers.
- Review the purpose and sections of a business canvas as a lean market research tool; with an emphasis on the 'Channels,' and 'Key Metrics' sections.

Targeting a Customer Segment Learning Objectives:

- Compare and contrast marketing to a mass market versus a target market segment.
- List the components of a customer profile.
- Identify ways that a target market can be separated into market segments.
- Explain why customers are more likely to buy benefits versus features, given various value propositions that a business can offer customers.

Promotional Channels Learning Objectives:

- Describe the components of a Promotional Mix and examples of each.
- Explain the concept of a channel to a customer.
- Identify the most effective and cost-efficient promotional channels for a startup.
- Follow steps to plan and budget for a promotional campaign.

Keeping Customers Engaged Learning Objectives:

- Explain the need for maintaining customer relationships.
- List the elements of a promotional cycle.
- Assign promotional channels to phase in the promotional cycle.
- Identify key metrics to determine the effectiveness of a promotional campaign.

Build Your Customer Channels and Metrics Learning Objectives:

- Apply the lean research process to put together a marketing campaign around the business solution.
- Complete the 'Channels' section of the LMC by describing all of the ways you will reach your target customer segment.
- Complete the 'Key Metrics' section of the LMC by describing all of the ways you will measure the effectiveness of your marketing efforts with customers.
- Update the 'Problem,' 'Solution,' 'Customer Segments,' 'Unique Value Proposition,' and 'Unfair Advantage' sections of the LMC based on your marketing plan.

Making a Profit Assignments

The Cost of Doing Business Learning Objectives:

- Categorize examples of variable expenses incurred by businesses.
- Identify examples of fixed expenses commonly incurred by businesses.

- Explain that one-time purchases to start a business are often asked for in a startup investment pitch.
- Review the purpose and sections of a business canvas as a lean market research tool; with an emphasis on the 'Cost Structure.' and 'Revenue Streams' sections.

Delivering Products and Services Learning Objectives:

- Provide characteristics and examples for each of the broad categories of businesses.
- Describe the progression of goods through distribution channels.
- Calculate the markup that occurs with each step in a distribution chain.
- Identify the most cost effective channels for finding customers/making sales.

The Economist of One Unit of Sale Learning Objectives:

- Define a unit of sale as the main revenue stream for the business.
- Explain how to structure an Economics of One Unit of Sale (EOU) for various business types.
- Describe the relationship between selling price, variable expenses, and contribution margin.
- Identify strategies such as economics of scale to increase the contribution margin.

Break-Even Analysis Learning Objectives:

- Define net profit as the money left over from sales revenue after paying all expenses.
- List the financial, social, and environmental benefits for generating a profit.
- Use a break-even analysis to help maximize the profitability of the business.
- Describe keeping expenses low as a general strategy for long-term financial sustainability.

Pricing Strategies & Profitability Learning Objectives:

- Explain how competition between consumers and suppliers impacts pricing.
- Analyze the factors entrepreneurs must consider when pricing to stay competitive and cover expenses.
- List cost-based pricing, competition-based pricing, and demand-based pricing as strategies used by entrepreneurs to set a selling price.
- Describe how learning research approaches can help test assumptions around pricing.

Decide on a Cost Structure Learning Objectives:

- Apply the lean research process to set and test a selling price for the product or service that generates a profit for the business.
- Complete the 'Cost Structure' section of the LMC by listing all your major fixed and variable expenses.
- Complete the 'Revenue Streams' sections of the LMC by listing all of your main products and services; as well as your EOU for each.
- Update the 'Problem,' 'Solution,' 'Customer Segments,' 'Unique Value Proposition,' 'Unfair Advantage,' 'Key Metrics,' and 'Channels' sections of the LMC based on our selling and cost structure.

Student Demonstration: Opportunity Pitch Learning Objective:

- Students use their lean canvas and business plan artifacts to put together an opportunity pitch deck. Students prepare and pitch their potential business opportunities to judges in competitions.

Pivot or Persevere Assignments

Students will take the post Entrepreneurial Mindset assessment to determine their understanding of entrepreneurship after completing the course. Students will be able to compare their pre Entrepreneurial Mindset scores with the post scored to see how much they have grown their mindset.

24. Instructional Methods and/or Strategies

Both individual and collaborative team activities, projects, and problems, students will problem solve as they practice common entrepreneurial principles while learning strategies for developing as an entrepreneur.

25. Assessment Methods and/or Tools

See #24

Please refer to instructions

26. Indicate how this honors course is different from the standard course.

N/A

Please refer to instructions

27. Context for Course (optional)

N/A

28. History of Course Development (optional)

N/A



Network For Teaching Entrepreneurship (NFTE) Scope of Services

Partnership Details

Partner Name (CBO/School/District): Monrovia Unified School District

Billing Address: 325 E Huntington Dr. Monrovia, CA 91016

Main Contact Name: Dr. Paul Hart Rodas

Main Contact Email: phartrodas@monroviaschools.net

Main Contact Phone: 626-471-2034

Vendor Number (if applicable): [Click or tap here to enter text.](#)

NFTE Programs: Entrepreneurship 1

Projected NFTE Teachers: 1

Projected NFTE Classes: 1

Projected NFTE Students: 36

Course Delivery Platform: NFTE Canvas

Service Start Date: 8/1/23

Service End Date: 6/30/24

Partnership Agreement

I. Background

Network for Teaching Entrepreneurship (NFTE) ignites the entrepreneurial mindset with unique learning experiences that empower students to own their futures by providing high-quality entrepreneurship education to middle school, high school, and postsecondary students. NFTE aligns with Career Technical Education's focus, giving students the opportunity to build skills, confidence, and know-how to succeed in postsecondary education, advanced career training or immediate entry into jobs with a meaningful career path. Young people who complete NFTE's entrepreneurship programs are more likely to engage in learning, achieve their educational and career goals, launch businesses, have increased lifetime earnings, and feel greater job satisfaction.

II. Objectives

- Engage youth in schools by teaching math, reading, writing, communication, and presentation skills within the motivating context of creating and pitching a business idea, leading to potential business startup and operation.
- Teach young people about the market economy and how ownership leads to wealth creation.
- Build an entrepreneurial mindset and other transferable skills through experiential activities and project-based learning with a focus on preparing youth to be future



ready Prepare students in all career pathways to succeed in post-secondary education, the workforce, or as an entrepreneur/small business owner.

- Make young people financially literate.

III. Scheduled Activities

- Activities may include but not limited to trainings, workshops, seminars, field trips, summer camps, job-shadowing, internships, summer camps, office hours support, strategic planning.
- NFTE will provide a description of the program(s) scope and sequence upon request.
- NFTE will work with the partner contact to plan activity logistics.
- NFTE will work with partners to define the breadth of strategic services.
- NFTE will work with partners to engage in virtual/in-person skills-based volunteer opportunities and support like guest speakers, youth summits, own it summits, innovation days, competitions, etc.

IV. Deliverables

Student Development and Support Services: As the centerpiece of the program, every student creates and presents an original business plan based on a NFTE template. The lean business model canvas is the vehicle through which they learn and apply the business/financial concepts learned through classroom instruction, while developing business ideas based on their own special interests and talents. By presenting their ideas at business plan competitions, students also gain experience practicing their public-speaking skills. Experiential activities implemented through a project-based learning cycle allow teachers to model business concepts and reinforce learning principles. Volunteers bring fresh perspectives to the classroom, an additional level of expertise in a business subject or industry, and provide a greater support network to students, giving them an expanded view of the world and the opportunities, they may have never dreamed possible. In abbreviated programs like many that are utilized in summer and/or out-of-school-time settings, students may only work on portions of their business plan and deliver a pitch as opposed to a full presentation due to limited instructional time.

Teacher Development and Support: A key program standard for NFTE is to ensure that our entrepreneurship programs are taught by NFTE-certified teachers and that these teachers have access to ongoing professional development opportunities so that they continually improve their effectiveness in the classroom. To ensure that teachers use the curriculum effectively as well as stay current on all emerging business trends related to small business development, NFTE provides meaningful and continual professional learning opportunities and support both locally and nationally, through a variety of different avenues such as curriculum certification, professional development seminars, webcasts, local and national retreats, and awards and recognition programs. Teachers that attend NFTE professional learning experiences are provided with both a certificate of completion endorsed by NFTE as well as CE credit hours approved by the district in districts/cities/states where approval has been attained.



Programmatic Support and Consulting: NFTE will provide consulting to certified teachers on structuring syllabi and programmatic elements as well as virtual/on-site support (when requested) to assess classroom needs and areas of volunteer engagement. In addition to the above, NFTE will assist CTE administration to consult on approaches for bringing our entrepreneurship curriculum to more content areas within CTE's broader programming for more students to recognize the power of entrepreneurship and ownership in their field of study.

V. Outcomes

Students: When the NFTE curricular model and instructional resources are implemented with fidelity, students will experience content knowledge growth as measured by pre/post assessments and the Entrepreneurial Mindset Index (EMI).

Teachers: Teacher participation in NFTE programs should improve students' understanding of business startup, develop students' entrepreneurial mindsets, and strengthen teacher's instructional practice based on professional learning participation.

VI. Status Meetings and Follow Up Services

- NFTE support staff will work with partner contact to identify implementation check points to discuss progress throughout the contract period.
- NFTE support staff will work with partner contact to organize in-person/virtual site visits.
- NFTE support staff will work with partner contact to provide opportunities for professional development during the contract period inclusive of professional learning communities (PLCs).

Partnership Commitments

NFTE is responsible for the following commitments/supports during the contracted period:

NFTE U Training, Hybrid support including 1on1 meetings, meeting with NFTE Lead Teacher, Basic IT support with Canvas, Access to NFTE West Regional Competition, Professional Learning Community

Monrovia Unified School District is responsible for the following commitments during the contracted period:

Partner will not copy, distribute, reproduce or use any of NFTE's Intellectual Property (content provided through NFTE Canvas/LTI integration) except as expressly permitted under this Agreement.



Specify partner investment, timeline for PO submission and/or payment, anything surrounding space for training, teacher recruitment, camps, follow up meetings, etc. Please attach the quote to this document and reference it in the investment component.

Assigning at least 1 teacher to NFTE U for training. Follow up for invoice and PO submission as well as payment. Student submission of NFTE surveys including Alumni form, EMI and more. Update NFTE staff as to confirmed student numbers.

Either party can terminate agreement with written notice to the other.

NFTE will provide services once the Scope of Services (Partnership Agreement) has been signed and once payment or a commitment to payment (i.e. Purchase Order) has been generated and submitted to Accounts-Receiveable@nfte.com. Please see quote attached to this agreement.

Partner Contact Name: Click or tap here to enter text.

Date: Click or tap here to enter text.

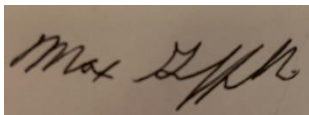
X

Partner Contact

NFTE Contact Name: Max Rusike-Griffith

Date: 12/20/22

X



NFTE RO Contact

Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

5. 22/23-1081 - RATIFICATION OF PURCHASE FOR MONROVIA HIGH SCHOOL CAREER TECHNICAL EDUCATION (CTE) COMPUTER REPLACEMENTS AND UPGRADES

RECOMMENDATION

The Board of Education is requested to ratify the purchase of Career Technical Education (CTE) computer replacements and upgrades for 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 (MUSD) mission to prepare students for college and career readiness, and in keeping with LCAP Goal 1.6 to increase the number of students who successfully enter and complete high school both college and career ready, as well as to maximize the use of College and Career Readiness grant funds, MUSD's Educational Services Department needed to purchase 26 computers for the Monrovia High School (MHS) CTE Graphic Design and Game Design classrooms. After a careful review of the existing computer inventory, paired with the expansion needs of the two programs, the directors of Secondary Educational Services and Information Technology agreed that it was best to purchase twenty-six (26) new Mac computers and ten (10) new personal computers (PCs) to bring these two programs to full capacity. The equipment was purchased using Strong Workforce Program Grant Round 2 (SWP2) funds.

Background:

The CTE Graphic and Game Design pathways at MHS are overdue for computer replacements. Teachers are experiencing issues with computers in both labs. During the first week of December 2022, two Mac computers in the CTE Graphic Design classroom at MHS experienced critical failures resulting in the machines no longer being serviceable. Upon review of the equipment inventory, it was determined that thirty (30) Mac computers within the two labs are well beyond their replacement date, as they were purchased in 2015 and 2017. According to best practices, these Macs should have been replaced during the 2020/21 and 2021/22 school years. In addition to the need to replace the aging equipment, both programs are currently working towards expansion that would require the purchase of additional updated personal computers (PCs). The Spyder Lab expansion requires upgraded PCs to run each manufacturing machine, and the Game Design program needs upgraded gaming PCs for game testing.

Budget Implication (\$ Amount):

Funds were available for the CTE programs to make these purchases using the K12

Strong Workforce Program Grant Round 2 funds (SWP2), which totaled \$95,158.04 in December 2022. The SWP2 funds had to be encumbered by December 31, 2022, or be lost.

Legal References:

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

ATTACHMENTS

- [CTE_2015_MAC_Replacements_2022_2110983537.pdf](#)
- [CTE_2017_MAC_Replacement_2022_2110974390.pdf](#)
- [CTE_GamingPC_Game_Design_Class_2022_AG120522A.pdf](#)
- [CTE_Spyder_Lab_Expansion_PCs_2022_AG120922A.pdf](#)



Proposal

Proposal Number

2110983537

Account Number/Name

31192

MONROVIA USD

Created On

12/09/2022

Created By

Lisa Woods

Thank you for creating your proposal, details are provided below. You can access this proposal from your [Apple Store for Education Institution](#) by searching proposal number 2110983537.

Item	Product / Description	Total Quantity	Unit Price	Total Price
1	BS9M2LL/A 24-inch iMac with Retina 4.5K display: Apple M1 chip with 8-core CPU and 8-core GPU, 512GB – Silver with 3-Year AppleCare+ for Schools	16	1,718.00	27,488.00 USD
	Bundled Item(s)			
	24-inch iMac with Retina 4.5K display: Apple M1 chip with 8-core CPU and 8-core GPU, 512GB – Silver	16		
	MGPD3LL/A 3-Year AppleCare+ for Schools - iMac S7729LL/A	16		
2	HLX12LL/A Jamf Pro macOS (EDU) Subscription License (3 Year) (100–9,999 licenses)	16	54.00	864.00 USD

Subtotal 28,432.00 USD

Estimated Tax 2,622.36 USD

 Total 31,054.36 USD

Please note that your order subtotal does not include sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed. Your order total may include estimated sales tax that is subject to change at the time your order is processed.

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Proposal

Proposal Number

2110974390

Account Number/Name

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MONROVIA USD

Created On

12/05/2022

Created By

Lisa Woods

Thank you for creating your proposal, details are provided below. You can access this proposal from your [Apple Store for Education Institution](#) by searching proposal number 2110974390.

Item	Product / Description	Total Quantity	Unit Price	Total Price
1	BS9M2LL/A 24-inch iMac with Retina 4.5K display: Apple M1 chip with 8-core CPU and 8-core GPU, 512GB – Silver with 3-Year AppleCare+ for Schools	10	1,718.00	17,180.00 USD
	Bundled Item(s)			
	24-inch iMac with Retina 4.5K display: Apple M1 chip with 8-core CPU and 8-core GPU, 512GB – Silver	10		
	MGPD3LL/A 3-Year AppleCare+ for Schools - iMac S7729LL/A	10		
2	HLX12LL/A Jamf Pro macOS (EDU) Subscription License (3 Year) (100–9,999 licenses)	10	54.00	540.00 USD

Subtotal 17,770.00 USD

Estimated Tax 1,638.98 USD

Total 19,408.98 USD

Please note that your order subtotal does not include sales tax or rebates. Sales tax and rebates, if applicable, will be added when your order is processed. Your order total may include estimated sales tax that is subject to change at the time your order is processed.

How to Order

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Intelli-Tech

1652 Yeager Ave.
 La Verne, CA 91750
 (909) 394-5188
 fax (909) 394-5190

SALES QUOTE

DATE	QUOTATION NO.
12/05/22	AG120522A

CONTACT	BILLING	ACCOUNT REP	
Arin	MONROVIA USD 325 EAST HUNTINGTON DR MONROVIA, CA 91016 ATTN: ACCOUNTS PAYABLE	Brad Wendel 909-394-5188 TeamBrad@intelli-tech.com Sandy Nguyen	
	SHIP	PURCHASE ORDER NO	TERMS
RFQ #	MONROVIA USD 325 EAST HUNTINGTON DR MONROVIA, CA 91016 ATTN: WAREHOUSE		NET 30
		DEPARTMENT	FOB
			Freight

#	Qty	Part No.		ETA	Price	Extended
1	6	33V41AA#ABA	OMEN 40L Desktop, Windows 11 Home, Intel® Core™ i7, 16GB RAM, 512GB SSD, 1TB HDD, NVIDIA® GeForce RTX™ 3070 Intel® Core™ i7-12700K (up to 5.0 GHz with Intel® Turbo Boost Technology, 25 MB L3 cache, 12 cores, 20 threads) Integrated: Intel® UHD Graphics 770 Discrete: NVIDIA® GeForce RTX™ 3070 (8 GB GDDR6 dedicated) with LHR HyperX 16 GB DDR4-3733 MHz XMP RGB Heatsink RAM (2 x 8 GB) 512 GB WD Black PCIe® NVMe™ TLC M.2 SSD 1 TB 7200 rpm SATA HDD Integrated 10/100/1000 GbE LAN Intel® Wi-Fi 6 AX201 (2x2) and Bluetooth® 5 combo (supporting gigabit data rate) 800 W 80 Plus Gold certified ATX power supply	10 Days	\$ 1,639.00	\$ 9,834.00
2	6	U9KV2E	HP 3 year Protection Plan	10 Days	\$ 365.00	\$ 2,190.00
3	6	8AC94AA#ABA	OMEN 27i Monitor	10 Days	\$ 371.00	\$ 2,226.00
4	6	UE875E	HP 3 Year Next Day Exchange Service for Consumer Monitors	10 Days	\$ 40.00	\$ 240.00
5	6	EWASTE	CALIFORNIA EWASTE FEE		\$ 5.00	\$ 30.00
6	6	4P5L9AA	HyperX Cloud II - Gaming Headset	10 Days	\$ 48.00	\$ 288.00
7	6	910-005630	Logitech G403 HERO Gaming Mouse - Optical - Cable - Black - USB - 6 Button(s)	7 Days	\$ 48.00	\$ 288.00
8	6	920-008083	Logitech G213 Prodigy Gaming Keyboard - Wired RGB Backlit Keyboard with Mech-dome Keys, Palm Rest, Adjustable Feet, Media Controls, USB, Compatible with Windows - Cable Connectivity - USB 2.0 Interface Play, Pause, Skip, Volume Control Hot Key(s) - QWERTY Layout - PC - Black	7 Days	\$ 48.00	\$ 288.00

<i>Sub-total</i>	\$ 15,384.00
<i>10.250% Sales Tax</i>	\$ 1,324.71
<i>Estimated Freight</i>	
Grand Total	\$ 16,708.71

NOTE: PRICING AND AVAILABILITY IS SUBJECT TO CHANGE WITHOUT NOTICE

Intelli-Tech

1652 Yeager Ave.
 La Verne, CA 91750
 (909) 394-5188
 fax (909) 394-5190

SALES QUOTE

DATE	QUOTATION NO.
12/09/22	AG120922A

CONTACT	BILLING	ACCOUNT REP	
Arin	MONROVIA USD 325 EAST HUNTINGTON DR MONROVIA, CA 91016 ATTN: ACCOUNTS PAYABLE	Brad Wendel 909-394-5188 TeamBrad@intelli-tech.com Sandy Nguyen	
	SHIP	PURCHASE ORDER NO	TERMS
RFQ #	MONROVIA USD 325 EAST HUNTINGTON DR MONROVIA, CA 91016 ATTN: WAREHOUSE		NET 30
		DEPARTMENT	FOB
			Freight

#	Qty	Part No.		ETA	Price	Extended
1	4	33V41AA#ABA	OMEN 40L Desktop, Windows 11 Home, Intel® Core™ i7, 16GB RAM, 512GB SSD, 1TB HDD, NVIDIA® GeForce RTX™ 3070 Intel® Core™ i7-12700K (up to 5.0 GHz with Intel® Turbo Boost Technology, 25 MB L3 cache, 12 cores, 20 threads) Integrated: Intel® UHD Graphics 770 Discrete: NVIDIA® GeForce RTX™ 3070 (8 GB GDDR6 dedicated) with LHR HyperX 16 GB DDR4-3733 MHz XMP RGB Heatsink RAM (2 x 8 GB) 512 GB WD Black PCIe® NVMe™ TLC M.2 SSD 1 TB 7200 rpm SATA HDD Integrated 10/100/1000 GbE LAN Intel® Wi-Fi 6 AX201 (2x2) and Bluetooth® 5 combo (supporting gigabit data rate) 800 W 80 Plus Gold certified ATX power supply	10 Days	\$ 1,639.00	\$ 6,556.00
2	4	U9KV2E	HP 3 year Protection Plan	10 Days	\$ 365.00	\$ 1,460.00
3	4	8AC94AA#ABA	OMEN 27i Monitor	10 Days	\$ 371.00	\$ 1,484.00
4	4	UE875E	HP 3 Year Next Day Exchange Service for Consumer Monitors	10 Days	\$ 40.00	\$ 160.00
5	4	EWASTE	CALIFORNIA EWASTE FEE		\$ 5.00	\$ 20.00

Sub-total	\$ 9,680.00
10.250% Sales Tax	\$ 824.10
Estimated Freight	
Grand Total	\$ 10,504.10

NOTE: PRICING AND AVAILABILITY IS SUBJECT TO CHANGE WITHOUT NOTICE

Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

6. 22/23-2094 - ADOPT RESOLUTION NO. 2223-11 ENTERING THE NOVEMBER 8, 2022, GENERAL OBLIGATION BOND ELECTION RESULTS INTO THE MINUTES OF THE BOARD

RECOMMENDATION

The Board of Education is requested to adopt Resolution No. 2223-11, entering the November 8, 2022, General Obligation Bond Election Results Into the Minutes of the Board of Education.

Motion by _____, seconded by _____, Vote _____
Board Member Lockerbie __, Board Member Travanti __, Board Member Hammond __,
Board Member Anderson __, Board President Gholar __

Rationale:

Background:

On November 8, 2022, the qualified electors of Monrovia Unified School District approved, by more than a fifty-five percent vote, the issuance and sale of general obligation bonds (Measure MM) in the maximum amount of \$75,000,000. Education Code 15124 requires that the election results be entered into the minutes of the Board of Education. A copy of the Canvass (Official Statement of Results) from the Los Angeles County Registrar-Recorder/County Clerk is shown on Exhibit "A." The Statement of votes cast reflects a 62.56% favorable vote for Measure MM. After the adoption of Resolution 2223-11, a copy will be delivered to the Board of Supervisors of Los Angeles County.

Additional Information:

A copy of the Resolution is attached.

ATTACHMENTS

- [BA Item 2094\(b-c\) Resolution Certifying 2022 Election Results 1-18-23.pdf](#)

RESOLUTION NO. 2223-11

**RESOLUTION OF THE BOARD OF EDUCATION
OF THE MONROVIA UNIFIED SCHOOL DISTRICT
CERTIFYING ALL PROCEEDINGS IN THE NOVEMBER 8, 2022
GENERAL OBLIGATION BOND ELECTION**

WHEREAS, the Board of Education ("Board") of the Monrovia Unified School District ("District") previously adopted a resolution ordering a school bond election and authorizing necessary actions in connection therewith ("Bond Resolution"), and an election ("Bond Election") to authorize the issuance of general obligation bonds under the State Constitution (Article XIII A, Section 1(b)(3) ("Proposition 39")), which requires approval by at least 55% majority of voters, was thereafter called and held on November 8, 2022; and

WHEREAS, the Bond Resolution was duly delivered to the Registrar of Voters for Los Angeles County ("County"); and

WHEREAS, notice of the Bond Election was duly given; and

WHEREAS, the Bond Election was duly held and conducted for the purpose of voting on a measure, designated by the County as Measure "MM" for the issuance of general obligation bonds of the District under Proposition 39, in one or more series, in the maximum principal amount of \$75 million ("Bond Measure"); and

WHEREAS, the Board has received from the County Registrar of Voters ("ROV") the Canvass and Statement of Results of the Bond Election ("Certificate of Election"); and

WHEREAS, it appears from the ROV's Certificate of Election, a copy of which is attached hereto as Exhibit "A," that fifty-five percent (55%) or more of the votes cast on the Bond Measure were in favor of issuing the aforementioned bonds of the District.

NOW, THEREFORE, THE BOARD OF EDUCATION OF THE MONROVIA UNIFIED SCHOOL DISTRICT DOES HEREBY FIND, DETERMINE AND CERTIFY AS FOLLOWS:

Section 1. That entry be made upon the minutes of this meeting that the Bond Measure has been approved by fifty-five (55%) or more of the votes cast at the Bond Election.

Section 2. That all proceedings of the District in connection with the Bond Election have been accomplished according to law.

Section 3. That the President of the Board, Secretary to the Board, or a designee of either of them are, and each acting alone is, hereby authorized and directed to deliver, or arrange for delivery of, a copy of this Resolution to the County Superintendent of Schools and to the Clerk of the Board of Supervisors of the County in accordance with Education Code Section 15124.

PASSED and ADOPTED this 18th day of January, 2022, by the Monrovia Unified School District Board of Education, Los Angeles County, California.

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

MONROVIA UNIFIED SCHOOL DISTRICT

By: _____
President of the Board

ATTEST:

By: _____
Secretary to the Board



**LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK**



DEAN C. LOGAN
Registrar-Recorder/County Clerk

December 5, 2022

Ryan D. Smith, Superintendent
Monrovia Unified School District
325 East Huntington Drive
Monrovia, California 91016

Dear Superintendent:

Enclosed are the Official Canvass Certificate and the Official Statement of Votes Cast by precinct for the Monrovia Unified School District Election consolidated with the General Election held on November 8, 2022.

Please call the Election Planning Section at (562) 462-2317, if you have any questions.

Sincerely,

DEAN C. LOGAN
Registrar-Recorder/County Clerk

SONIA CORONA, Head
Election Planning Section

Enclosures
Canvass Certificate
Official Statement of Votes Cast

Los Angeles County
Registrar-Recorder/County Clerk

Certificate of the Canvass of the Election Returns

I, DEAN C. LOGAN, Registrar-Recorder/County Clerk of the County of Los Angeles, of the State of California, DO HEREBY CERTIFY that pursuant to the provisions of Section 15300 et seq. of the California Elections Code, I did canvass the returns of the votes cast for each elective office and/or measure(s) for

Monrovia Unified School District

at the General Election, held on the 8th day of November, 2022.

I FURTHER CERTIFY that the Statement of Votes Cast, to which this certificate is attached, shows the total number of ballots cast in said jurisdiction, and that the whole number of votes cast for each candidate and/or measure(s) in said jurisdiction in each of the respective precincts therein, and the totals of the respective columns and the totals as shown for each candidate and/or measure(s) are full, true and correct.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal this 5th day of December, 2022.



Dean C. Logan

DEAN C. LOGAN
Registrar-Recorder/County Clerk
County of Los Angeles

Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

7. 22/23-2095 - ADOPT RESOLUTION NO. 2223-12 ESTABLISHING THE CITIZENS' OVERSIGHT COMMITTEE

RECOMMENDATION

The Board of Education is requested to adopt Resolution No. 2223-12 of the intent of the Monrovia Unified School District Board of Education to establish a Citizens' Oversight Committee for Measure MM.

Motion by _____, seconded by _____, Vote _____
Board Member Lockerbie __, Board Member Travanti __, Board Member Hammond __,
Board Member Anderson __, Board President Gholar __

Background:

On November 8, 2022, the qualified electors of Monrovia Unified School District approved, by more than a fifty-five percent vote, the issuance and sale of general obligation bonds (Measure MM) in the maximum amount of \$75,000,000. The California Education Code requires that a Proposition 39 bond measure must establish a Citizens' Oversight Committee.

Additional Information:

A copy of the Resolution is attached.

ATTACHMENTS

- [BA Item 2095\(b\) Resolution to Establish the Citizens Bond Oversight Committee 1-18-23.pdf](#)

RESOLUTION NO. 2223-12

**RESOLUTION OF INTENT OF THE
MONROVIA UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION
TO ESTABLISH A CITIZENS' OVERSIGHT COMMITTEE FOR MEASURE MM**

WHEREAS, the Monrovia Unified School District ("District") is a public school district organized and operated relative to the laws of the State of California ("State"); and

WHEREAS, the issuance of not to exceed \$75 million aggregate principal amount of general obligation bonds of the District was authorized at an election held on November 8, 2022, for the purpose of making capital improvements identified in a bond measure known as Measure MM ("Bond Measure"), all in accordance with the provisions of the California Constitution and related California law, and on January 18, 2023, the results thereof were certified by the Board of Education and entered into the District's minutes; and

WHEREAS, applicable provisions of the California Education Code require, upon certain terms and conditions, the formation and appointment of a Citizens' Oversight Committee ("Committee") for certain purposes relative to general obligation bonds approved pursuant to the provisions and requirements of Proposition 39, and the Board now intends to commence the process to establish the Committee.

NOW, THEREFORE, THE BOARD OF EDUCATION OF THE MONROVIA UNIFIED SCHOOL DISTRICT DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1. The foregoing recitals are true and correct and are hereby incorporated by this reference.

Section 2. The Board intends to establish the Committee and appoint persons to the Committee pursuant to State law, the Bond Measure, and this Resolution, within the time period required by State law.

Section 3. The Board hereby authorizes the Superintendent, or the Superintendent's designee, to advertise for and solicit candidates for consideration of appointment to the Committee, review applications submitted to the District for Committee membership and make recommendations to the Board to assist the Board in appointing Committee members. Members of the Board may refer potential candidates to the Superintendent for consideration.

Section 4. The Committee members shall serve for a term of two (2) years without compensation, except that in the first year, the Committee may have several members who are appointed for one year, with an opportunity for re-appointment to a two-year term thereafter, to establish a staggering of terms for the life of the Committee. Members of the Committee may be appointed by the Board, in its discretion, for no more than three (3) consecutive terms as specified by applicable law.

The Superintendent or a designee may conduct interviews of interested and qualified citizens and make recommendations to the Board for appointment; provided, however, that the Superintendent need not interview, select or recommend all applicants who apply. The Board shall have the authority in its sole discretion to appoint the Committee. While the Committee must consist of at least seven (7) members, by appointing more than 7 members, the Board shall have been determined to have increased the final size of the Committee accordingly.

As required by law, Committee membership shall include the following categories:

1. One member shall be active in a business organization representing the business community located within the school district;
2. One member shall be active in a senior citizens' organization;
3. One member shall be active in a bona fide taxpayers' organization;
4. One member shall be the parent or guardian of at least one child currently enrolled in a school of the District; and
5. One member shall be both a parent/guardian of at least one child currently enrolled in a school of the District and be an active member in a District parent-teacher organization, such as the PTA or school site council.
6. Two or more "At-Large" members

No employee or official of the District may be appointed to the Committee. Additionally, no vendor, contractor, or consultant of the District may be appointed to the Committee. [Residency within the District is not required; however, the Board strongly prefers that members of the Committee live or work within the boundaries of the District.]

In the event that the District has not received sufficient applications in the time period required for the initial establishment of the Committee, the Board shall appoint as many qualified members as available and shall continue its recruitment efforts thereafter.

Section 5. The purpose of the Committee shall be to actively review and inform the public regarding the expenditure of proceeds of the Bond Measure and the Committee shall convene for specific purposes limited to providing oversight for such bond proceeds expenditures, including providing oversight for the following:

- (a) To ensure that proceeds of the Bond Measure are expended only for the purposes described in paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution; and
- (b) To ensure that no proceeds of the Bond Measure are used for any teacher or administrative salaries or other school operating expenses.

Consistent with the requirements of law, the Committee shall serve an audit function only, and shall not replace or impede the activity and discretionary decision making of elected Board members, District staff or advisory committees.

Section 6. In furtherance of its specifically enumerated purposes, the Committee may engage in any of the following activities relating solely and exclusively to the expenditure of proceeds of the Bond Measure:

- (a) Receive and review copies of the annual, independent financial audits performed by an independent consultant selected the District.
- (b) Receive and review copies of the annual, independent performance audits performed by an independent consultant selected by the District.
- (c) Inspect school facilities and grounds to ensure that Bond Measure revenues are expended in compliance with applicable law.
- (d) Receive and review copies of any deferred maintenance proposals or plan developed by the District.
- (e) Review efforts of District to maximize Bond Measure revenues by implementing cost-saving measures.

Section 7. All Committee proceedings shall be open to the public and notice to the public shall be subject to the provisions of the Ralph M. Brown Act in Government Code section 54950 et seq.

Section 8. All members of the Committee shall not be, nor have, any conflict of interest in the matters which they review. Members of the Committee shall, pursuant to Education Code section 35233 and 72533, abide by the prohibitions contained in Article 4 (commencing with Section 1090) and Article 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code regarding conflicts of interest and incompatible activities.

Section 9. The Board hereby reserves the right to amend its direction to the Committee in order to comply with changes occurring in State law or rulings and determinations made by State courts or the California Fair Political Practices Commission. The Board also delegates to the Superintendent, and/or the Superintendent's designee, to assist the Board in implementing other provisions, sections, terms, and sub-sections of this Resolution.

Section 10. The provisions and terms of this Resolution shall be effective upon adoption.

PASSED and ADOPTED this 18th day of January, 2023, by the Monrovia Unified School District Board of Education, Los Angeles County, California.

AYES: _____
 NOES: _____
 ABSTAIN: _____
 ABSENT: _____

MONROVIA UNIFIED SCHOOL DISTRICT

By: _____
 President of the Board

ATTEST:

By: _____
 Clerk of the Board

Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

8. 22/23-3053- AGREEMENT WITH OLYMPIC STAFFING SERVICES

RECOMMENDATION

The Board of Education is requested to approve an agreement with Olympic Staffing Services to provide temporary support to the Business Services department from January 18, 2023, through February 28, 2023.

Motion by _____, seconded by _____, Vote _____

Board Member Lockerbie __, Board Member Travanti __, Board Member Hammond __,
Board Member Anderson __, Board President Gholar __

Rationale:

With the resignation of the district's Senior Account Clerk (Payroll) clerk in October 2022, Human Resources and Business Services have been working diligently to fill this vacant position. The position has been flown multiple times on multiple platforms, and recruitment efforts have been extensive through various HR groups, LACOE, and personal networks. Unfortunately, the search has not yielded a viable candidate to date, and the payroll department needs support to meet the payroll needs of the district. The Board of Education is requested to approve a contract with Olympic Staffing to temporarily staff the position of Senior Account Clerk (Payroll) while the recruitment for this position continues.

Budget Implication (\$ Amount):

Rates for staffing services are included in the contract and will be paid from General Funds.

Additional Information:

A copy of the proposed contract is attached.

ATTACHMENTS

- [Olympic Staffing Agmt. - 20230118.pdf](#)



STAFFING SERVICES AGREEMENT

This Staffing Services Agreement ("Agreement") is made and entered into between Monrovia School District The ("Client") and Olympic Staffing Services ("Agency").

1. General Scope of Services - During the Term of this Agreement, Agency shall furnish to Client full-time and/or part-time personnel ("Personnel") to assist Client in the orderly operation of its business. Agency is an independent contractor of Client, and this Agreement shall not be construed as creating a partnership or joint venture between Agency and Client.

2. Rates and Payments - Client agrees to pay Agency's fees for services rendered under this Agreement. All rates, conversion periods, and placement fees are effective through November 2022, except rates subject to revision if federal or state mandated insurance or taxes rates increase.

Client understands and agrees it will be billed at an hourly rate basis. The Parties agree straight overtime worked by Agency's Personnel for Client will be paid at 1.5 times the regular rate for each hour of overtime worked by the Personnel. The Parties agree double-overtime worked by Agency's Personnel for Client will be paid at 2 times the regular rate for each hour of double-overtime worked by the Personnel. Straight-overtime pay shall arise for Personnel which work for Client for more than 8 hours per day and/or more than 40 hours per week. Double-overtime pay shall arise for Personnel which work for Client for more than 12 hours per day as set forth in the State of California Labor Laws.

Agency shall invoice Client weekly for Agency's fees incurred for the Personnel's prior week of work for the Client. Client shall pay each invoice net upon receipt. If payment is not received within thirty days of the invoice issuance date, Client shall pay to Agency interest at the rate of 1.5 percent interest per month (18% per annum) on the unpaid balance. The Client shall pay any unpaid fees due to the Agency within 30 days following the termination date.

3. Agency's Responsibility for Personnel - Agency is the sole employer of the Personnel assigned to Client pursuant to the terms of this Agreement. Nothing contained in this Agreement shall be construed as creating an employment relationship between Client and any of Agency's Personnel. Agency will recruit, interview, test, select and hire the Personnel to be assigned to perform work for Client at no cost to Client. Agency shall ensure that its Personnel are able to perform the essential functions



of the duties required by Client. Prior to referral of Personnel to Client, Agency shall ensure that its Personnel have the appropriate qualifications, consistent with all applicable laws, to perform the duties of the assigned position. Upon Client's request, Agency shall ensure, in a manner consistent with applicable law and consistent with Client's drug testing policy that such Personnel placed with Client have been screened for illegal drug use prior to referral of Personnel to Client. Client shall reimburse Agency for its actual costs incurred in connection with performing drug screening if requested by Client. Upon Client's request, Agency shall perform background checks on our staffing employees as required by Client. Client shall reimburse Olympic Staffing Services for its actual costs incurred in connection with performing background checks requested by Client. All Personnel, both Agency-Sourced and Client-Sourced, must complete Agency interview and pre-employment screening and be approved by Agency and Client prior to starting assignment.

Agency has the sole responsibility to counsel, discipline, review, evaluate, determine pay rates, and terminate the Personnel assigned pursuant to this Agreement. Notwithstanding the foregoing, Client shall have the right to reject or discontinue the use of personnel. Agency shall maintain all necessary payroll and personnel records and is fully and solely responsible for all payments with respect to Personnel including: all wages and salaries (including overtime and any bonuses), all federal, state, and local payroll taxes, and all worker's compensation insurance and unemployment coverage and payments. Agency also shall be solely responsible for ensuring that its Personnel are legally authorized to work in the United States.

4. Client's Responsibilities for Personnel - Client shall provide training and supervision to Personnel. Client will notify Agency if Personnel's duties and responsibilities substantially change during the term of the assignment. Agency Personnel cannot perform such duties as cash handling, procurement, or operating a motor vehicle without prior written approval by Agency. Client shall provide Personnel with a work environment and, when applicable, work station that is in compliance with all Federal and State OSHA laws, and including guidelines outlined by the Centers for Disease Control and Prevention described on the CDC website <https://www.cdc.gov/index.htm>. Personal Protective Equipment will be provided by Client for Covid-19. Agency Personnel will be made aware of any safety requirements or practices which Client has in place for its own employees. Rest periods of 10 minutes for each four (4) hours of work and a meal period of 30 minutes per day are mandatory for all Personnel. A second meal period of 30 minutes is required if Personnel works more than 10 hours in a day.

5. Client's Hiring Personnel - Upon mutual agreement between Agency and Client, Client may hire any Personnel after that Personnel has completed 720 consecutive hours of work for the Client at no additional fee. Upon any such hiring, the individual shall no longer be considered part of the Personnel supplied by Agency pursuant to this Agreement, and Agency shall no longer be considered the employer of such person. If Client desires to hire Agency's Personnel prior to Personnel performing 720 consecutive



hours of work for the Client, then a Liquidation Fee shall be paid by Client to Agency. Agency's Personnel must have been working for Client for a minimum of four consecutive weeks to be billed a Liquidation Fee.

Liquidation Fee Schedule	
Total of Employee's Hours	Percent Fee of Annual Salary
Less than 160 hours	Full Placement Fee of 20%
161 to 320 hours	15%
321 to 520 hours	10%
521 to 720 hours	05%
More than 720 hours	No fee

If the time period worked by Personnel for Client is less than four weeks, then a Placement Fee shall apply instead.

6. Placement Fee Structure: Client shall pay Agency a Placement Fee when Agency's Personnel is hired directly or indirectly by Client and/or any of Client's subsidiaries as a result of our efforts within one (1) year of Agency's Personnel referral. A Placement Fee shall also be paid by Client to Agency in the event that Agency's Personnel is referred by Client to another employer who hires Agency's Personnel. The Placement Fee for each direct hire placement is twenty percent (20%) of the Personnel's first year's annual salary.

Our Guarantee Policy is effective the day Agency's Personnel starts working.

Length Of Employment	Terms of Agreement
0-30 Calendar Days from Start Date	100% refund or replacement at no cost to employer
31-60 Calendar Days from Start Date	Employee replaced in same position at 50% of standard fee
61-90 Calendar Days from Start Date	Employee replaced in same position at 75% of standard fee

Olympic must be notified within one week of employee's last day of employment to activate guarantee. Payment for Placement Fee is due and payable within ten (10) business days from original invoice issuance date. The Unconditional Guarantee is based on receiving payment within the ten-day period. Agency's invoice date corresponds to the employee's start date.

7. Insurance - Agency agrees at all times during this Agreement to maintain in full-force insurance coverage for General Liability, Workers' Compensation, Errors and Omissions and Automotive Liability. Agency agrees to furnish Client with Certificates of Insurance or other evidence satisfactory to Client to the effect that such insurance has



been procured and is in force. The certification of insurance shall accurately reflect the insurance coverage, including any and all limitations, exclusions, and restrictions. Agency is offering healthcare benefits in compliance with the Affordable Care Act for our employees, which will additionally satisfy our client's obligations for Olympic's employees as well.

8. Confidentiality - Agency and Client agree to hold any proprietary information gained about the other entity as strictly confidential.

9. Protecting Client's Interests - In performing its obligations under the terms of this Agreement, Agency agrees that it will act at all times in the reasonable best interests of Client and will not commit any act or make any statement, oral or written, that would injure Client's business, interests, or reputation.

10. Compliance With Laws - Agency agrees to comply with all applicable federal, state, and local laws, ordinances, statutes, lawful orders, rules, and regulations of any constituted authority. These include but are not limited to, social security and income tax withholding laws, employment compensation laws, fair employment practices, immigration laws, Affordable Care Act, California Paid Sick Leave Law, and safety and health laws with respect to all Personnel.

11. Attorneys' Fees: In the event of any dispute to interpret, apply or enforce the terms of this Agreement, the prevailing Party shall be entitled to recover its reasonable attorneys' fees, experts' fees, and costs of suit (inclusive of costs of recovering on any judgment, attorneys' fees incurred in connection therewith) in addition to such other relief as the Court may award.

12. Severability: If any of the provisions of this Agreement shall be invalid or unenforceable, such invalidity or unenforceability shall not invalidate or render unenforceable the entire Agreement, but rather the entire Agreement shall be construed as if not containing the particular invalid or unenforceable provision or provisions, and the rights and obligations of each party shall be construed and enforced accordingly.

13. Entire Agreement - This Agreement constitutes the entire agreement and understanding between the parties and supersedes any prior agreements and understandings, whether written or oral, relating to the subject matter of this Agreement. This Agreement may be modified or supplemented by the parties only if done in writing and signed by an authorized representative of each party.

14. Counterparts - This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and all of which when taken together shall constitute one and the same instrument.



15. Applicable Law - The rights and obligations of the parties under this Agreement shall be governed by and construed in accordance with the laws of the State of California, exclusive of choice of law rules. Both parties agree to submit exclusively to the personal jurisdiction of the applicable Federal or State court in Los Angeles County, California concerning any action to enforce or interpret this Agreement.

CLIENT - CUSTOMER

Signed By _____

Date _____

Title _____

AGENCY - OLYMPIC STAFFING SERVICES

Signed By _____

Date _____

Title _____

Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

9. 22/23-3055 - CONSULTANT AGREEMENT WITH MICHELLE CURRY

RECOMMENDATION

The Board of Education is requested to ratify a consultant agreement with Michelle Curry to provide program management, training, and administrative support to the Food Services department beginning January 9, 2023, to June 30, 2023.

Motion by _____, seconded by _____, Vote _____

Board Member Lockerbie __, Board Member Travanti __, Board Member Hammond __,
Board Member Anderson __, Board President Gholar __

Rationale:

Food Services has been providing meals for our students despite many staffing challenges. Additional staff is needed to support the operational needs of the Food Services team while recruitment continues to fill key positions and while the team awaits the return of staff from leave. The Board of Education is requested to ratify a consultant agreement with Michelle Curry to provide program management and training to Food Services employees. Training will include but is not limited to financial management, recipe development, portion control, preparation of quality meals, customer service, kitchen efficiency, and other related topics.

Additional Information:

A copy of the proposed contract is attached.

ATTACHMENTS

- [Consultant Agreement - M. Curry 20230109.pdf](#)

Agreement for Professional Consulting Services

THIS AGREEMENT (“the Agreement”) dated this
13-day of December 2022

BETWEEN:

Monrovia Unified School District, Food Services Department
325 E Huntington Dr, Monrovia, CA 91016 (the “Customer”)

-AND-

Michelle Curry of 6413 Repton Street, Los Angeles, California, 90042
(the “Provider”)

1. Recitals

1.1. **Consultant.** Consultant is a school foodservice professional, experienced and competent, with the skill level to provide the services described herein.

1.2. **Project.** District desires to engage Consultant to render its services for Food Services administrative management and program support for the fiscal year 2022-23.

1.2.1. Consultant will work with another consultant to provide on-going program management and training for Food Services employees. Training will include, but not be limited to, financial management, recipe development, portion control, preparing quality meals, customer service, kitchen efficiency and other related topics.

2. Term of Agreement

2.1. The term of this agreement (the “Term”) will begin on the date of this Agreement and will remain in full force and effect through June 30, 2023.

2.1.1. Consultant shall commence providing services under this AGREEMENT on **January 9, 2023.**

2.1.2. Consultant will establish work hours for job. Consultant will be on site two days per week.

2.1.3. District may at any time for any reason terminate this AGREEMENT. Written notice by the District's superintendent shall be sufficient to stop further performance of services by Consultant. The notice shall be deemed given when received or no later than three (3) days after the day of mailing, whichever is sooner.

2.1.4. The Parties may mutually agree to extend this term by written amendment.

3. Responsibilities of Consultant

3.1. **Independent Contractor.** In providing the Services under this Agreement it is expressly agreed that the Provider is acting as an independent contractor and not as an employee. Consultant shall perform said services as an independent contractor and not as an employee of the District. Consultant shall be under the control of the District as to the result to be accomplished and not as to the means or manner by which such result is to be accomplished.

- 3.1.1. The Provider and the Customer acknowledge that this Agreement does not create a partnership or joint venture between them and is exclusively a contract for service.
 - 3.2. Work Authorization. Consultant shall obtain from District a work authorization prior to commencing work. Such work authorization shall reiterate Consultant's duties outlined herein.
 - 3.3. Coordination of Services. Consultant agrees to work closely with District staff in the performance of Services and shall be available to District's staff, consultants and other staff at all reasonable times.
 - 3.4. Standard of Care. Consultant shall perform all Services under this Agreement in a skillful, competent and timely manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services.
 - 3.5. Instructions and training: The consultant will not be required to follow explicit instructions to accomplish the job. The consultant will not receive training provided by the employer. The consultant will use independent methods to accomplish the work.
 - 3.6. Laws and Regulations. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Services and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with Services.
4. Compensation
 - 4.1. For the service rendered by the Provider as required by this Agreement, the Customer will provide compensation (the "Compensation") to the Provider at the rate of

\$130.00 per hour, up to eight hours per day.
--
 - 4.2. Compensation. Consultant shall receive compensation, including reimbursements, for all Services rendered under this Agreement. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.
 - 4.2.1. Reimbursement of Expenses. Consultant shall not be reimbursed for any expenses unless authorized in writing by District.
 - 4.3. Payment of Compensation. Consultant shall submit to District an itemized invoice which indicates work completed and hours of Services rendered by Consultant. Payment shall be made 15 to 30 days after receipt of invoice.
 - 4.4. Extra Work. At any time during the term of this Agreement, District may request that Consultant perform Extra Work. As used herein, "Extra Work" means any Services which are determined by District to be necessary, but which the Parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written supplemental work authorization from District.

- 4.5. The Consultant shall not be entitled to receive any additional compensation, benefits or other consideration for services under this Consulting Agreement and is solely and directly responsible for any tax related obligation arising out of the consideration received for consulting services.
5. Consultant agrees to and shall hold harmless and indemnify District, its officers, agents, and employees from every claim or demand and every liability or loss, damage, or expense of any nature whatsoever, which may be incurred by reason of:
- 5.1. Liability for damages for death or bodily injury to person, injury to property, or any other loss, damage, expense sustained by Consultant or any person, firm, or corporation employed by Consultant upon or in connection with the services called for in this AGREEMENT except for liability for damages referred to above which result from the sole negligence or willful misconduct of District, its officers, employees, or agents.
- 5.2. Any injury to or death of persons or damage to property, sustained by any persons, firm, or corporation, including the District, arising out of, or in any way connected with the services covered by this AGREEMENT, whether said injury or damage occurs either on or off school district property, except for liability for damages which result from the sole negligence or willful misconduct of the District, its officers, employees, or agents.
Consultant, at Consultant's expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents, or employees on any such claim, demand, or liability and shall pay or satisfy any judgment/lawsuit reimbursement that may be rendered against the District, its officers, agents, or employees in any action suit, or other proceedings as a result thereof.
6. **Board Approval Required.** This Agreement shall not be binding nor take effect unless approved or ratified by the District Board of Education. Any amendments to this Agreement shall require Board approval or ratification. This AGREEMENT is not assignable without written consent of the parties hereto.
7. **Notice**
All notices, requests, demands or other communications required or permitted by terms of this Agreement will be given in writing and delivered to the Parties of this Agreement as follows:

Monrovia Unified School District "*Customer*"
Attn: _____
325 E Huntington Dr, Monrovia, CA 91016
626-471-2000

Michelle Curry "*Provider*"
6413 Repton Street
Los Angeles, California 90042
818-216-7650
Michelle3.kcurry@gmail.com

IN WITNESS WHEREOF the Parties has duly affixed their signatures under hand and seal on this _____ day of _____, 20____.

MONROVIA UNIFIED SCHOOL DISTRICT

MICHELLE CURRY

By: _____

By: _____

Name: _____

Name: Michelle Curry

Title: _____

Title: School Nutrition Services Consultant

Funding Source (Name/SACS Code)

Federal Tax I.D. Number/Social Security No.

Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

10. 22/23-5031 - APPROVAL OF ASSISTANT SUPERINTENDENT, BUSINESS SERVICES EMPLOYMENT CONTRACT

RECOMMENDATION

The Board of Education is requested to approve the Assistant Superintendent, Business Services employment contract.

Motion by _____, seconded by _____, Vote _____

Board Member Lockerbie __, Board Member Travanti __, Board Member Hammond __,

Board Member Anderson __, Board President Gholar __

Additional Information:

A copy of the proposed contract is available upon request.

ATTACHMENTS

Agenda Item Details

Meeting Date: 2023-01-18 18:30:00

AGENDA ITEM TITLE:

1. BOARD BYLAW 9223, *FILLING VACANCIES*

RECOMMENDATION

The Board of Education is requested to receive for first reading Board Bylaw 9223, *Filling Vacancies*, as recommended by the California School Board 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 9223, *Filling Vacancies*.

Additional Information:

A copy of the reviewed Board Bylaw 9223, *Filling Vacancies*, is attached.

ATTACHMENTS

- [9223_BB_FILLING_VACANCIES Revision 1.13.23.pdf](#)

FILLING VACANCIES**Events Causing a Vacancy**

A vacancy on the Governing Board may occur by a failure to elect or for **arise from** any of the following events:

1. The death of an incumbent. **(Government Code 1770)**
2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her **the** term. **(Government Code 1770)**
3. A Board member's resignation. **(Government Code 1770)**

A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A Board member may not defer an effective date of resignation for more than 60 days after the date the resignation is filed with the County Superintendent. Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090, 5091)

4. A Board member's removal from office, including recall. **(Elections Code 11000; Government Code 1770)**
5. A Board member's ceasing to be an inhabitant of the state or resident of the district. **(Government Code 1770)**

~~6. A Board member's absence from the state beyond the period allowed by law without the permission required by law. No Board member shall be absent from the state for more than 60 days, except in any of the following situations:~~

6. **A Board member's absence from the state for more than 60 days, except in the following situations: (Government Code 1064, 1770)**
 - a. Upon business of the school district with the approval of the Board
 - b. With the consent of the Board for an additional period not to exceed a total absence of 90 days
 - c. For federal military deployment not to exceed six months as a member of the armed forces of the United States or the California National Guard.

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members, as necessary to enable the Board to conduct business and discharge its responsibilities. **The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent Board member or beyond the next regularly scheduled election for that office, whichever occurs first.**

- d. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board ~~for an additional period not to exceed 30 days.~~
7. A Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by sickness or when absent from the state with the permission required by law. **(Government Code 1770)**
8. A Board member's conviction of a felony or any offense involving a violation of his/her official duties **or conviction of a designated crime resulting in a forfeiture of office.** **(Government Code 1770, 3000-3003)**
9. A Board member's refusal or neglect to file his/her required oath or bond within the time prescribed. **(Government Code 1770)**
10. The decision of a competent tribunal declaring void a Board member's election or appointment. **(Government Code 1770)**
- ~~11. The making of an order vacating a Board member's office or declaring the office vacant when the officer fails to furnish an additional or supplemental bond.~~
11. A Board member's commitment to a hospital or sanitarium by a court of competent jurisdiction as a drug addict, dipsomaniac, inebriate, or stimulant addict; in this event, the office shall not be deemed vacant until the order of commitment has become final. **(Government Code 1770)**
12. **A "failure to elect" in which no candidate or an insufficient number of candidates have filed to run for a Board seat(s).** **(Education Code 5090, 5326, 5328)**

Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs ~~less than~~ **within** four months before the end of a Board member's term, the Board shall take no action. **(Education Code 5093)**

- ~~2. When a vacancy occurs four or more months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described below.~~
2. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill. **(Education Code 5093).**
3. **When a vacancy occurs outside of the statutory time windows identified in Items #1 and #2 above, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment. (Education Code 5091, 5093)**

Eligibility

In order to be appointed or elected to fill a vacancy on the Board, a person must meet the eligibility requirements specified in Education Code 35107, as described in BB 9220 - Governing Board Elections.

Provisional Appointments

When the special election described above is not required, the Board may make a provisional appointment. At that time, the Board shall vote to select one of the following two procedures for making the provisional appointment:

Procedure A: The Board shall advertise in the local media to solicit candidate applications or nominations. A committee consisting of less than a quorum of the Board shall ensure that applicants are eligible for Board membership and announce the names of the eligible candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

Procedure B: The Board shall accept nominations for Board membership at a public meeting and shall select the provisional appointee from among these nominees by a majority vote.

~~In order to serve on the Board, a person must meet the eligibility requirements specified in Education Code 35107.~~

Within 10 days after the appointment is made, the Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district. (Education Code 5092)

The notice shall contain:

1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation
2. The full name of the appointee
3. The date of appointment
4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent of Schools within 30 days of the provisional appointment, it shall become an effective appointment

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment. (Education Code 5091)

If within 30 days of the Board's appointment, registered voters of the district or, where elections are by trustee areas, of the trustee area submit a petition for special election which the County Superintendent determines to be legally sufficient, the provisional appointment is terminated, and a special election shall be held in accordance with Education Code 5091 to fill the vacancy.

Appointment Due to Failure to Elect

When a vacancy occurs because no candidate or an insufficient number of candidates have been nominated (i.e., a failure to elect) and a district election will not be held, the Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election. (Education Code 5328)

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures for "Provisional Appointments," as specified above.

Adopted: February 28, 2007
(Replaces: BB 9120.1 Board Vacancies)
(Reviewed: April 1977)
(Revised: 1969)