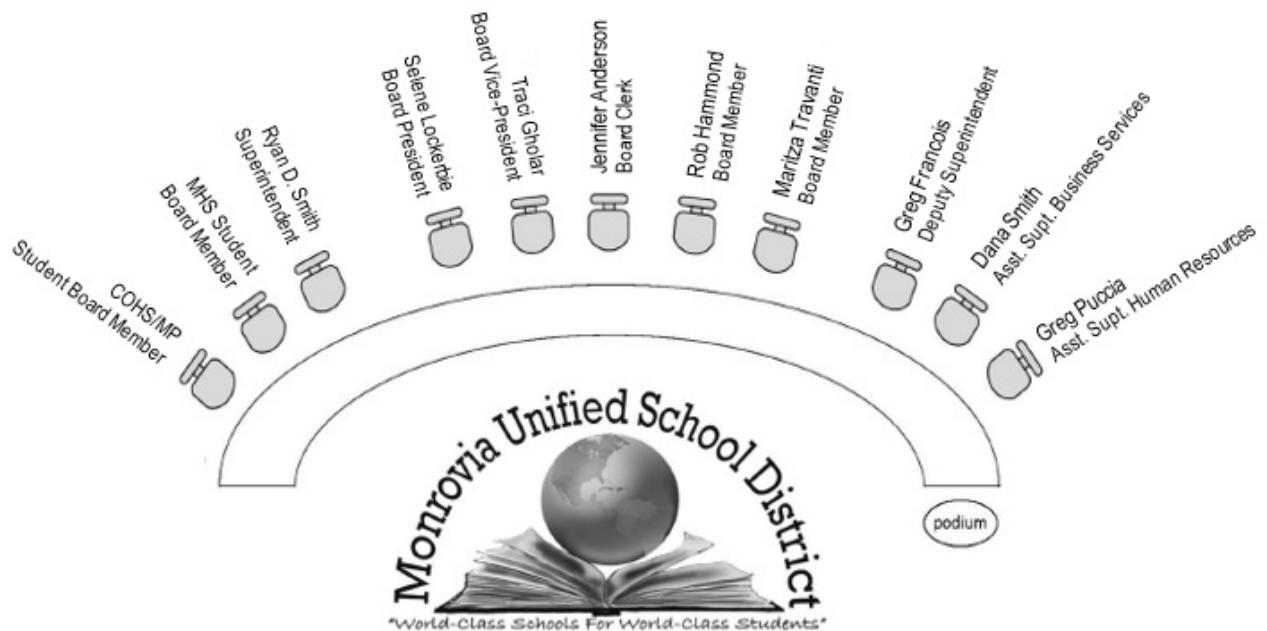




In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Superintendent's Office (626) 471-2010, twenty-four hours prior to the meeting so that reasonable arrangements can be made. The Administration Center Board Room is wheelchair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



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



MONROVIA UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

325 E. Huntington Drive Monrovia, California 91016

BOARD OF EDUCATION CLOSED SESSION

Wednesday, September 14, 2022

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

BOARD OF EDUCATION OPEN SESSION MEETING

Wednesday, September 14, 2022

6:30 p.m. - Board Room

A. CONVENE BOARD OF EDUCATION OPEN SESSION MEETING

1. Call to Order

2. Public Comments for Items on the Closed Session Agenda

B. CONVENE BOARD OF EDUCATION CLOSED SESSION

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

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

3. Superintendent Evaluation

C. ADJOURN BOARD OF EDUCATION CLOSED SESSION

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

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

2. Pledge of Allegiance by Clifton Middle School, - Scott Moses, Principal

3. Administer Oath of Office to Student Board Member

3. Roll Call:

Selene Lockerbie, Board President _____

Ryan D. Smith, Superintendent _____

Traci Gholar, Board Vice-President _____

Gregoire Francois, Deputy Supt. _____

Jennifer Anderson, Board Clerk _____

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

Rob Hammond, Board Member _____

Greg Puccia, Asst. Supt. HR _____

Maritza Travanti, Board Member _____

Emma Nahapetian, Student Board Member _____

E. ORDER OF BUSINESS

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

2. Approve the Minutes of the Regular Board of Education Meeting on August 10, 2022.

Motion by _____, seconded by _____, Vote _____

Board Member Travanti____, Board Member Hammond _____, Board Member Anderson____,

Board Member Gholar _____, Board President Lockerbie _____

[BM Minutes 08.24.2022.pdf](#)

F. RECOGNITIONS AND COMMUNICATIONS

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

- **Beatriz Ramirez, Preschool Teacher, CELC**
- **Maria Beller, Preschool Developmental Aide, CELC**
- **Tim Rodriguez, After School Activity Leader, Village**
- **Alena Ohrt, Senior Account Clerk, District Office**
- **Nick Melendez, Skilled Maintenance Plumber, District Office**

2. Board Member Reports

3. Student Board Member Report

4. Report from the Superintendent

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

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

1. Public Comments for items not on the Agenda -In compliance with the Brown Act,

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

2. Public Comments for items on the Open Session Agenda

H. CONSENT AGENDA

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

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

Approval of Consent Agenda:

Motion by _____, seconded by _____ Vote _____

Board Member Travanti ____, Board Member Hammond ____, Board Member Anderson ____,

Board Member Gholar ____, Board President Lockerbie _____

EDUCATIONAL SERVICES

1. 22/23-1024 - MEMORANDUM OF UNDERSTANDING WITH LIFTON INSTITUTE OF MEDIA ARTS & SCIENCES

The Board of Education is requested to approve a Memorandum of Understanding between Lifton Institute of Media Arts & Sciences and Monrovia Unified School District to provide professional quality, short-term television production training for Monrovia Community Adult School students for the period of September 14, 2022, through June 30, 2025.

[MCAS MOU Lifton Institute of Media Arts & Sciences - 20220914.pdf](#)

2. 22/23-1025 - MEMORANDUM OF UNDERSTANDING WITH PACIFIC COLLEGE

The Board of Education is requested to approve a Memorandum of Understanding between Pacific College and Monrovia Unified School District as part of the early college program for the use of facilities at Monrovia Community Adult School for the offering of specific college courses for September 14, 2022, through June 30, 2025.

[MCAS MOU Pacific College - 20220914.pdf](#)

3. 22/23-1026 - MEMORANDUM OF UNDERSTANDING WITH SECURITY EDUCATION INSTITUTE, LLC

The Board of Education is requested to approve a renewal of the Memorandum of Understanding (MOU) to continue a partnership with Security Education Institute, LLC (SEI), and Monrovia Unified School District, on behalf of the Monrovia Community Adult School (MCAS) for the period of September 14, 2022, through June 30, 2025.

[MCAS MOU Security Education Institute - 20220914.pdf](#)

4. 22/23-1028 - MEMORANDUM OF UNDERSTANDING WITH ELITE SOFTWARE AND GRAPHICS dba MADMEN MARKETING CONSULTANTS, LLC

The Board of Education is requested to approve a Memorandum of Understanding to continue a partnership with Elite Software and Graphics, dba Madmen Marketing Consultants, LLC, and Monrovia Community Adult School, to provide comprehensive digital, print, and targeted marketing services from September 14, 2022, through June 30, 2025.

[MCAS MOU Madmen Marketing Consultants - 20220914.pdf](#)

5. 22/23-1029 - MEMORANDUM OF UNDERSTANDING WITH TEMPLE CITY UNIFIED SCHOOL DISTRICT

The Board of Education is requested to approve a Memorandum of Understanding with Temple

City Unified School District (TCUSD) for services provided by Monrovia Unified School District (MUSD) on behalf of Monrovia Community Adult School from September 14, 2022, through June 30, 2025.

[MCAS MOU Temple City Unified School District - 20220914.pdf](#)

6. 22/23-1032 - COMMUNITY ADVISORY COMMITTEE REPRESENTATIVE FOR THE WEST SAN GABRIEL VALLEY SPECIAL EDUCATION LOCAL PLAN AREA

The Board of Education is requested to appoint Teresa Vazquez 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 September 14, 2022 to June 30, 2024.

7. 22/23-1033 - FINAL SETTLEMENT AGREEMENT

The Board of Education is requested to ratify a Final Settlement agreement in regards to Student No. 5496385421 dated August 29, 2022.

[Settlement Agreement Report 3.pdf](#)

8. 22/23-1034 - NON-PUBLIC SCHOOL/AGENCY CONTRACTS

The Board of Education is requested to ratify a non-public school/agency Master Contract with multiple service providers as detailed in Master Contract Report #4 for the 2022/2023 school year, beginning July 1, 2022, through June 30, 2023.

[Master Contracts - Report 4.pdf](#)

9. 22/23-1036 - YEARBOOK AGREEMENT WITH JOSTENS, INC.

The Board of Education is requested to approve an agreement with Jostens, Inc., to provide the 2022/23 Yearbook for Santa Fe Computer Science Magnet School.

[JOSTEN'S Yearbook Agreement - Santa Fe CSMS - 20220914.pdf](#)

BUSINESS SERVICES

10. 22/23-2031 - PURCHASE ORDERS AND PAYMENT OF BILLS

The Board of Education is requested to ratify purchase orders in the amount of \$1,472,309.58 issued August 5, 2022, through August 26, 2022, and payments in the amount of \$186,698.10, issued August 12, 2022, through August 30, 2022.

[BA Item 2031\(b-c\) Purchase Order Rpt 9-14-22.pdf](#)

11. 22/23-2032 - DISTRICT CASH RECEIPTS

The Board of Education is requested to receive District cash receipts; Deposit Report No. 9, deposited August 29, 2022, for a total amount of \$74,877.59.

[BA Item 2032\(b\) Deposit Report #9 9-14-22.pdf](#)

12. 22/23-2035 - PROFESSIONAL SERVICE AGREEMENTS

The Board of Education is requested to approve the Professional Service Agreements Report #4 for the Monrovia Unified School District 2022-23 SY.

[Professional Service Agmts No. 4.pdf](#)

13. 22/23-4002 - APPROVAL OF AERIES SOFTWARE SUBSCRIPTION RENEWAL

The Board of Education is requested to ratify the Aeries Software subscription renewal for the 2022-23 school year. Effective September 1, 2022 through August 31, 2023.

[Maint Sales Invoice-M&S-9109.pdf](#)

14. 22/23-4003 - PURCHASE OF CISCO MERAKI FIREWALL LICENSE AND SUPPORT

The Board of Education is requested to approve the purchase of a 1 year license for the District's Cisco Meraki MX450 Firewall.

[MX-450 License Q-00064803 for Monrovia Unified School District.pdf](#)

15. 22/23-4004 - RENEWAL OF SUBSCRIPTION FOR RAPID IDENTITY SOFTWARE BY IDENTITY AUTOMATION

The Board of Education is requested to approve a one (1) year subscription with Identity Automation LP. Effective October 27, 2022, through October 26, 2023.

[Carahsoft - Identity Automation - 07.20.2022 - Quote 34838107.pdf](#)

16. 22/23-4005 - RENEWAL OF SUBSCRIPTION WITH INSTRUCTURE SOLUTIONS

The Board of Education is requested to ratify the renewal of a one-year (1) subscription agreement with Instructure (formerly Certica Solutions) from September 1, 2022, through August 31, 2023.

[Instructure_Monrovia_Unified_Order_Form.pdf](#)

HUMAN RESOURCES

17. 22/23-3014 - PERSONNEL ASSIGNMENTS

The Board of Education is requested to approve Personnel Assignments Report #4.

[2022-09-14_Personnel_Report_4.pdf](#)

18. 22/23-3016 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL

The Board of Education is requested to approve Travel and Conference Report #4.

[09142022TravelConference.pdf](#)

19. 22/23-3018 - MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN SAN GABRIEL UNIFIED SCHOOL DISTRICT, LOCAL EDUCATION AGENCY FOR THE SAN GABRIEL VALLEY CONSORTIUM INDUCTION PROGRAM, AND THE MONROVIA UNIFIED SCHOOL DISTRICT

The Board of Education is requested to approve the MOU between San Gabriel Unified School District, Lead Agency for the San Gabriel Valley Consortium Teacher Induction Program and the Monrovia Unified School District.

[MOU with SanGabriel USD 22_23.pdf](#)

I. ACTION ITEMS (Non-Consent)

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

1. 22/23-1027 - MEMORANDUM OF UNDERSTANDING WITH MY NEXT CHAPTER

The Board of Education is requested to approve the Memorandum of Understanding between My Next Chapter and Monrovia Unified School District, on behalf of Monrovia Community Adult School (MCAS), for the period of September 14, 2022, through June 30, 2025.

Motion by _____, seconded by _____, Vote _____

Board Member Travanti____, Board Member Hammond____, Board Member Anderson____,

Board Member Gholar____, Board President Lockerbie____

[MCAS MOU My Next Chapter - 20220914.pdf](#)

2. 22/23-1030 - MEMORANDUM OF UNDERSTANDING WITH AUMT INSTITUTE, THE PHLEBOTOMY SCHOOL

The Board of Education is requested to approve a Memorandum of Understanding Partnership Agreement between AUMT, The Phlebotomy School, and Monrovia Unified School District (MUSD) to provide professional quality, short-term medical training for Monrovia Community Adult School (MCAS) students to earn a Certified Phlebotomy Technician I (CPTI) license from September 14, 2022, through June 30, 2025.

Motion by _____, seconded by _____, Vote _____

Board Member Travanti____, Board Member Hammond____, Board Member Anderson____,

Board Member Gholar____, Board President Lockerbie____

3. 22/23-1031 - MEMORANDUM OF UNDERSTANDING WITH SAN GABRIEL VALLEY TRUCKING ACADEMY, LLC

The Board of Education is requested to approve a Memorandum of Understanding with San Gabriel Valley Trucking Academy, LLC, for the period of September 14, 2022, through June 30, 2025.

Motion by _____, seconded by _____, Vote _____
Board Member Travanti____, Board Member Hammond _____, Board Member Anderson____,
Board Member Gholar _____, Board President Lockerbie _____

[MCAS MOU SGV Trucking Academy - 20220914.pdf](#)

4. 22/23-1037 - PRODUCTION CONTRACT WITH MUSIC THEATRE INTERNATIONAL

The Board of Education is requested to approve the production contract with Music Theatre International to provide royalty, materials fee, and show kit for the fall production of Willy Wonka Jr. at Wild Rose School of Creative Arts.

Motion by _____, seconded by _____, Vote _____
Board Member Travanti____, Board Member Hammond _____, Board Member Anderson____,
Board Member Gholar _____, Board President Lockerbie _____

[Music Theatre International Quote - Wild Rose - 20220914.pdf](#)

5. 22/23-1038 - AGREEMENT WITH HATCHING RESULTS

The Board of Education is requested to approve an two-year agreement with Hatching Results for professional development for Monrovia Unified School District counselors and administrators.

Motion by _____, seconded by _____, Vote _____
Board Member Travanti____, Board Member Hammond _____, Board Member Anderson____,
Board Member Gholar _____, Board President Lockerbie _____

[HATCHING RESULTS Proposal 2022-24 - 20220914.pdf](#)

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

6. 2022/23-2036 2021-22 UNAUDITED ACTUALS FINANCIAL REPORTS

The Board of Education is requested to approve the Unaudited Actuals Financial Reports of the revenue, expenditures and the ending fund balances for all district funds for the 2021-22 fiscal year.

Motion by _____, seconded by _____, Vote _____
Board Member Travanti____, Board Member Hammond _____, Board Member Anderson____,
Board Member Gholar _____, Board President Lockerbie _____

[2021-22 Unaudited Actuals - Narrative.pdf](#)

7. 22/23-2037 RESOLUTION TO ESTABLISH GANN LIMIT

The Board of Education is requested to adopt Resolution No. 2223-04 to approve the recalculated Gann Appropriations Limit on “Proceeds of Taxes” for 2021-22, and the estimated Gann Appropriations Limit on “Proceeds of Taxes” for 2022-23.

Motion by _____, seconded by _____, Vote _____
Board Member Travanti____, Board Member Hammond _____, Board Member Anderson____,
Board Member Gholar _____, Board President Lockerbie _____

[Form GANN.pdf](#)

[Gann Appropriations Resolution - 2021-22.pdf](#)

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

8. 22/23-3019 - APPROVAL OF JOB DESCRIPTION, EXECUTIVE DIRECTOR OF SPECIAL EDUCATION

The Board of Education is requested to approve a new job description, *Director of Special Education*.

Motion by _____, seconded by _____, Vote _____

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

[Executive_Director_SPED_092022.pdf](#)

9. 22/23-3020 - APPROVAL OF JOB DESCRIPTION, SOCIAL WORKER.

The Board of Education is requested to approve a new job description, *Social Worker*.

Motion by _____, seconded by _____, Vote _____

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

[School_Social_Worker_092022.pdf](#)

10. 22/23-3022- REAPPOINTMENT OF JEANNE TYLER, PERSONNEL COMMISSIONER

The Board of Education is requested to publicly announce Jeanne Tyler as the California School Employee Association (CSEA) nominee to the Personnel Commission, and to set October 26, 2022, as the date for a public hearing regarding the reappointment of Ms. Tyler to the Personnel Commission.

Motion by _____, seconded by _____, Vote _____

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

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

11. 22/23-5016 - RESOLUTION NO. 2223-02, RECOGNIZING THE MONTH OF SEPTEMBER 2022, AS “SUICIDE PREVENTION AWARENESS MONTH”

The Board of Education is requested to approve Resolution No. 2223-02, recognizing the month of September 2022, as "Suicide Prevention Awareness Month."

Motion by _____, seconded by _____, Vote _____

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

[Suicide_Awareness_Resolution.pdf](#)

12. 22/23-5017 - RESOLUTION NO. 2223-03, RECOGNIZING SEPTEMBER 15, 2022, THROUGH OCTOBER 15, 2022, AS "HISPANIC HERITAGE MONTH"

The Board of Education is requested to approve Resolution No. 2223-03, recognizing September 15, 2022, through October 15, 2022, as "*Hispanic Heritage Month*."

Motion by _____, seconded by _____, Vote _____

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

[Hispanic_Heritage_Resolution.pdf](#)

13. 22/23-5018 - BOARD DISCUSSION REGARDING SUPPORT FOR THE PUBLIC LANDS ACT

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

Motion by _____, seconded by _____, Vote _____

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

J. INFORMATION ITEMS

1. PENDING BOARD ISSUES

The Board of Education will receive status information on identified tasks and review

issues of interest for future attention.

[Pending Board Issues 09142022.pdf](#)

K. FUTURE MEETING DATES

- September 28, 2022; 6:30 p.m. - Regular Board of Education Meeting
- October 12, 2022; 6:30 p.m. - Regular Board of Education Meeting
- October 26, 2022; 6:30 p.m. - Regular Board of Education Meeting

L. NEW BUSINESS

- COHS/Mt. Park Back to School Night, September 13, 2022; 6 pm
- CELC Back to School Night, September 15, 2022; 6 pm
- Parent Teacher Conferences TK-8, October 3 - 7, 2022

M. ADJOURN REGULAR BOARD OF EDUCATION OPEN SESSION MEETING



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

BOARD OF EDUCATION CLOSED SESSION

Wednesday, August 24, 2022

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

BOARD OF EDUCATION OPEN SESSION MEETING

Wednesday, August 24, 2022

6:30 p.m. - Board Room

UNADOPTED MINUTES

A. CONVENE BOARD OF EDUCATION OPEN SESSION MEETING (5:30 p.m.)

1. Call to Order at 5:30 pm
2. Public Comments for Items on the Closed Session Agenda
 - **There were none**

B. CONVENE BOARD OF EDUCATION CLOSED SESSION

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

C. ADJOURN BOARD OF EDUCATION CLOSED SESSION

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

1. Meeting called to order by presiding chairperson, Selene Lockerbie at 6:30 pm.
2. Pledge of Allegiance by Santa Fe Computer Science Magnet School - Geoff Zamarripa, Principal
3. Roll Call:

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

E. ORDER OF BUSINESS

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

- **None were moved.**

2. Approve the Minutes of the Regular Board of Education Meeting on August 10, 2022. Motion by Board Member Hammond, seconded by Board Member Travanti, **Vote 5-0** Board Member Travanti - Y, Board Member Hammond - Y, Board Member Anderson - Y, Board Member Gholar - Y, Board President Lockerbie - Y
[BM Min 08102022.pdf](#)

F. RECOGNITIONS AND COMMUNICATIONS

1. Board Member Reports **There were none**

2. Report from the Superintendent

- Dr. Smith shared about MUSD's Employee Welcome breakfast and
- Dr. Smith shared about the first day of school
- Dr. Smith welcomed our new administrators
 - Jennifer Maljian – Principal, Plymouth Elementary School
 - Dominic Picon – Asst. Principal, MHS
 - Brian Ilharreguy – Asst. Principal, COHS
 - Arin Golestani – Director of Information Technology
- Dr. Smith welcomed Angela Miramontes, of Amigos de los Rios, to speak, on the request of Board President Lockerbie.

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

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

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

- **There were none**

2. Public Comments for items on the Open Session Agenda

- **There were none**

H. STAFF PRESENTATIONS

1. PUBLIC INFORMATION OFFICER UPDATE (*Gustavo Olguin, Public Information Officer*)

The Board of Education will receive a presentation highlighting the parent and community outreach work of the Public Information Officer.

[Board Presentation - Communication.pdf](#)

Board President Lockerbie gave direction to look into buying ad space at the movie theater.

2. VISUAL AND PERFORMING ARTS (*Patrick Garcia, Director, Performing Arts*)

The Board of Education will receive a presentation on visual and performing arts across

our schools.

[Visual and Performing Arts Board Presentation 8-24-2022.pdf](#)

3. SUMMER SCHOOL (Greg Francois, Deputy Superintendent)

The Board of Education will receive a presentation on our Summer School programs.

I. CONSENT AGENDA

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

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

Approval of Consent Agenda:

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

EDUCATIONAL SERVICES

1. 22/23-1016 - AGREEMENT FOR PROFESSIONAL SERVICES WITH LINKS SIGN LANGUAGE AND INTERPRETING SERVICES

The Board of Education is requested to ratify an agreement for professional services with LiNKS Sign Language and Interpreting Services. The agreement will be in effect from August 1, 2022, to June 30, 2023.

[LiNKS SACOI 22-23.pdf](#)

2. 22/23-1017 - NON-PUBLIC SCHOOL/AGENCY CONTRACTS

The Board of Education is requested to ratify a non-public school/agency Master Contract with Logan River Academy as detailed in Master Contract Report #3 for the 2022/2023 school year, beginning July 1, 2022, through June 30, 2023.

[Master Contracts - Report 3.pdf](#)

3. 22/23-1020 - AUTHORIZATION TO APPLY FOR CONSOLIDATED APPLICATION FUNDS FOR THE 2022/23 FISCAL YEAR

The Board of Education is requested to authorize the Superintendent to apply for Consolidated Application funds for the 2022/23 fiscal year and certify district compliance with the assurances in the application.

[Consolidated Application 2022-23.pdf](#)

4. 22/23-1021 - FINAL SETTLEMENT AGREEMENT

The Board of Education is requested to ratify a Final Settlement agreement in regards to Student No. 9291932245 dated August 9, 2022.

[Settlement Agreement Report 2.pdf](#)

BUSINESS SERVICES

5. 22/23-2024 - PURCHASE ORDERS AND PAYMENT OF BILLS

The Board of Education is requested to ratify purchase orders in the amount of \$871,352.65 issued July 22, 2022, through August 5, 2022, and payments in the amount of \$1,612,256.54, issued July 28, 2022, through August 11, 2022.

[BA Item 2024\(b-c\) Purchase Order Rpt 8-24-22.pdf](#)

6. 22/23-2025 - DISTRICT CASH RECEIPTS

The Board of Education is requested to receive District cash receipts; Deposit Report No. 5 through No. 7, deposited July 29, 2022, through August 11, 2022, for a total amount of \$970,703.28.

[BA Item 2025\(b-d\) Deposit Rpts #5-7 8-24-22.pdf](#)

7. 22/23-2027 - ACCEPTANCE OF GIFTS

The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 2023-02.

[Acceptance of Gifts #2023-02 08-24-22.pdf](#)

8. 22/23-2028 - PROFESSIONAL SERVICE AGREEMENTS

The Board of Education is requested to approve the Professional Service Agreements Report #3 for the Monrovia Unified School District 2022-23 SY.

[Professional Service Agmts No. 3.pdf](#)

9. 22/23-2029 - LEASE AGREEMENT WITH TZU CHI

The Board of Education is requested to approve the Lease Agreement with Buddhist Tzu Chi Foundation for use of classrooms at Clifton Middle School.

[BA Item 2029\(b\) Lease Agreement with Buddhist Tzu Chi Foundation 8-24-22.pdf](#)

HUMAN RESOURCES

10. 22/23-3011 - PERSONNEL ASSIGNMENTS

The Board of Education is requested to approve Personnel Assignments Report #3.

[2022-08-24 Personnel Report 3.pdf](#)

11. 22/23-3012 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL

The Board of Education is requested to approve Travel and Conference Report #3.

[08242022TravelConference.pdf](#)

J. ACTION ITEMS (Non-Consent)

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

1. 22/23-1018 - AGREEMENT WITH FOOD ED

The Board of Education is requested to approve an agreement with Food ED for an in-person STEAM Garden and Food Science program at each of the five (5) elementary school sites for the 2022/23 school year.

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

[Food ED Primary Contract 22-23v2 Signed - 20220809.pdf](#)

2. 22/23-1019 - DISTRICT MEMBERSHIP WITH MYSTERY SCIENCE

The Board of Education is requested to approve a quote from Mystery Science, a part of Discovery Education, for the 2022-23 SY. District membership is valid through June 30, 2023.

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

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

[Quote - Mystery Science.pdf](#)

[Terms - Mystery Science.pdf](#)

3. 22/23-1023 - ELEVO CONSULTANT AGREEMENT FOR VILLAGE EXTENDED SCHOOL PROGRAMS

The Board of Education is requested to approve a Consultant Agreement with Elevo for the Village Extended School Programs.

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

[Elevo - ELOP Consultant Agreement - 20220824.pdf](#)

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

4. 22/23-2030 - AGREEMENT WITH USA ALARM SYSTEMS, INC. TO INSTALL CAMERAS AT SANTA FE COMPUTER SCIENCE MAGNET SCHOOL

The Board of Education is requested to approve a contract with USA Alarm Systems, Inc. for installation of cameras at Santa Fe Computer Science Magnet School.

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

[BA Item 2030\(b\) Agreement with USA Alarm Systems, Inc. 8-24-22.pdf](#)

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

5. 22/23-3013 - PROPOSED RENEWAL OF COLLECTIVE BARGAINING AGREEMENT BETWEEN THE MONROVIA TEACHERS ASSOCIATION (MTA) AND THE MONROVIA UNIFIED SCHOOL DISTRICT.

The Board of Education is requested to ratify the proposed renewal of the collective bargaining agreement between the Monrovia Teachers Association (MTA) and the Monrovia Unified School District for the period of July 1, 2021 through June 30, 2024.

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

[MTA CONTRACT FOR REVIEW FINAL 082022.pdf](#)

K. INFORMATION ITEMS

1. COLLEGE AND CAREER ACCESS PATHWAYS PARTNERSHIP AGREEMENT RENEWAL WITH CITRUS COLLEGE FOR THE EARLY COLLEGE PROGRAM AT MONROVIA HIGH SCHOOL

The Board of Education will receive for information the College and Career Access Pathways (CCAP) Partnership Agreement Renewal with Citrus Community College District for the Early College program at Monrovia High School. Further, the Board of Education is requested to conduct a public hearing regarding this renewal agreement during the September 28, 2022, Board meeting.

[AB 288 CCAP Agreement - 20220824.pdf](#)

2. PENDING BOARD ISSUES

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

- Board President Lockerbie requested that grant options for solar panels be investigated so that there is not a financial burden on the district.
- Board President Lockerbie would like to reinstate Board-department Liasons.
- Board President Lockerbie asked that Ms. Miramontes, Amigos de los Rios, to a future Board meeting, so that the Board can take action to support the Public Land Act.
- Update on Athletic Coach Certification/ Training
- Plans around CGI
- Unaudited Actual Annual Report
- First Strategic Planning Meeting
- Boardwalks scheduling – see other exemplary schools

[Pending Board Issues 08242022](#)

L. FUTURE MEETING DATES

- September 14, 2022; 6:30 p.m. - Regular Board of Education Meeting
- September 28, 2022; 6:30 p.m. - Regular Board of Education Meeting

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

M. NEW BUSINESS

- Labor Day (All Sites Closed) - Monday, September 5, 2022

Back to School Nights

- Canyon Early Learning Center September 15, 2022; 5:30 pm
- Bradoaks ESA August 30, 2022; 6 pm
- Mayflower ES August 25, 2022; 6 pm
- Monroe ES August 30, 2022; 6 pm
- Plymouth ES August 30, 2022; 6 pm
- Wild Rose SCA August 25, 2022; 6 pm
- Clifton MS September 1, 2022; 6 pm
- Santa Fe CSMS September 1, 2022; 6 pm
- MHS August 31, 2022; 6 pm
- COHS/Mt. Park September 13, 2022; 6 pm

N. ADJOURN REGULAR BOARD OF EDUCATION OPEN SESSION MEETING AT 10:10 PM

Ryan D. Smith, Superintendent and Board Clerk

Jennifer Anderson, Board Clerk

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

1. 22/23-1024 - MEMORANDUM OF UNDERSTANDING WITH LIFTON INSTITUTE OF MEDIA ARTS & SCIENCES

RECOMMENDATION

The Board of Education is requested to approve a Memorandum of Understanding between Lifton Institute of Media Arts & Sciences and Monrovia Unified School District to provide professional quality, short-term television production training for Monrovia Community Adult School students for the period of September 14, 2022, through June 30, 2025.

Rationale:

Renewal of the partnership with Lifton Institute of Media Arts & Sciences (Lifton) would continue the current training options by giving students access to professional quality facilities and working industry department leads. Monrovia Community Adult School (MCAS) students would be training on a lot that includes six sound stages, and all necessary professional equipment to learn every aspect of television production from pre-production to finished product. These facilities would require zero capital expenditures. Additionally, MCAS would not need to hire a full-time faculty position to provide television production training, but instead, have flexibility in meeting the costs of delivering the program. Lifton has excellent employment placement rates, thus facilitating college to career placement.

Background:

Through MCAS, Monrovia Unified School District has long been a good provider of training for students to earn jobs in the film and television industry. This partnership would significantly build upon those efforts.

Budget Implication (\$ Amount):

The district will incur no costs from this Memorandum of Understanding as tuition will either be paid for by America's Job Center of California or by the student who will cover the cost for the Television Production program with a profit for Monrovia Community Adult School.

Legal References:

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

Additional Information:

A copy of the Memorandum of Understanding is attached.

ATTACHMENTS

- [MCAS MOU Lifton Institute of Media Arts & Sciences - 20220914.pdf](#)

MEMORANDUM OF UNDERSTANDING – PARTNERSHIP AGREEMENT FOR SERVICES PROVIDED BY LIFTON INSTITUTE OF MEDIA ARTS & SCIENCES

The Monrovia Unified School District (herein "District") and the Lifton Institute of Media Arts & Sciences (herein "the Institute") agree to the following Partnership Agreement (herein "Agreement") with respect to the Institute providing the District services for a successful educational Television Production Program (herein "Program").

I. INSTITUTE RESPONSIBILITIES

A. Administration

The Institute will be primarily responsible for administering the Program pursuant to the Agreement, but will collaborate with the District to achieve successful delivery of the Program.

B. Accreditation and Approvals

The Institute will at all times during the course of this Agreement be accredited, licensed, and qualified to offer the Program to students.

C. Determination of Program Length

The Institute retains right to determine the optimal length of the Program such that students achieve Program learning outcomes and job preparation skills, but will collaborate with the District to ensure the length achieves successful outcomes. Currently the Program length is as follows:

Total length – Four Weeks

Pre-production preparation: two (2) weeks: M-F / 8 hours per day /

Production: two (2) weeks: Days / Times TBA, but will be minimum of 10 hours daily

D. Employment of Program Instructors / Substitutes

The Institute will select and hire all instructors and ensure that instructors meet the minimum qualifications and industry expertise to provide course instruction required for the Program. All instructors will be exclusive employees of the Institute and will be subject solely to its direction, control, compensation, and discharge. The Institute will bear all liabilities and expenses imposed by law or contract for such employment, including, but not limited to, workers' compensation insurance, unemployment insurance, Social Security contributions, and tax withholdings. The Institute will hire all substitutes, ensure they meet the minimum qualifications and pay them accordingly.

E. Program Coordinator

The Institute will provide a program coordinator/director that will serve as the contact to the District and work with the identified District administrator to ensure the Program runs smoothly and all Program requirements are met.

F. Program Enrollment

The minimum enrollment for the Program is 50 students and the maximum enrollment is 150. Less than 50 students enrolled, the Institute reserves the right to cancel a scheduled session of the Program. The Institute agrees to take on the primary responsibilities for marketing and finding students to enroll in the Program and hold the District harmless and does not hold the District in any way whatsoever responsible for scheduled Program sessions not meeting minimum enrollment. Any future changes to minimum or maximum enrollment for the Program must be made by mutual written agreement and made a part of this MOU as an amendment.

G. Production Equipment

The Institute is providing any and all production equipment required to train students and complete a professional television production: including, but not limited to, grip, lighting, camera, sound, set, props, visual effects, editing, and computers.

H. Program Sound Stages and Locale

The Institute assures that it has the necessary sound stages, ADR facilities, visual effects stages and production office space to complete Program goals for students. The Program is being primarily offered at the Institute's studio at:

27567 Fantastic Lane
Santa Clarita Valley, CA 91384

I. Daily Attendance

The Institute is required to keep course attendance using its designated attendance management solution. Attendance sheets must be signed by the Institute administrators and every enrolled student to verify daily attendance hours and attendance total for the Program session. The Institute agrees to provide the District with properly signed attendance records for all Program students at the end of the second week and the end of the program.

J. Application and Registration

The Institute will provide enrollment application guidelines and training to District staff so that only students who qualify for the Program are registered by the District.

K. Invoicing for Reimbursement

The Institute will provide one invoice to the District for providing Program services. The invoice will be for 100% of total amount due and must be submitted after the completion of the second week of the Program. The first two week's attendance signed by students to verify exact Program attendance must accompany the invoice.

Reimbursement amounts for each student in the Program are noted in Article II, Section B of the Agreement. However, the District and the Institute both acknowledge that, in some instances, the District will need to provide the America's Job Centers of California (AJCC) who fund student participation in the Program with financial aid in order to procure Workforce Innovation and Opportunity Act (WIOA) funding for Program students. When the District agrees to invoice below the Program price listed in the California Employee Training Provider List (ETPL), the Institute agrees to invoice at 80% of the discounted price the District has agreed upon with the AJCC. The Institute reserves the right to not provide Program services, if the District has offered too large amount of financial aid and the Program is not financially feasible.

L. Course Pricing

The Institute agrees to allow the District to set the pricing it offers the Program to its students as the District sees fit, but the Institute does have the right to collaborate with District to ensure maximum enrollment.

M. Documentation

The Institute will provide the District with all required documentation and forms, when requested, including, but not limited to: course outlines of record, applications, registration materials, and attendance sheets.

N. Instructor Supervision of Program Students

The Institute will ensure that all District students in the Program are under the immediate supervision of the Institute's instructors at all times during class.

O. Public Access

The Institute will ensure that Program courses offered pursuant to this Agreement are fully open to the public, are so advertised, and are held during hours in which the campus is not specifically closed to the public.

II. DISTRICT RESPONSIBILITIES

A. District Administrator

The District will name an administrator to serve as the contact to the Institute.

B. Reimbursement

The District agrees to reimburse the Institute \$2,495 per student for every District student who:

- i) meets Institute application qualifications
- ii) meets District qualifications for financial aid approval from an American Job Center of California or has paid full tuition
- iii) has met all American Job Center of California requirements for funding

The District is not responsible to pay Institute for students who do not meet the above listed qualifications. District assures Institute invoices will be paid as soon as District receives funds from American Job Centers of California.

As noted in Article I, Section J of the Agreement, the District and the Institute both acknowledge that, in some instances, the District will need to provide the America's Job Centers of California (AJCC) who fund student participation in the Program with financial aid in order to procure Workforce Innovation and Opportunity Act (WIOA) funding for Program students. When the District agrees to invoice below the Program price listed in the California Employee Training Provider List (ETPL), SEI agrees to invoice at 80% of the discounted price the District has agreed upon with the AJCC. The District agrees to consult with SEI with regards to amount of financial aid being provided for each Student in the Program and confirm that the reimbursement amount for SEI allows for the financial feasibility of the Program.

C. Registration

The District agrees to take responsibility for initial registration of all Program students. The District ensures that, after proper Institute training, District employees will ensure that students meet Institute application qualifications and will be properly enrolled. The District agrees to provide timely Program enrollment records so that the Institute can get students registered in its attendance management system.

III. GENERAL PROVISIONS

A. School District Policies and Procedures

Institute will ensure that each student is aware of and understands all applicable School District policies and procedures and will require each student to conform to all such School District policies, procedures, regulations, standards for health, safety, cooperation, ethical behavior, and any additional requirements and restrictions agreed upon by representatives of School District and Institute.

B. Confidentiality

All verbal and written information exchanges, as well as proprietary information relating to business practices, procedures or methods of the School District and the Institute will remain strictly confidential and will not be disclosed without prior written consent of the other party.

The Institute is responsible for respecting and maintaining the privacy and confidentiality of all student information and records which it may receive or have access to pursuant to this Agreement. The Institute will notify Program students that the school complies with the terms and conditions of all applicable confidentiality laws, including but not limited to the Family Educational Rights and Privacy Act ("FERPA") and the Regulations promulgated thereunder (20 U.S.C. §12329; 34 C.F.R. Part 99); California Education Code §49060 et seq. (pupil records); California Welfare & Institutions Code §§ 300 and 600 et seq.; §827 Juvenile justice system records); California Welfare & Institutions Code §5328.6 and §5328.7 (Mental Health Records); and 42 U.S.C. §§290dd-2: (iv) Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Regulations promulgated thereunder (42 U.S.C. Sections 1320d-2 and 1320d-4; 45 C.F.R. Subtitle A, Subchapter C, Parts 160 -164), as amended from time to time.

C. Entire Agreement: Amendment

This Agreement contains the complete and full agreement between the parties with respect to the subject matter hereof and will supersede all other agreements relative to the subject matter hereof by and between the parties. This Agreement may be amended but only by an instrument in writing signed by both parties to the Agreement.

D. Indemnification

Except as otherwise may be provided in this Agreement, each party will indemnify, hold harmless and defend the other party from any and all loss, liability, claim, lawsuit, injury, expense or damage whatsoever including but not limited to attorneys' fees and court costs, arising out of, incident to or in any manner occasioned by the performance or nonperformance by such indemnifying party, its officers, directors, regents, agents, employees, students, or subcontractors, of any covenant or condition of this Agreement or by the negligence, improper conduct or intentional acts or omissions of such indemnifying parties, its officers, directors, regents, agents, employees, students, or subcontractors.

E. Governing Law

This Agreement will be governed by and interpreted in accordance with the laws of the State of California. Any action arising out of this Agreement will be instituted and prosecuted only in a court of proper jurisdiction in Los Angeles County, California.

F. Non-Discrimination

Neither party will discriminate against any Institute student on the basis of race, age, religion, sex, color, creed, national origin, handicap, disability or sexual preference. In addition, the parties will fully comply with any and all applicable local, state and federal anti-discrimination regulations, statutes and judicial decisions.

IV. DATES AND RESPONSIBLE PERSONNEL

- A. Once the Agreement is signed and executed, District and the Institute agree to collaborate to create schedule of dates with actionable items to facilitate enrollment in Program for October, 2022 class start.
- B. After initial October, 2022 Program start, the District and the Institute will collaborate to provide additional Program starts through June 30, 2025 and mutually agreed upon dates moving forward.

Initial Program Dates	October, 2022
Institute Program Director	James Lifton, President
District Director	Flint Fertig, Director

This Memorandum of Understanding (MOU) is effective beginning September 1, 2022 and effective until June 30, 2025.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the Effective Date of _____.

MONROVIA UNIFED SCHOOL DISTRICT

LIFTON INSTITUTE OF MEDIA ARTS & SCIENCES

_____ Date _____
 Dana Smith
 Assistant Superintendent of Business
 Services

_____ Date _____
 James Lifton
 President

_____ Date _____
 Ryan Smith
 Superintendent

22/23-1024

*Agenda Item
August 24, 2022

Subject: MONROVIA COMMUNITY ADULT SCHOOL (MCAS)
PARTNERSHIP WITH LIFTON INSTITUTE OF MEDIA ARTS &
SCIENCES

Prepared by: Flint Fertig, Director of Adult Education &
Alternative Programs

Action desired:

The Board of Education is requested to approve a Memorandum of Understanding to create a partnership with Lifton Institute of Media Arts & Sciences for the Institute to provide professional quality, short-term Television Production training for Monrovia Adult School students with excellent employment placement rates.

Rationale:

A partnership with Lifton Institute would greatly expand the current training options by giving students access to professional quality facilities and working industry department leads. MCAS students would be training on a lot that includes six sound stages, and all necessary professional equipment to learn every aspect of television production from pre-production to finished product. These facilities would require zero capital expenditures. Additionally, MCAS would not need to hire a full-time faculty position to provide Television Production training, but instead have flexibility in meeting the costs of delivering the program.

Background Information – Through Monrovia Community Adult School, Monrovia Unified School District has long been a good provider of training for students to earn jobs in the film and television industry. This partnership would significantly build upon those efforts.

Budget Implications – The District will incur zero costs from this partnership as tuition for the Television Production program will either be paid for by an America's Job Center of California, or by the student, and cover costs for Monrovia Community Adult School.

Recommended _____
Superintendent

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

2. 22/23-1025 - MEMORANDUM OF UNDERSTANDING WITH PACIFIC COLLEGE

RECOMMENDATION

The Board of Education is requested to approve a Memorandum of Understanding between Pacific College and Monrovia Unified School District as part of the early college program for the use of facilities at Monrovia Community Adult School for the offering of specific college courses for September 14, 2022, through June 30, 2025.

Rationale:

Due to continuous and increasing demand for healthcare education, Monrovia Community Adult School (MCAS) is seeking to continue a partnership with Pacific College to bring the Vocational Nursing Diploma program, Vocational Nursing Associate of Science program, Healthcare Administration Bachelor of Science program, and Business Administration Bachelor of Science program offerings to the MCAS campus. With the Memorandum of Understanding, MCAS students will be able to transfer up to 45 units of college credits upon successful completion of courses that meet the college transfer requirements. Students who complete the MCAS Pharmacy Technician and Clinical Medical Assisting (Back Office/Front Office) programs earn 45 college credits in pursuit of a bachelors degree from Pacific College and MCAS Pre-Certification Certified Nursing Assistant.

Background:

Pacific College was established in 1993 for the purpose of providing high-quality education responsive to the training needs of medical and business studies aspirants, as well as to the employment demands in the professional allied health and business occupations. Pacific College was first accredited in April 1998 by the Accrediting Commission of Career Schools and Colleges (ACCSC). In 1999, Pacific College was first accredited by the Board of Vocational Nurses and Psychiatric Technicians. In October 1998, Pacific College was authorized to offer Title IV funding for those students who qualify. Pacific College participates in the following Title IV program: Federal Pell Grants, Federal Direct Loans, and Federal Family Education Loans (subsidized, unsubsidized, and PLUS). In 2007, Pacific College was authorized by the State of California, ACCSC, and the United States Department of education to offer the Associate of Science and the Bachelor of Science degree programs. This memorandum of understanding will provide more postsecondary options for MCAS students. MUSD has partnered with Pacific College since 2017.

Budget Implication (\$ Amount):

The district will incur no costs from this partnership.

Legal References:

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

Additional Information:

A copy of the Memorandum of Understanding is attached.

ATTACHMENTS

- [MCAS MOU Pacific College - 20220914.pdf](#)

**MEMORANDUM OF UNDERSTANDING
CREDIT EDUCATION AGREEMENT**

Pacific College (herein "College") and the Monrovia Unified School District (herein "District"), agree to the following Credit Education Agreement (herein "Agreement") with respect to articulation between the College and the Monrovia Community Adult School (herein "MCAS") for the College programs listed in Attachment A (herein "Programs"):

I. COLLEGE RESPONSIBILITIES

A. Articulation

The College takes sole responsibility for analyzing and approving MCAS course outlines for MCAS allied health and business certificate programs, such that said programs meet the Bachelor Program's hour requirement, student learning objectives and program outcomes for articulation purposes. The College agrees to award up to 45 units of College credit for successful completion of MCAS courses that meet transfer requirements for Pacific College.

B. Administration/Determination of Courses

The College will be solely responsible for determining the courses to be offered that will be necessary for students to complete the Programs and will be primarily responsible for administering these courses pursuant to the Agreement.

C. Course Delivery

All parties understand the Bachelor Degree Programs requires open enrollment classes that are delivered online or in a hybrid manner. For purposes of this Agreement, "hybrid manner" would mean that College would provide faculty who would deliver direct instruction in addition to the online curriculum. This direct instruction may be through video conferencing such as Skype, or delivered by an onsite classroom instructor. The College is solely responsible for the online/hybrid curriculum and solely responsible for course instruction delivered by qualified instructors.

D. College Counseling

The College will provide counselors to collaborate with MCAS counseling. The College counselors will help students understand course requirements for the Bachelor Program and to assist with financial aid applications. The College is responsible for providing the MCAS counselor the proper information or training to effectively assist the College counseling department. The College recognizes there may be times when its counselors must be on the MCAS campus to assist the MCAS counseling department with Bachelor Program students.

E. Coordinator for College

The College will name and provide a program coordinator/director that will serve as the contact to MCAS and work with the identified MCAS administrator to ensure the smooth operation of the Bachelor Program.

F. Employment of Instructors

The College will select and hire all instructors and determine the instructors meet the minimum qualifications providing the instructors meet minimum qualifications to provide course instruction required for all Programs. All instructors will be exclusive employees of the College and will be subject solely to its direction, control, compensation, and discharge. The College will ensure that all students are under the supervision of the

College's instructors. The College will bear all liabilities and expenses imposed by law or contract for such employment.

G. Substitutes

The College will hire all substitutes providing they meet the minimum qualifications of the subject for which they will substitute teach. All substitutes will be paid by the College.

H. Tutors

All parties recognize the need for tutors to assist students as they complete course assignments. As understood in this Agreement, tutors supplied by MCAS are individuals who are knowledgeable about the College's online learning management system (LMS) and have a cursory understanding of course work required for Program courses. Tutors can also help with course reading comprehension and note-taking strategies. Tutors are not expected to replace College instructors, nor are they expected to be aides to College instructors.

I. Minimums/Cancellation of Courses

The College reserves the right to cancel a class or courses in case of insufficient enrollment, or at the discretion of the College.

J. Documentation/Application/Registration

The College will work with MCAS to understand what documentation is required in the application process. The College will provide MCAS with all documentation and forms required by students to register for the Programs including, but not limited to: course outlines of record, applications, registration materials, attendance rosters, and instructional sheets. The College will provide the District and MCAS with complete enrollment of persons attending classes.

The College will ensure that all courses offered pursuant to this Agreement obtained the proper approvals before being printed in the catalog or any schedules or addendums.

K. College Credit for MCAS CNA Students

The College recognizes that MCAS has an accredited, rigorous Nurse Assistant Training Program (NATP). The College agrees to give MCAS students who completed its NATP appropriate credit towards its Degree/Diploma program.

L. Attendance

Official attendance for course work will be tracked by the College. Online class attendance is tracked through its LMS.

M. Public Access

The College will ensure that Program courses offered pursuant to this Agreement are fully open to the public, are so advertised and are held during hours in which the campus is not specifically closed to the public. All applicants must meet program entry qualifications and requirements.

II. DISTRICT/MCAS RESPONSIBILITIES

A. Articulation

MCAS will provide the College course outlines for MCAS business and allied health certificate programs, and ensure that courses delivered for its programs align with course outlines for articulation purposes.

- B. Administrative Responsibilities/Facilities
MCAS will assist the College in administering Program courses in so far as it will provide and oversee classrooms and computer labs in which dual enrolled students can access curriculum.
MCAS administration will also oversee tutoring and counseling services that are in addition to the College's primary responsibility to provide qualified course instructors and counseling. Courses may be taught in Monrovia classrooms if the classrooms meet regulatory requirements. MUSD will not charge the College for the use of the classroom and lab facilities.
- C. Course Delivery
All parties understand Bachelor Degree Programs require classes that are delivered online or in a hybrid manner. MCAS is solely responsible for providing a functioning computer lab on its campus so Bachelor Degree Program students can access online/hybrid curriculum.
- D. Counseling
MCAS will provide a counselor to collaborate with College counselors. The MCAS counselor will provide students with academic support and correct information about the Programs as instructed by the College's counselors.
- E. Coordinator for MCAS
MCAS will provide an administrator that will serve as the contact to the College and work with the identified College coordinator to ensure the smooth operation of the Programs.
- F. Tutors
MCAS will provide tutors in its computer labs for Program classes during mutually agreed upon hours. Tutors can help with course reading comprehension and note-taking strategies. Tutors are not expected to replace College instructors, nor are they expected to be aides to College instructors. MCAS will provide funding for tutors. The College will train the tutors on the use of the College's LMS.
- G. Potential College Hires
The District will provide the College with a list of instructor and substitute hires, and supporting documentation including transcripts, credentials and TB results, for all District instructors who may be eligible to instruct in General Education courses for the Programs. It is imperative that instructors selected to teach can commit to the entire term of the class. Each instructor must be assigned to a specific section and each instructor and substitute must meet the College's minimum qualifications for that specific subject. Each instructor and substitute must complete the hiring process through the College Human Resource Office prior to the first day of instruction. Otherwise, the instructor or substitute will not be allowed to teach the class.
- H. Application/Enrollment
MCAS will assist Program students in the application process based on application information provided by the College.
- I. Recruitment
MCAS will aid in the College's recruitment process by holding informational sessions on its campus and potentially contacting previous graduates.
- J. Access to Programs

MCAS will allow access to all students who satisfactorily complete the required application and registration documentation needed to enroll in a class and will not impose any additional requirements and/or restrictions on enrollment. In addition, the District's Board of Education will declare the campus open to the public for the time that classes are offered pursuant to this Agreement.

K. Attendance

Tutors will track hours of students who attend the computer lab for help through sign-in sheets. Computer lab attendance sheets must be signed by the tutor and include all students in attendance, daily attendance hours and an attendance total for the week.

While all efforts will be made to ensure these records are neat and accurate, MCAS is not responsible for official course attendance. Official course attendance is the responsibility of the College.

L. Classroom and Computer Lab Hours of Operation

MCAS will provide the College with a list of holidays and other District closure days and will collaborate with the College to ensure Program students are aware of closures.

III. GENERAL PROVISIONS

A. School District Policies and Procedures

College shall ensure that each student is aware of and understands all applicable School District policies and procedures and shall require each student to conform to all such School District policies, procedures, regulations, standards for health, safety, cooperation, ethical behavior, and any additional requirements and restrictions agreed upon by representatives of School District and College.

B. Confidentiality

All verbal and written information exchanges, as well as proprietary information relating to business practices, procedures or methods of the District and the College shall remain strictly confidential and shall not be disclosed without prior written consent of the other party.

The College is responsible for respecting and maintaining the privacy and confidentiality of all student information and records which it may receive or have access to pursuant to this Agreement. The College will notify Program students that the school complies with the terms and conditions of all applicable confidentiality laws, including but not limited to the Family Educational Rights and Privacy Act ("FERPA") and the Regulations promulgated thereunder (20 U.S.C. §12329; 34 C.F.R. Part 99); California Education Code §49060 et seq. (pupil records); California Welfare & Institutions Code §§ 300 and 600 et seq.; §827 Juvenile justice system records); California Welfare & Institutions Code §5328.6 and §5328.7 (Mental Health Records); and 42 U.S.C. §§290dd-2: (iv) Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Regulations promulgated thereunder (42 U.S.C. Sections 1320d-2 and 1320d-4; 45 C.F.R. Subtitle A, Subchapter C, Parts 160 -164), as amended from time to time.

C. Accreditation and Approvals

College shall at all times during the course of this Agreement be accredited, licensed or qualified to offer the Program to students.

D. Entire Agreement: Amendment

This Agreement contains the complete and full agreement between the parties with

respect to the subject matter hereof and shall supersede all other agreements relative to the subject matter hereof by and between the parties. This Agreement may be amended but only by an instrument in writing signed by both parties to the Agreement.

E. Indemnification

Except as otherwise may be provided in this Agreement, each party shall indemnify, hold harmless and defend the other party from any and all loss, liability, claim, lawsuit, injury, expense or damage whatsoever including but not limited to attorneys' fees and court costs, arising out of, incident to or in any manner occasioned by the performance or nonperformance by such indemnifying party, its officers, directors, regents, agents, employees, students, or subcontractors, of any covenant or condition of this Agreement or by the negligence, improper conduct or intentional acts or omissions of such indemnifying parties, its officers, directors, regents, agents, employees, students, or subcontractors.

F. Governing Law

This Agreement shall be governed by and interpreted in accordance with the laws of the State of California. Any action arising out of this Agreement shall be instituted and prosecuted only in a court of proper jurisdiction in Los Angeles County, California.

G. Non-Discrimination

Neither party shall discriminate against any University student on the basis of race, age, religion, sex, color, creed, national origin, handicap, disability or sexual preference. In addition, the parties will fully comply with any and all applicable local, state and federal anti-discrimination regulations, statutes and judicial decisions.

IV. DATES, CLASSES AND RESPONSIBLE PERSONNEL

- A. Once the Agreement is signed and executed, District and the College agree to collaborate to create schedule of dates with actionable items to facilitate enrollment in Program for November, 2022 class start.
- B. After initial November, 2022 Program start, the District and SEI will collaborate to provide additional Program starts through June 30, 2025 and mutually agreed upon dates moving forward.

Term Dates	November, 2022
Class Titles to Be Offered	To be determined jointly by MCAS & College
Director/Coordinator for College	Donna Woo, Vice President
Director/Coordinator for MCAS	Flint Fertig, Director

This Memorandum of Understanding (MOU) is effective beginning September 1, 2022 and effective until June 30, 2025.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the Effective Date of _____.

MONROVIA UNIFIED SCHOOL DISTRICT

PACIFIC COLLEGE

_____ Date _____
Dana Smith
Assistant Superintendent of Business Services

_____ Date _____
Donna Woo
Vice-President

_____ Date _____
Ryan Smith
Superintendent

_____ Date _____
William L. Nelson
President

Attachment A

Programs offered by Pacific College for Monrovia Community Adult School

Program Title	Cost
Associate of Science in Vocational Nursing Price includes tuition, textbooks, uniforms, and supplies. Students are responsible for their own nursing shoes, Windows computer with Internet access, and all fees required to take state NCLEX licensing exam.	\$29,500
Vocational Nursing-Diploma Program Price includes tuition, textbooks, uniforms, and supplies. Students are responsible for their own nursing shoes, Windows computer with Internet access, and all fees required to take state NCLEX licensing exam.	\$25,750
Bachelor of Science in Health Care Administration Students must purchase their own computer with Internet access and textbooks.	\$350 per credit hour
Bachelor of Science in Business Administration Students must purchase their own computer with Internet access and textbooks.	\$350 per credit hour

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

3. 22/23-1026 - MEMORANDUM OF UNDERSTANDING WITH SECURITY EDUCATION INSTITUTE, LLC

RECOMMENDATION

The Board of Education is requested to approve a renewal of the Memorandum of Understanding (MOU) to continue a partnership with Security Education Institute, LLC (SEI), and Monrovia Unified School District, on behalf of the Monrovia Community Adult School (MCAS) for the period of September 14, 2022, through June 30, 2025.

Rationale:

Security Education Institute, LLC (SEI), provides professional quality, short-term Security Officer training allow MCAS students to earn a Bureau of Security and Investigative Services (BSIS) license with excellent employment placement rates. A continued partnership with SEI allows MCAS to have tremendous flexibility in providing Security Officer training programs. MCAS would not need to hire a full-time faculty position and pay this instructor while waiting for sufficient cohort enrollment to begin the program. Through this partnership and approval of the agreement , MCAS is able to meet the costs of delivering security officer training programs and requires no capital expenditures.

Background:

Through MCAS, Monrovia Unified School District has long been an excellent provider of programs that address the state's desire to improve equity and inclusion in Career Technical Education (CTE) training programs. MCAS security officer programs increase equity and inclusion for MCAS students while leading to jobs for long-term unemployed.

Budget Implication (\$ Amount):

There is no cost to the district. Tuition is paid by America's Job Center of California or by the student and covers the cost of the program.

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 Memorandum of Understanding is attached.

ATTACHMENTS

- [MCAS MOU Security Education Institute - 20220914.pdf](#)

**MEMORANDUM OF UNDERSTANDING – PARTNERSHIP AGREEMENT FOR
SERVICES PROVIDED BY SECURITY EDUCATION INSTITUTE, LLC.**

The Monrovia Unified School District (herein "District") and Security Education Institute, LLC. (herein "SEI") agree to the following Partnership Agreement (herein "Agreement") with respect to SEI providing the District services for a successful Security Officer educational program (herein "Program").

I. SEI RESPONSIBILITIES

A. Administration

SEI will be primarily responsible for administering the Program pursuant to the Agreement, but will collaborate with the District to achieve successful delivery of the Program.

B. Accreditation and Approvals

SEI will at all times during the course of this Agreement be accredited, licensed, and qualified to offer the Program to students.

C. Determination of Length of Program

SEI retains right to determine the optimal length of the Program such that students achieve learning outcomes and job preparation skills, but will collaborate with the District to ensure the length achieves successful student employment outcomes. Currently the length of each Program is as follows:

Security Officer	2 days or 1 week	16 hours or 40 hours
Security Officer – Armed	2 weeks	80 hours

D. Employment of Instructors / Substitutes for Program

SEI will select and hire all instructors and ensure that instructors meet the minimum qualifications and industry expertise to provide course instruction required for the Program. All instructors will be exclusive employees of SEI and will be subject solely to its direction, control, compensation, and discharge. SEI will bear all liabilities and expenses imposed by law or contract for such employment, including, but not limited to, workers' compensation insurance, unemployment insurance, Social Security contributions, and tax withholdings. SEI will hire all substitutes, ensure they meet the minimum qualifications and pay them accordingly.

E. Coordinator for the Program

SEI will provide a program coordinator/director that will serve as the contact to the District and work with the identified District administrator to ensure the Program operates smoothly and all requirements for the Program are met.

F. Enrollment in the Program

The minimum enrollment for the Program is 16 students and the maximum enrollment is 32. Less than 16 students enrolled, SEI reserves the right to cancel a scheduled session of the Program. SEI agrees to take on the primary responsibilities for marketing and finding students to enroll in the Program and hold the District harmless and does not hold the District in any way whatsoever responsible for scheduled Program sessions not meeting minimum enrollment. Any future changes to minimum or maximum enrollment for the Program must be made by mutual written agreement and made a part of this MOU as an amendment.

- G. Student Materials, Fees and Training Equipment
SEI agrees to provide any and all student materials, student fees, and equipment required to train students to complete learning objectives for Program, and prepare students for employment in the security industry. This would include, but is not limited to: textbooks, LiveScan, license application fees, exam fees, and CPR card.
- H. Location for Program Classes
The exact location for Program classes has not been determined. However, SEI and the District will collaborate on the location of the Program to maximize enrollment for regional residents.
- I. Daily Attendance
SEI is required to keep course attendance using its designated attendance management solution. Attendance sheets must be signed by SEI instructor and every enrolled student to verify daily attendance hours and attendance total for the Program session. SEI agrees to provide the District with properly signed attendance records for all students in the Program on a weekly basis.
- J. Application and Registration
SEI will provide enrollment application guidelines and training to District staff so that only students who qualify for the Program are registered by the District.
- K. Invoicing for Reimbursement / Agree to Reduced Prices
SEI will provide one invoice to the District for providing Program services. The invoice will be for 100% of total amount due and must be submitted after students complete the Program.

Reimbursement amounts for each Student in the Program are noted in Article II, Section B of the Agreement. However, the District and SEI both acknowledge that, in some instances, the District will need to provide the America's Job Centers of California (AJCC) who fund student participation in the Program with financial aid in order to procure Workforce Innovation and Opportunity Act (WIOA) funding for Program students. When the District agrees to invoice below the Program price listed in the California Employee Training Provider List (ETPL), SEI agrees to invoice at 80% of the discounted price the District has agreed upon with the AJCC. SEI reserves the right to not provide Program services, if the District has offered too large amount of financial aid and the Program is not financially feasible.
- L. Documentation
SEI will provide the District with all required documentation and forms in a timely manner, when requested, including, but not limited to: course outlines of record, applications, registration materials, attendance sheets, instructor credentials, and other documents as required by American Job Centers of California or any other regulatory body.
- M. Instructor Supervision of Program Students
SEI will ensure that all District students in the Program are under the immediate supervision of SEI's instructors at all times during class.
- N. Public Access
SEI will ensure that Program courses offered pursuant to this Agreement are fully open to the public, are so advertised and are held during hours in which the campus is not specifically closed to the public.

II. DISTRICT RESPONSIBILITIES

A. District Administrator

The District will name an administrator to serve as the contact to SEI and help with Program administration.

B. Reimbursement

The District agrees to reimburse SEI the following amounts:

- \$ 795 per student for every 16 hour Security Officer student
- \$1,495 per student for every 40 hour Security Officer student
- \$2,995 per student for every 80 hour Security Officer – Armed student

The District agrees to reimburse SEI for every District student in each of the Program who:

- i) meets SEI application qualifications and District registration requirements
- ii) completes Program and receives a Certificate of Completion
- iii) has met American Job Center of California (AJCC) requirements for enrollment

As noted in Article I, Section J of the Agreement, the District and SEI both acknowledge that, in some instances, the District will need to provide the America's Job Centers of California (AJCC) who fund student participation in the Program with financial aid in order to procure Workforce Innovation and Opportunity Act (WIOA) funding for Program students. When the District agrees to invoice below the Program price listed in the California Employee Training Provider List (ETPL), SEI agrees to invoice at 80% of the discounted price the District has agreed upon with the AJCC. The District agrees to consult with SEI with regards to amount of financial aid being provided for each Student in the Program and confirm that the reimbursement amount for SEI allows for the financial feasibility of the Program.

District assures SEI invoices will be paid in a timely fashion.

C. Registration

The District agrees to take responsibility for initial registration of all Program students. The District ensures that, after proper SEI training, District employees will ensure that students meet SEI application qualifications and will be properly enrolled. The District agrees to provide timely Program enrollment records so that SEI can get students registered in its attendance management system.

III. GENERAL PROVISIONS

A. School District Policies and Procedures

SEI will ensure that each student is aware of and understands all applicable School District policies and procedures and will require each student to conform to all such School District policies, procedures, regulations, standards for health, safety, cooperation, ethical behavior, and any additional requirements and restrictions agreed upon by representatives of School District and SEI.

B. Confidentiality

All verbal and written information exchanges, as well as proprietary information relating to business practices, procedures or methods of the School District and SEI will remain strictly confidential and will not be disclosed without prior written consent of the other party.

SEI is responsible for respecting and maintaining the privacy and confidentiality of all student information and records which SEI may receive or have access to pursuant to this Agreement. SEI will notify Program students that the school complies with the terms and conditions of all applicable confidentiality laws, including but not limited to the Family Educational Rights and Privacy Act ("FERPA") and the Regulations promulgated thereunder (20 U.S.C. §12329; 34 C.F.R. Part 99); California Education Code §49060 et seq. (pupil records); California Welfare & Institutions Code §§ 300 and 600 et seq.; §827 Juvenile justice system records); California Welfare & Institutions Code §5328.6 and §5328.7 (Mental Health Records); and 42 U.S.C. §§290dd-2: (iv) Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Regulations promulgated thereunder (42 U.S.C. Sections 1320d-2 and 1320d-4; 45 C.F.R. Subtitle A, Subchapter C, Parts 160 -164), as amended from time to time.

C. Entire Agreement: Amendment

This Agreement contains the complete and full agreement between the parties with respect to the subject matter hereof and will supersede all other agreements relative to the subject matter hereof by and between the parties. This Agreement may be amended but only by an instrument in writing signed by both parties to the Agreement.

D. Indemnification

Except as otherwise may be provided in this Agreement, each party will indemnify, hold harmless and defend the other party from any and all loss, liability, claim, lawsuit, injury, expense or damage whatsoever including but not limited to attorneys' fees and court costs, arising out of, incident to or in any manner occasioned by the performance or nonperformance by such indemnifying party, its officers, directors, regents, agents, employees, students, or subcontractors, of any covenant or condition of this Agreement or by the negligence, improper conduct or intentional acts or omissions of such indemnifying parties, its officers, directors, regents, agents, employees, students, or subcontractors.

E. Governing Law

This Agreement will be governed by and interpreted in accordance with the laws of the State of California. Any action arising out of this Agreement will be instituted and prosecuted only in a court of proper jurisdiction in Los Angeles County, California.

F. Non-Discrimination

Neither party will discriminate against any SEI student on the basis of race, age, religion, sex, color, creed, national origin, handicap, disability or sexual preference. In addition, the parties will fully comply with any and all applicable local, state and federal anti-discrimination regulations, statutes and judicial decisions.

IV. DATES AND RESPONSIBLE PERSONNEL

- A. Once the Agreement is signed and executed, District and SEI agree to collaborate to create schedule of dates with actionable items to facilitate enrollment in Program for August, 2022 class start.
- B. After initial August, 2022 Program start, the District and SEI will collaborate to provide additional Program starts through June 30, 2025 and mutually agreed upon dates moving forward.

Date of First Program	August, 2022
SEI Program Administrator	Gary Soghomonian, SEI Chief Operating Officer
District Administrator	Flint Fertig, Director

This Memorandum of Understanding (MOU) is effective beginning September 1, 2022 and effective until June 30, 2025.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the Effective Date of _____.

MONROVIA UNIFIED SCHOOL DISTRICT

SECURITY EDUCATION INSTITUTE

_____ Date _____
Dana Smith
Assistant Superintendent of Business Services

_____ Date _____
Gary Soghomonian
Security Education Institute

_____ Date _____
Ryan Smith
Superintendent

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

4. 22/23-1028 - MEMORANDUM OF UNDERSTANDING WITH ELITE SOFTWARE AND GRAPHICS dba MADMEN MARKETING CONSULTANTS, LLC

RECOMMENDATION

The Board of Education is requested to approve a Memorandum of Understanding to continue a partnership with Elite Software and Graphics, dba Madmen Marketing Consultants, LLC, and Monrovia Community Adult School, to provide comprehensive digital, print, and targeted marketing services from September 14, 2022, through June 30, 2025.

Rationale:

Monrovia Community Adult School (MCAS) just completed a three-year plan with Citrus College Adult Education Consortium (CCAEC) members that calls for increased performance outcomes in enrollment, participation, persistence, and student performance across CAEP program areas. These increased performance outcomes are required by CAEP as a condition of receiving CAEP funds. Also, MCAS completed a Comprehensive Improvement Plan (CIP) as a condition to receive Workforce Innovation and Opportunity Act (WIOA) Title II Adult Education and Family Literacy Act (AEFLA) funds that call for improved performance outcomes in student literacy and diploma attainment. Finally, MCAS has a WASC Full Self-Study Visiting Committee visit in March 2023 to analyze its Schoolwide Action Plan and that the goals in the plan align with the CAEP three-year plan and WIOA CIP. A continued partnership with Madmen is crucial to MCAS achieving these increased performance outcomes.

Background:

For nearly 20 years, Madmen has used its digital and print targeted marketing expertise and strong relationships with America's Job Centers of California (AJCC) to help thousands of students attain no cost training and change the trajectory of their lives. Madmen has a long, successful history with helping MCAS students connect to AJCC, generating substantial WIOA Title I funds for MCAS Career Technical Education programs and help MCAS exceed CAEP, WIOA, and WASC performance outcomes.

Budget Implication (\$ Amount):

There is no cost to the district.

Legal References:

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

Additional Information:

A copy of the Memorandum of Understanding is attached.

ATTACHMENTS

- [MCAS MOU Madmen Marketing Consultants - 20220914.pdf](#)

**MEMORANDUM OF UNDERSTANDING – PARTNERSHIP AGREEMENT FOR
MARKETING SERVICES PROVIDED BY
ELITE SOFTWARE & GRAPHICS DBA MADMEN MARKETING CONSULTANTS, LLC.**

The Monrovia Unified School District (herein "District") and Madmen Marketing Consultants, LLC (herein "Consultant") agree to the following Partnership Agreement (herein "Agreement") with respect to Consultant providing targeted Marketing services to Monrovia Community Adult School (herein "MCAS") such that MCAS meets state-mandated California Adult Education Program (herein "CAEP") goals.

I. CONSULTANT RESPONSIBILITIES

A. Outcomes

The Agreement is for Consultant to provide complete digital, print, and targeted Marketing services to achieve the following CAEP Outcomes for MCAS:

- I. Ensure fully enrolled MCAS CTE programs
- II. Connect MCAS with varied America's Job Centers of California (AJCC) funding sources to guarantee fully funded CTE programs
- III. Market to maximize enrollment for all non-CTE programs (ASE, ABE, ESL, EL Civics, Youth@Work, Career Center, Consortium workshops)

B. Delivery of Services and Administration of Programs

Consultant will be responsible for delivering all Marketing services, but will collaborate with MCAS to ensure CAEP Outcomes are to the satisfaction of MCAS.

C. Use of Consultant Services for this Agreement is not Necessarily Binding

A Memorandum of Understanding is not a formal contract and, thus, the Agreement is not fully binding. However, while not a contract, adhering to the conditions of the Agreement is paramount to achieving CAEP Outcomes. Therefore, once the terms of this Agreement have been approved by the proper authorities, it is understood by all parties that all invoices submitted by the Consultant for services rendered must be paid.

D. Schedule to Achieve CAEP Outcomes

Consultant agrees to collaborate with MCAS to schedule Marketing campaigns to maximize CAEP Outcomes.

E. General Description of Requirements to Achieve CAEP Outcome I

Though not exhaustive, following are actionable steps Consult will complete to achieve Outcome I:

- Provide targeted, digital marketing to maximize attendance for MCAS CTE informational sessions and for enrollment in MCAS CTE programs
 - Purchase ads on various social media platforms including, but not limited to: FaceBook, Instagram, EventBrite, Craigslist, WeChat, and TikTok
 - Purchase and utilize display ads, banner ads, and email/cell phone lists
 - Perform mass email / text blasts
- Track conversion rates to monitor effectiveness of each marketing method
- Collaborate with Monrovia Community personnel to manage lead sheets and improve conversion rates
- Create traditional print advertising and color flyers for mass distribution in the community and to community-based organizations

- F. General Description of Requirements to Achieve Outcome II
Though not exhaustive, following are actionable steps Consult will complete to achieve Outcome II:
- Work with all seven regional Workforce Development Boards (herein “WDB”) and all Los Angeles County America’s Job Centers of California (herein “AJCC”) to stay abreast of funding levels available for MCAS CTE programs
 - Assist with AJCC communication and processes to help maximize enrollment
 - Introduce MCAS Administration to AJCCs who have Workforce Innovation and Opportunity Act (WIOA) funds available for cohort enrollment
- G. General Description of Requirements to Achieve Outcome III
Though not exhaustive, following are actionable steps Consult will complete to achieve Outcome III:
- Provide targeted digital marketing to maximize attendance to Monrovia Community CTE informational sessions
 - Purchase ads on various social media platforms including, but not limited to: FaceBook, Instagram, EventBrite, Craigslist, WeChat, and TikTok
 - Purchase and utilize display ads, banner ads, and email/cell phone lists
 - Perform mass email / text blasts
 - Create traditional print advertising and color flyers for mass distribution in the community and to community-based organizations
- H. Fees to Be Paid to the Consultant for Each Outcome
Following are the fees that will be paid to the Consultant broken down by Outcome:
- | | |
|----------------|--|
| Outcome I & II | 30% of gross CTE revenues as previously contracted with District and MUSD Board of Education |
| Outcome III | Invoices submitted on per marketing campaign basis |
- I. Coordinator for Marketing Services
Consultant will provide a coordinator who will serve as the contact to the District and work with the identified District and Monrovia Community administration to ensure the action steps taken to achieve CAEP Outcomes are met.
- J. Documentation
Consultant will provide the District with all required documentation and forms in a timely manner, when requested, including, but not limited to: course outlines, I-TRAIN and ETPL applications and supporting documents, marketing collateral registration materials, attendance sheets, instructor credentials, and other documents as required by the District or any other regulatory body.
- K. Public Access
Consultant will ensure that MCAS CTE Program courses offered pursuant to this Agreement are advertised as fully open to the public.

II. DISTRICT RESPONSIBILITIES

A. MCAS Administrator

MCAS will assign an administrator to serve as the contact to Consultant.

B. Reimbursement

The District agrees to pay Consultant invoices as agreed upon in Section 1, Article H.

District assures that Consultant invoices will be paid in a timely fashion.

III. GENERAL PROVISIONS

A. School District Policies and Procedures

Consultant will ensure that each student is aware of and understands all applicable District policies and procedures and will require each student to conform to all such District policies, procedures, regulations, standards for health, safety, cooperation, ethical behavior, and any additional requirements and restrictions agreed upon by representatives of District and Consultant.

B. Confidentiality

All verbal and written information exchanges, as well as proprietary information relating to business practices, procedures or methods of the District and Consultant will remain strictly confidential and will not be disclosed without prior written consent of the other party.

The Consultant is responsible for respecting and maintaining the privacy and confidentiality of all student information and records which the Consultant may receive or have access to pursuant to this Agreement. The Consultant will notify potential Program students that MCAS complies with the terms and conditions of all applicable confidentiality laws, including but not limited to the Family Educational Rights and Privacy Act ("FERPA") and the Regulations promulgated thereunder (20 U.S.C. §12329; 34 C.F.R. Part 99); California Education Code §49060 et seq. (pupil records); California Welfare & Institutions Code §§ 300 and 600 et seq.; §827 Juvenile justice system records); California Welfare & Institutions Code §5328.6 and §5328.7 (Mental Health Records); and 42 U.S.C. §§290dd-2: (iv) Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Regulations promulgated thereunder (42 U.S.C. Sections 1320d-2 and 1320d-4; 45 C.F.R. Subtitle A, Subchapter C, Parts 160 -164), as amended from time to time.

C. Entire Agreement: Amendment

This Agreement contains the complete and full agreement between the parties with respect to the subject matter hereof and will supersede all other agreements relative to the subject matter hereof by and between the parties. This Agreement may be amended but only by an instrument in writing signed by both parties to the Agreement.

D. Indemnification

Except as otherwise may be provided in this Agreement, each party will indemnify, hold harmless and defend the other party from any and all loss, liability, claim, lawsuit, injury, expense or damage whatsoever including but not limited to attorneys' fees and court costs, arising out of, incident to or in any manner occasioned by the performance or nonperformance by such indemnifying party, its officers, directors, regents, agents, employees, students, or subcontractors, of any covenant or condition of this Agreement or by the negligence, improper conduct or intentional acts or omissions of such indemnifying parties, its officers, directors, regents, agents, employees, students, or subcontractors.

E. Governing Law

This Agreement will be governed by and interpreted in accordance with the laws of the State of California. Any action arising out of this Agreement will be instituted and prosecuted only in a court of proper jurisdiction in Los Angeles County, California.

F. Non-Discrimination

Neither party will discriminate against any Consultant student on the basis of race, age, religion, sex, color, creed, national origin, handicap, disability or sexual preference. In addition, the parties will fully comply with any and all applicable local, state and federal anti-discrimination regulations, statutes and judicial decisions.

IV. DATES AND RESPONSIBLE PERSONNEL

An Action Plan with dates and responsible personnel will be fully developed and made available to all responsible parties as Marketing campaigns are required by MCAS. Responsible parties are below:

Action Plan Dates	TBD
Madmen Coordinator	Ray Matthews, President
District Administrator	Flint Fertig, Director

This Memorandum of Understanding is effective beginning September 1, 2022 and effective until June 30, 2025.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the Effective Date of _____.

MONROVIA UNIFIED SCHOOL DISTRICT

ELITE SOFTWARE AND GRAPHICS

_____ Date _____
Dana Smith
Assistant Superintendent of Business Services

_____ Date _____
Ray Matthews
President

_____ Date _____
Ryan Smith
Superintendent

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

5. 22/23-1029 - MEMORANDUM OF UNDERSTANDING WITH TEMPLE CITY UNIFIED SCHOOL DISTRICT

RECOMMENDATION

The Board of Education is requested to approve a Memorandum of Understanding with Temple City Unified School District (TCUSD) for services provided by Monrovia Unified School District (MUSD) on behalf of Monrovia Community Adult School from September 14, 2022, through June 30, 2025.

Rationale:

In the spirit of partnership and cooperation to meet regional California Adult Education Program (AEP) goals and create robust Career-Technical Education (CTE) programs, this Memorandum of Understanding (MOU) with Temple City Unified School District (TCUSD) is being brought forward for approval. The MOU will allow MUSD, through the Monrovia Community Adult School (MCAS), to provide complete educational services for the following programs currently offered in the MCAS catalog: Certificated Nursing Assistant; Clinical Medical Assisting (Back Office/Front Office); Construction. Funding for these programs would be provided by TCUSD for each student who completes each of the programs. This continued partnership will increase enrollment by extending boundaries to neighboring cities through the additional funding source and increase student achievement through the programs.

Background:

This continued partnership will increase enrollment by extending boundaries to neighboring cities through the additional funding source and increase student achievement through the programs. MUSD, through MCAS, has partnered with TCUSD since 2019 in providing educational services.

Budget Implication (\$ Amount):

There is no cost to the district. Proceeds to support the programs would come from TCUSD from the Pasadena City College Consortium.

Legal References:

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

Additional Information:

A copy of the Memorandum of Understanding is attached.

ATTACHMENTS

- [MCAS MOU Temple City Unified School District - 20220914.pdf](#)

**MEMORANDUM OF UNDERSTANDING – PARTNERSHIP AGREEMENT FOR
SERVICES PROVIDED BY MONROVIA UNIFIED SCHOOL DISTRICT**

The Temple City Unified School District (herein "District") and Monrovia Unified School District (herein "MUSD") agree to the following Partnership Agreement (herein "Agreement") with respect to MUSD providing the District educational services to successfully create and deliver the Career Technical Education (herein "CTE") programs outlined in Section I, Article A of the Agreement (herein "Programs").

I. MUSD RESPONSIBILITIES

A. Programs

The Agreement is for MUSD to provide complete educational services in the following Programs:

Certified Nursing Assistant
Clinical Medical Assisting, Back Office/Front Office
Construction

B. Accreditation and Approvals

SEI will at all times during the course of this Agreement be accredited, licensed, and qualified to offer the Program to students.

C. Delivery of Services and Administration of Programs

MUSD will be responsible for delivering of all educational services and administering the Programs pursuant to the Agreement, but will collaborate with the District to ensure students successfully complete Programs.

D. Use of MUSD Services for Programs is Non-binding

The District is under no binding contract to utilize MUSD services for Programs. The Agreement only pertains to those Programs for which both the District and MUSD mutually decide upon to pursue. The decision on which Programs to pursue will come from communication and collaboration between MUSD and District representatives. Once Programs have been mutually agreed upon, the Agreement dictates terms between the parties to administer effective Programs and provide successful student outcomes for the District in regards to California Adult Education Program (herein "CAEP") and Workforce Innovation and Opportunity Act (herein "WIOA") reporting.

E. Future Collaboration and Sharing of Expertise

MUSD recognizes that the long term goal of the District is to create robust CTE programs under its direct supervision and administration. In the spirit of partnership and cooperation to meet regional CAEP goals, MUSD agrees in the future to collaborate and share expertise with the District to achieve its goals, to the extent that such collaboration is financially and temporally feasible.

F. District is Primary Locus of Student Enrollment

While MUSD will have students enrolled in its designated attendance management solution, this will be strictly for its internal administrative processes. The District adult school will be the primary school of enrollment for all students in the Programs. The District will get credit for student enrollment and outcomes in the TOPSpro Enterprise system and in all CAEP reports and outcomes.

G. District Receives Credit for any Workforce Student Enrollment
 MUSD agrees to work with regional Workforce Development Boards (herein "WDB") to get students in the Programs enrolled at American Job Centers of California (herein "AJCC") as a District adult school student. By enrolling District students into the AJCC system, the District recognizes that it will receive institutional benefits of the AJCC co-enrollment, such as potential funding for other CTE programs the District has listed on the California Employment Training Provider List (herein "ETPL")

H. Length of Programs
 MUSD has all Programs registered on the California ETPL. MUSD assures the District that it will administer all Programs for the length of time as is required in ETPL. Currently the length of each Program is as follows:

Certified Nursing Assistant	10 weeks	240 hours
Clinical Medical Assisting, Back Office/Front Office	24 weeks	532 hours
Construction	16 weeks	320 hours

I. Employment of Instructors / Substitutes for Programs
 MUSD will select and hire all instructors and ensure that instructors meet the minimum qualifications and industry expertise to provide CTE course instruction required for the Programs. All instructors will be exclusive employees of MUSD and will be subject solely to its direction, control, compensation, and discharge. MUSD will bear all liabilities and expenses imposed by law or contract incident to such employment, including, but not limited to, workers' compensation insurance, unemployment insurance, Social Security contributions, and tax withholdings. MUSD will hire all substitutes, ensure they meet the minimum qualifications and pay them accordingly.

J. Coordinator for the Programs
 MUSD will provide a program coordinator/director that will serve as the contact to the District and work with the identified District administrator to ensure the Programs run smoothly and all requirements for the Programs are met.

K. Enrollment in the Programs
 Each Program has a minimum enrollment. If a program does not meet minimum enrollment, MUSD reserves the right to cancel a scheduled session of one of the Programs. MUSD agrees to take on the primary responsibilities for marketing and finding students to enroll in the Programs. MUSD holds the District harmless and does not hold the District in any way whatsoever responsible for scheduled Programs sessions not meeting minimum enrollment.

L. Student Materials, Fees and Training Equipment
 MUSD agrees to provide any and all student supplies, student fees, materials, and equipment required to train students to complete learning objectives for Programs, and prepare students for employment. This would include, but is not limited to: textbooks, online curriculum, LiveScan, license application fees, licensure exam fees, medical scrubs, student physicals, and required vaccines.

M. Locale for Programs
 The Programs are primarily being offered on the campus of Monrovia Community Adult School (herein "MCAS"). The address is below:

920 South Mountain Avenue
 Monrovia, CA 91016

However, MUSD recognizes that the District needs to serve adults in its city and surrounding areas. MUSD will collaborate with the District to offer as many Programs as is possible close to District schools and within the area served by the District.

N. Daily Attendance

MUSD is required to keep course attendance using its designated attendance management solution. Attendance sheets must be signed by MUSD instructor and every enrolled student to verify daily attendance hours and attendance total for the session for each Program. MUSD agrees to provide the District with properly signed attendance records for all students in the Programs on a weekly basis.

O. Application and Registration

MUSD will provide enrollment application guidelines and training to District staff so that only students who qualify for the Programs are registered by the District.

P. Invoicing for Programs Services

MUSD will provide one invoice to the District by each individual program for providing Programs services. The invoice will be for 100% of total amount due and must be submitted after students complete the Programs. Along with the invoice, MUSD will submit for each student a certificate of completion and a record of student attendance signed by an instructor or school administrator.

Q. Documentation

MUSD will provide the District with all required documentation and forms in a timely manner, when requested, including, but not limited to: course outlines of record, applications, registration materials, attendance sheets, instructor credentials, and other documents as required by the District or any other regulatory body.

R. Instructor Supervision of Programs Students

MUSD will ensure that all District students in the Programs are under the immediate supervision of MUSD's instructors at all times during class.

S. Public Access

MUSD will ensure that Programs courses offered pursuant to this Agreement are fully open to the public, are so advertised and are held during hours in which the campus is not specifically closed to the public.

II. DISTRICT RESPONSIBILITIES

A. District Administrator

The District will name an administrator to serve as the contact to MUSD.

B. Reimbursement

The District agrees to reimburse MUSD the following amounts per student who completes each of the following program (these are course prices in I-TRAIN):

Certified Nursing Assistant	\$2,950
Clinical Medical Assisting, Back Office/Front Office	\$3,625
Construction	\$2,475

The District agrees to reimburse MUSD for every District student in each of the Programs who:

- i) meets MUSD application qualifications including:

- a. passing the entrance exam OR enrolling in basic academic classes concurrently to support those students who did not pass all sections of the entrance exam
- b. discussing career goals with MUSD counseling staff

ii) completes the course

District assures that MUSD invoices will be paid in a timely fashion.

C. Registration

The District agrees to take responsibility for initial registration of all Programs students. The District ensures that, after proper MUSD training, District employees will ensure that students meet MUSD application qualifications and will be properly enrolled. The District agrees to provide timely Programs enrollment records so that MUSD can get students registered in its systems.

III. GENERAL PROVISIONS

A. School District Policies and Procedures

MUSD will ensure that each student is aware of and understands all applicable District policies and procedures and will require each student to conform to all such District policies, procedures, regulations, standards for health, safety, cooperation, ethical behavior, and any additional requirements and restrictions agreed upon by representatives of District and MUSD.

B. Confidentiality

All verbal and written information exchanges, as well as proprietary information relating to business practices, procedures or methods of the District and MUSD will remain strictly confidential and will not be disclosed without prior written consent of the other party.

MUSD is responsible for respecting and maintaining the privacy and confidentiality of all student information and records which it may receive or have access to pursuant to this Agreement. MUSD will notify Program students that the school complies with the terms and conditions of all applicable confidentiality laws, including but not limited to the Family Educational Rights and Privacy Act ("FERPA") and the Regulations promulgated thereunder (20 U.S.C. §12329; 34 C.F.R. Part 99); California Education Code §49060 et seq. (pupil records); California Welfare & Institutions Code §§ 300 and 600 et seq.; §827 Juvenile justice system records); California Welfare & Institutions Code §5328.6 and §5328.7 (Mental Health Records); and 42 U.S.C. §§290dd-2: (iv) Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Regulations promulgated thereunder (42 U.S.C. Sections 1320d-2 and 1320d-4; 45 C.F.R. Subtitle A, Subchapter C, Parts 160 -164), as amended from time to time.

C. Entire Agreement: Amendment

This Agreement contains the complete and full agreement between the parties with respect to the subject matter hereof and will supersede all other agreements relative to the subject matter hereof by and between the parties. This Agreement may be amended but only by an instrument in writing signed by both parties to the Agreement.

D. Indemnification

Except as otherwise may be provided in this Agreement, each party will indemnify, hold harmless and defend the other party from any and all loss, liability, claim, lawsuit, injury, expense or damage whatsoever including but not limited to attorneys' fees and court costs, arising out of, incident to or in any manner occasioned by the performance or nonperformance by such indemnifying party, its officers, directors, regents, agents, employees, students, or subcontractors, of any covenant or condition of this Agreement or

by the negligence, improper conduct or intentional acts or omissions of such indemnifying parties, its officers, directors, regents, agents, employees, students, or subcontractors.

E. Governing Law

This Agreement will be governed by and interpreted in accordance with the laws of the State of California. Any action arising out of this Agreement will be instituted and prosecuted only in a court of proper jurisdiction in Los Angeles County, California.

F. Non-Discrimination

Neither party will discriminate against any Program student on the basis of race, age, religion, sex, color, creed, national origin, handicap, disability or sexual preference. In addition, the parties will fully comply with any and all applicable local, state and federal anti-discrimination regulations, statutes and judicial decisions.

IV. DATES AND RESPONSIBLE PERSONNEL

An Action Plan with dates and responsible personnel will be fully developed and made available to all pertinent parties. Responsible parties are below:

Action Plan Dates and Responsible Personnel	TBD
MUSD Programs Director	Flint Fertig, Director
District Administrator	Robert Westgate, Principal

This Memorandum of Understanding (MOU) is effective beginning September 1, 2022 and effective until June 30, 2025.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the Effective Date of.

TEMPLE CITY UNIFIED SCHOOL DISTRICT

MONROVIA UNIFIED SCHOOL DISTRICT

_____ Date _____
Connie Wu
Assistant Superintendent, Business Services

_____ Date _____
Dana Smith
Assistant Superintendent of Business Services

_____ Date _____
Katherine Fundukian Thorossian
Superintendent

_____ Date _____
Ryan Smith
Superintendent

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

6. 22/23-1032 - COMMUNITY ADVISORY COMMITTEE REPRESENTATIVE FOR THE WEST SAN GABRIEL VALLEY SPECIAL EDUCATION LOCAL PLAN AREA

RECOMMENDATION

The Board of Education is requested to appoint Teresa Vazquez 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 September 14, 2022 to June 30, 2024.

Rationale:

The District's parent representative will attend monthly Community Advisory Committee meetings and will act as a liaison between West San Gabriel Valley Special Education Local Plan Area (SELPA) and parents of special education students.

Background:

The Community Advisory Committee advises the policy and administrative entity of the special education local plan area regarding the development, amendment and review of the local plan. The committee recommends annual priorities to be addressed by the plan, assists in parent education, encourages community involvement in the development and review of the local plan, supports activities on behalf of individuals with exceptional needs and assists in parent awareness of the importance of regular school attendance.

Budget Implication (\$ Amount):

No cost to the District.

Legal References:

California Ed Code, Section 56190 and Section 56194.

ATTACHMENTS

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

7. 22/23-1033 - FINAL SETTLEMENT AGREEMENT

RECOMMENDATION

The Board of Education is requested to ratify a Final Settlement agreement in regards to Student No. 5496385421 dated August 29, 2022.

Rationale:

Board approval is required for payment of educationally related services and attorney fees for the Final Settlement Agreement, which releases all disputes and claims for Monrovia Unified School District Special Education Student No. 5496385421.

Budget Implication (\$ Amount):

The total cost of the Final Settlement Agreement is \$22,800.00

Legal References:

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

Additional Information:

Settlement Agreement Report #3 is attached.

ATTACHMENTS

- [Settlement Agreement Report 3.pdf](#)

Final Settlement Agreement
Student No. 5496385421
Report #3

Academic Remediation through NPA 110 hours to be completed by 6/30/2024	NTE \$9,900.00
Social Skills Services through NPA 20 hours to be completed by 6/30/2024	NTE \$2,700.00
Mental Health Counseling through NPA 20 hours to be completed by 6/30/2024	NTE \$2,700.00
Attorney Fees Rivers Law, Inc.	\$7,500.00

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

8. 22/23-1034 - NON-PUBLIC SCHOOL/AGENCY CONTRACTS

RECOMMENDATION

The Board of Education is requested to ratify a non-public school/agency Master Contract with multiple service providers as detailed in Master Contract Report #4 for the 2022/2023 school year, beginning July 1, 2022, through June 30, 2023.

Rationale:

The California Education Code allows for the placement of special education students in non-public schools when no appropriate public school programs are available. SELPA (Special Education Local Plan Area) recommends that a master contract for each school/agency providing services for special education students be submitted for Board approval/ratification at the beginning of each school year. The contracts will specify services and fees specific to the school. Once the master contract is approved, then an Individual Service Agreement (ISA) for each special education student needing services not provided by Monrovia Unified School District programs, will be submitted to the Superintendent for approval for services specified by the Individual Education Plan (IEP).

Legal References:

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

Additional Information:

The Master Contract Report #4 is attached.

ATTACHMENTS

- [Master Contracts - Report 4.pdf](#)

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

9. 22/23-1036 - YEARBOOK AGREEMENT WITH JOSTENS, INC.

RECOMMENDATION

The Board of Education is requested to approve an agreement with Jostens, Inc., to provide the 2022/23 Yearbook for Santa Fe Computer Science Magnet School.

Rationale:

Santa Fe Computer Science Magnet School would like to contract with Jostens, Inc., as their designated yearbook company for the 2022/23 school year. Santa Fe has used Jostens for the past three years.

Budget Implication (\$ Amount):

The cost for printing the yearbook is estimated to be \$2,574 and will be paid from the school's ASB funds.

Legal References:

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

Additional Information:

A copy of the agreement is attached.

ATTACHMENTS

- [JOSTEN'S Yearbook Agreement - Santa Fe CSMS - 20220914.pdf](#)



Yearbook Agreement

School Annual by Jostens, Inc. | 304 Curry Drive | Sedalia, MO 65301 | 800-436-6030

(Use Physical 911 Address/No P.O. Boxes)

Customer Name: SANTAS FE COMPUTER SCIENCE MAGNET SCHOOL
 Street Address: 148 W DUARTE RD
 City: MONROVIA
 State: CA Zip/Postal: 91016-4592
 Customer Phone: (626)471-2700

Contact Name: Glenn Sycip
 Contact Role: Yearbook Adviser
 Contact Email: sycip.g@yahoo.com
 Contact Phone: (626) 471-2700
 Job # 722506 Rep # 5562 N/R: R

The Customer has selected School Annual by Jostens, Inc. to be their exclusive yearbook provider for the years identified below (the "Term"). The parties agree as follows:

Jostens and the Customer will work together to establish all yearbook specifications (including things such as size, copies and pages), completion deadlines, price, and delivery schedules for each year during the Term and subject to the terms and conditions found at:

<https://jostens.secure.force.com/terms?lid=SAUS>

After this Agreement is signed, as the Customer's exclusive yearbook provider Jostens will invest in and allocate resources to provide training and assistance to the Customer to help with the creation, production and marketing of the Customer's yearbook, including without limitation the planning, content, theme, layout, and merchandising.

The Term of this Agreement is for the following years: 2023 through 2023

This Agreement is subject to acceptance by Jostens and to Jostens' standard printing terms and conditions.

X
 SIGNATURE OF CUSTOMER AUTHORIZED REPRESENTATIVE

 PRINTED NAME DATE

X Kandis Bernal
 SIGNATURE OF JOSTENS AUTHORIZED REPRESENTATIVE

 PRINTED NAME DATE
Kandis Bernal Aug 1, 2022

X
 SIGNATURE OF 2ND CUSTOMER AUTHORIZED REPRESENTATIVE (IF REQUIRED)

 PRINTED NAME DATE

Pages: 52
 Copies: 205
 Cover Type: Custom Litho

Estimated Base Price: \$ 2574.00
 Estimated Price Per Book: \$ 12.55

Additional Notes/Specifications Agreed Upon:

2023 Contacts in notes

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

10. 22/23-2031 - PURCHASE ORDERS AND PAYMENT OF BILLS

RECOMMENDATION

The Board of Education is requested to ratify purchase orders in the amount of \$1,472,309.58 issued August 5, 2022, through August 26, 2022, and payments in the amount of \$186,698.10, issued August 12, 2022, through August 30, 2022.

Rationale:

In accordance with the 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 those employees who have been 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 2031\(b-c\) Purchase Order Rpt 9-14-22.pdf](#)

Report ID: FIN-PROC-0099

Run Date: 09/01/2022

Run Time: 12:41:07 PM

Monrovia Unified School District

Purchase Order Board List

From 08/05/22 - To 08/26/22

Cover Page

Prompts and Parameters

From Approval Date: 8/5/22

To Approval Date: 8/26/22

From Record Date: Not Entered

To Record Date: Not Entered

District/Agency (Optional): Not Entered

Document Code (Optional): Not Entered

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

Report Description

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

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 09/01/2022

Purchase Order Board List

Run Time: 12:41:07 PM

From 08/05/22 - To 08/26/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
08/08/22	PO1-64790-6000000-230000000177-1-New		Lease Payments for Mail Machine located at District Office	0000319755-Quadient Leasing USA, Inc.	District Wide	01.0-00000.0-00000-72000-5610-6000000	\$4,417.28	\$3,312.96
PO1-64790-6000000-230000000177-1-New							\$4,417.28	\$3,312.96
08/08/22	PO1-64790-7100000-230000000172-1-New		Administrative Software Applications,	0000223217-ADMINISTRATIVE SOFTWARE APPLICATIONS	Adult Education School	11.0-00000.0-00000-27000-5841-7100000	\$10,158.69	\$0.00
PO1-64790-7100000-230000000172-1-New							\$10,158.69	\$0.00
08/08/22	PO1-64790-7100000-230000000173-1-New		Open po for office supplies - adult Ed 2022/23	0000236666-ODP Business Solutions, LLC	Adult Education School	11.0-00000.0-00000-27000-4350-7100000	\$9,000.00	\$9,000.00
PO1-64790-7100000-230000000173-1-New							\$9,000.00	\$9,000.00
08/08/22	PO1-64790-7100000-230000000174-1-New		Open p.o. janitorial services 2022/23	0000223358-JANI-KING OF CALIFORNIA, INC., LA REGION	Adult Education School	11.0-00000.0-00000-82100-5810-7100000	\$41,000.00	\$34,443.70
PO1-64790-7100000-230000000174-1-New							\$41,000.00	\$34,443.70
08/08/22	PO1-64790-7100000-230000000175-1-New		Open p.o.2022/23 - Nursing student testing	0000224003-AMERICAN RED CROSS	Adult Education School	11.0-63910.0-41340-10000-5889-7100000	\$7,000.00	\$7,000.00
PO1-64790-7100000-230000000175-1-New							\$7,000.00	\$7,000.00
08/08/22	PO1-64790-7100000-230000000176-1-New		Open p.o. 2022/23 - HiSET	0000223288-EDUCATIONAL TESTING SERVICE	Adult Education School	11.0-63910.0-00000-27000-5810-7100000	\$1,500.00	\$1,432.00
PO1-64790-7100000-230000000176-1-New							\$1,500.00	\$1,432.00
08/09/22	PO1-64790-6010052-230000000029-2-Modification	1	Open PO for 22/23 SY for Catering Purchases	0000223945-SMART & FINAL	Food Services	13.0-53100.0-00000-37000-4710-6010052	\$5,000.00	\$4,096.90

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 09/01/2022

Purchase Order Board List

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From 08/05/22 - To 08/26/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
PO1-64790-6010052-230000000029-2-Modification							\$5,000.00	\$4,096.90
08/10/22	PO1-64790-2050000-230000000178-1-New		Open PO Custodial Supplies 2022/23 Waxie	0000223924-WAXIE Sanitary Supply	Wild Rose	01.0-00000.0-00000-82100-4370-2050000	\$5,000.00	\$4,102.92
PO1-64790-2050000-230000000178-1-New							\$5,000.00	\$4,102.92
08/10/22	PO3W-64790-7100000-230000000019-1-New		Future Intro Teacher's Edition	0000223957-PEARSON EDUCATION	Adult Education School	11.0-63910.0-41340-10000-5841-7100000	\$184.10	\$184.10
PO3W-64790-7100000-230000000019-1-New							\$184.10	\$184.10
08/11/22	PO2W-64790-2040000-2300000000053-1-New		Level Learning Subsrption 22-23	0000223854-LEVEL LEARNING INC. ASA LEVEL CHINESE	Plymouth	01.0-30100.0-11100-10000-4310-2040000	\$10,374.00	\$10,374.00
PO2W-64790-2040000-2300000000053-1-New							\$10,374.00	\$10,374.00
08/12/22	PO1-64790-2020000-230000000181-1-New		Open PO Custodial Supplies MA 2022/23 Waxie	0000223924-WAXIE Sanitary Supply	Mayflower	01.0-00000.0-00000-82100-4370-2020000	\$5,000.00	\$3,896.29
PO1-64790-2020000-230000000181-1-New							\$5,000.00	\$3,896.29
08/12/22	PO1-64790-2040000-230000000179-1-New		Open PO for Office Depot Office Supplies	0000236666-ODP Business Solutions, LLC	Plymouth	01.0-30100.0-11100-10000-4310-2040000	\$5,000.00	\$5,000.00
PO1-64790-2040000-230000000179-1-New							\$5,000.00	\$5,000.00
08/12/22	PO1-64790-2040000-230000000180-1-New		Open PO Custodial Supplies PL 2022/23 Waxie	0000223924-WAXIE Sanitary Supply	Plymouth	01.0-00000.0-00000-82100-4370-2040000	\$5,000.00	\$4,061.72
PO1-64790-2040000-230000000180-1-New							\$5,000.00	\$4,061.72

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 09/01/2022

Purchase Order Board List

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From 08/05/22 - To 08/26/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
08/12/22	PO1-64790-3070000-230000000186-1-New		Open PO Custodial Supplies SF 2022/23 Waxie	0000223924-WAXIE Sanitary Supply	Santa Fe	01.0-00000.0-00000-82100-4370-3070000	\$5,000.00	\$4,832.11
PO1-64790-3070000-230000000186-1-New							\$5,000.00	\$4,832.11
08/12/22	PO1-64790-6000000-230000000185-1-New		District Fire Alarm Systems Annual Testing and Inspection	0000223202-USA ALARM SYSTEMS	District Wide	01.0-32120.0-00000-83200-5890-6000000	\$28,000.00	\$28,000.00
PO1-64790-6000000-230000000185-1-New							\$28,000.00	\$28,000.00
08/12/22	PO1-64790-6040047-230000000089-2-Modification	1	2022-23 Open PO Sierra AutoCars	0000223229-SIERRA AUTOCARS, INC.	Maintenance	01.0-81500.0-00000-81100-4380-6040047	\$2,500.00	\$1,260.12
PO1-64790-6040047-230000000089-2-Modification							\$2,500.00	\$1,260.12
08/12/22	PO1-64790-7100000-230000000182-1-New		Medical student scrubs - Open p.o. 2022/23	0000223354-HENDERSON'S	Adult Education School	11.0-63910.0-41340-10000-4310-7100000	\$9,100.00	\$9,100.00
PO1-64790-7100000-230000000182-1-New							\$9,100.00	\$9,100.00
08/12/22	PO1-64790-7100000-230000000183-1-New		Supplies - open p.o. 2022/23	0000223945-SMART & FINAL	Adult Education School	11.0-00000.0-00000-27000-4390-7100000	\$1,000.00	\$1,000.00
PO1-64790-7100000-230000000183-1-New							\$1,000.00	\$1,000.00
08/12/22	PO1-64790-7100000-230000000184-1-New		Medical students Live Scans - open p.o. 2022/23	0000223599-US LIVE SCAN INC	Adult Education School	11.0-63910.0-41340-10000-5890-7100000	\$10,000.00	\$10,000.00
PO1-64790-7100000-230000000184-1-New							\$10,000.00	\$10,000.00
08/12/22	PO3W-64790-6010014-2300000000021-1-New		Office chair for Director of Secondary Educational Services	0000224027-ODP Business Services, LLC	Instructional Services	01.0-00000.0-00000-21100-4350-6010014	\$493.70	\$493.70

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 09/01/2022

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From 08/05/22 - To 08/26/22

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-64790-6010014-230000000021-1-New							\$493.70	\$493.70
08/12/22	PO3W-64790-6010014-230000000022-1-New		PD Books for Pearl Prep private school (Title II)	0000223395-AMAZON.COM	Instructional Services	01.0-40350.0-00000-21400-4210-6000000	\$246.52	\$246.52
PO3W-64790-6010014-230000000022-1-New							\$246.52	\$246.52
08/12/22	PO3W-64790-7100000-230000000023-1-New		CNA Accelerated Edition Textbooks	0000223693-AUGUST LEARNING SOLUTIONS	Adult Education School	11.0-63910.0-41340-10000-4310-7100000	\$4,213.88	\$4,213.88
PO3W-64790-7100000-230000000023-1-New							\$4,213.88	\$4,213.88
08/12/22	PO3W-64790-7100000-230000000024-1-New		Ceramic Course Supplies Adult ED	0000223946-LAGUNA CLAY	Adult Education School	11.0-00000.0-41100-10000-4310-7100000	\$4,311.12	\$4,311.12
PO3W-64790-7100000-230000000024-1-New							\$4,311.12	\$4,311.12
08/15/22	PO1-64790-6010052-2300000000187-1-New		Open PO for 22/23 SY for Super Co-Op	0000223667-SAN MATEO-FOSTER CITY SCHOOL DISTRICT	Food Services	13.0-53100.0-00000-37000-5310-6010052	\$593.52	\$593.52
PO1-64790-6010052-2300000000187-1-New							\$593.52	\$593.52
08/16/22	PO1-64790-4090000-2300000000191-1-New		Open PO for Jostens-Diplomas 2022-23	0000223833-JOSTENS EVENT MANAGEMENT	Canyon Oaks	01.0-00000.0-00000-27001-4390-5180000	\$600.00	\$600.00
PO1-64790-4090000-2300000000191-1-New							\$600.00	\$600.00
08/16/22	PO1-64790-6010014-2300000000197-1-New		Open PO Student Support Services HCY Supplies	0000236666-ODP Business Solutions, LLC	Instructional Services	01.0-56340.0-57600-11100-4390-6010014	\$2,000.00	\$2,000.00
PO1-64790-6010014-2300000000197-1-New							\$2,000.00	\$2,000.00

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Monrovia Unified School District

Run Date: 09/01/2022

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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
08/16/22	PO1-64790-6010015-230000000192-1-New		Open PO for Legal Services	0000315750-Randolph Law Group	Pupil Services	01.0-65000.0-50010-39000-5821-6010015	\$80,000.00	\$80,000.00
PO1-64790-6010015-230000000192-1-New							\$80,000.00	\$80,000.00
08/16/22	PO1-64790-6010015-230000000193-1-New		Transportation for Sp Ed Students	0000223444-JORGES GET AROUND	Pupil Services	01.0-65000.0-57600-36000-5112-6010015	\$125,000.00	\$125,000.00
			Transportation for Sp Ed Students	0000223444-JORGES GET AROUND	Pupil Services	01.0-65000.0-57600-36000-5812-6010015	\$25,000.00	\$25,000.00
PO1-64790-6010015-230000000193-1-New							\$150,000.00	\$150,000.00
08/16/22	PO1-64790-6010015-230000000194-1-New		AAC Assessments and Consultation for Sp Ed Students	0000223521-DIANA NESKOVSKA	Pupil Services	01.0-65000.0-57600-11901-5150-6010015	\$25,000.00	\$25,000.00
			AAC Assessments and Consultation for Sp Ed Students	0000223521-DIANA NESKOVSKA	Pupil Services	01.0-65000.0-57600-11901-5850-6010015	\$25,000.00	\$25,000.00
PO1-64790-6010015-230000000194-1-New							\$50,000.00	\$50,000.00
08/16/22	PO1-64790-6010015-230000000195-1-New		Academic Instruction for Sp Ed Student	0000223644-MINDSPRING EDUCATION CENTER	Pupil Services	01.0-65000.0-57600-11800-5110-6010015	\$21,200.00	\$21,200.00
			Academic Instruction for Sp Ed Student	0000223644-MINDSPRING EDUCATION CENTER	Pupil Services	01.0-65000.0-57600-11800-5810-6010015	\$25,000.00	\$25,000.00
PO1-64790-6010015-230000000195-1-New							\$46,200.00	\$46,200.00
08/16/22	PO1-64790-6010015-230000000196-1-New		Counseling/Social Skills Training for Sp Ed Student	0000223895-OMNI PSYCHOLOGY INC	Pupil Services	01.0-65000.0-57600-31100-5850-6010015	\$9,450.00	\$9,450.00
PO1-64790-6010015-230000000196-1-New							\$9,450.00	\$9,450.00

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 09/01/2022

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From 08/05/22 - To 08/26/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
08/16/22	PO1-64790-6010052-230000000190-1-New		Open PO for 22/23 sy for Imprintability for FSD Banners	0000223345-IMPRINTABILITY	Food Services	13.0-53100.0-00000-37000-5890-6010052	\$2,000.00	\$2,000.00
PO1-64790-6010052-230000000190-1-New							\$2,000.00	\$2,000.00
08/16/22	PO1-64790-6040047-230000000107-2-Cancellation	1	Open PO Custodial Supplies / Repairs 2022-23	0000223272-EMPIRE CLEANING SUPPLY	Maintenance	01.0-81500.0-00000-81100-4380-6040047	\$5,000.00	\$0.00
PO1-64790-6040047-230000000107-2-Cancellation							\$5,000.00	\$0.00
08/16/22	PO1-64790-6040047-230000000188-1-New		Open PO Custodial Supplies / Repairs 2022-23	0000223916-ARAMSCO INC.	Maintenance	01.0-81500.0-00000-81100-4380-6040047	\$5,000.00	\$4,354.93
PO1-64790-6040047-230000000188-1-New							\$5,000.00	\$4,354.93
08/16/22	PO1-64790-6040047-230000000189-1-New		Open PO MOT Crafts Supply 2022-23	0000223936-HOME DEPOT/GECF	Maintenance	01.0-00000.0-00000-82200-4380-6040046	\$1,000.00	\$732.42
			Open PO MOT Crafts Supply 2022-23	0000223936-HOME DEPOT/GECF	Maintenance	01.0-07230.0-00000-36000-4360-6040049	\$500.00	\$499.13
			Open PO MOT Crafts Supply 2022-23	0000223936-HOME DEPOT/GECF	Maintenance	01.0-81500.0-00000-81100-4380-6040047	\$15,000.00	\$11,687.34
			Open PO MOT Crafts Supply 2022-23	0000223936-HOME DEPOT/GECF	Maintenance	01.0-81500.0-00000-81101-4380-6040047	\$3,000.00	\$2,946.82
			Open PO MOT Crafts Supply 2022-23	0000223936-HOME DEPOT/GECF	Maintenance	01.0-81500.0-00000-81102-4380-6040047	\$2,000.00	\$0.00
			Open PO MOT Crafts Supply 2022-23	0000223936-HOME DEPOT/GECF	Maintenance	01.0-81500.0-00000-81105-4380-6040047	\$3,500.00	\$0.00

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PO1-64790-6040047-230000000189-1-New							\$25,000.00	\$15,865.71
08/16/22	PO3W-64790-710000-0-230000000025-1-New		Pharmacy Tech - instructional items	0000223395-AMAZON.COM	Adult Education School	11.0-63910.0-41340-10000-4310-7100000	\$517.02	\$517.02
PO3W-64790-7100000-230000000025-1-New							\$517.02	\$517.02
08/17/22	PO1-64790-3070000-230000000198-1-New		Open PO Office Supplies 2022-2023 Santa Fe	0000236666-ODP Business Solutions, LLC	Santa Fe	01.0-00000.0-11100-10000-4310-3070000	\$7,500.00	\$7,500.00
PO1-64790-3070000-230000000198-1-New							\$7,500.00	\$7,500.00
08/17/22	PO1-64790-6010040-230000000200-1-New		OPEN PO FY 2022-23 Contract for Telephone & Data Services	0000223224-AT & T	Business	01.0-00000.0-00000-72000-5950-6000022	\$92,820.00	\$92,820.00
			OPEN PO FY 2022-23 Contract for Telephone & Data Services	0000223224-AT & T	Business	01.0-00000.0-00000-77000-5940-6000022	\$26,820.00	\$26,820.00
PO1-64790-6010040-230000000200-1-New							\$119,640.00	\$119,640.00
08/17/22	PO1-64790-6010040-230000000201-1-New		OPEN PO Security, Circuit, Alarm & Phone Services FY 2022-23	0000223507-FRONTIER	Business	01.0-00000.0-00000-72000-5950-6000022	\$121,200.00	\$112,229.00
PO1-64790-6010040-230000000201-1-New							\$121,200.00	\$112,229.00
08/17/22	PO1-64790-6010040-230000000202-1-New		OPEN PO FY 2022-23 Contract for Water Services	0000319740-Golden State Water Company	Business	01.0-00000.0-00000-82000-5530-2040000	\$26,151.00	\$26,151.00
			OPEN PO FY 2022-23 Contract for Water Services	0000319740-Golden State Water Company	Business	11.0-00000.0-00000-82000-5530-7100000	\$784.00	\$784.00

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PO1-64790-6010040-230000000202-1-New							\$26,935.00	\$26,935.00
08/17/22	PO1-64790-6010040-230000000203-1-New		FY 2022-23 OPEN PO for Hotspots for Students Use	0000223484-T-MOBILE	Business	01.0-32160.0-11100-10000-5912-6000000	\$36,960.00	\$36,960.00
PO1-64790-6010040-230000000203-1-New							\$36,960.00	\$36,960.00
08/17/22	PO1-64790-6010040-230000000204-1-New		FY 2022-23 OPEN PO for Hotspots for Students Use	0000223484-T-MOBILE	Business	01.0-32160.0-00000-72000-5912-6000000	\$30,000.00	\$30,000.00
PO1-64790-6010040-230000000204-1-New							\$30,000.00	\$30,000.00
08/17/22	PO1-64790-7100000-230000000199-1-New		Open p.o. Pre-employment health screening - Medical students	0000223882-OCCUPATIONAL HEALTH CTRS OF CA.	Adult Education School	11.0-00000.0-41340-10000-5890-7100000	\$5,000.00	\$3,422.00
PO1-64790-7100000-230000000199-1-New							\$5,000.00	\$3,422.00
08/17/22	PO2W-64790-7100000-230000000055-1-New		Graduation tickets	0000223345-IMPRINTABILITY	Adult Education School	11.0-00000.0-00000-27001-5891-7100000	\$209.48	\$209.48
PO2W-64790-7100000-230000000055-1-New							\$209.48	\$209.48
08/17/22	PO3W-64790-0000000-230000000015-1-New		Paper Products for Warehouse Inventory Quote ID: 39393914	0000223645-HOME DEPOT PRO	No Location	01.0-00000.0-00000-00000-9320-0000000	\$9,074.14	\$9,074.14
PO3W-64790-0000000-230000000015-1-New							\$9,074.14	\$9,074.14
08/17/22	PO3W-64790-6020022-230000000026-1-New		Desktops for Clifton Lab	0000223734-AREY JONES EDUCATIONAL SOLUTIONS	Technology	01.0-32120.0-11100-10000-4440-3060000	\$41,144.60	\$41,144.60
PO3W-64790-6020022-230000000026-1-New							\$41,144.60	\$41,144.60

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08/18/22	PO1-64790-2040000-230000000205-1-New		Lion Dance Program Supplies	0000319451-Lucky Dragon Lion Supplies	Plymouth	01.0-90625.0-11100-10000-4310-6000000	\$6,225.00	\$6,225.00
PO1-64790-2040000-230000000205-1-New							\$6,225.00	\$6,225.00
08/18/22	PO1-64790-6000000-230000000003-2-Modification	1	Open PO Custodial Service Mayflower	0000246792-BriteWorks, Inc.	District Wide	01.0-00000.0-00000-82100-5810-6000000	\$20,000.00	\$18,495.15
PO1-64790-6000000-230000000003-2-Modification							\$20,000.00	\$18,495.15
08/18/22	PO1-64790-6040047-230000000206-1-New	0	Open PO MOT Crafts Supply 2022-23	0000223936-HOME DEPOT/GECF	Maintenance	01.0-81500.0-00000-81101-4380-6040047	\$25,000.00	\$25,000.00
PO1-64790-6040047-230000000206-1-New							\$25,000.00	\$25,000.00
08/18/22	PO2W-64790-3060000-2300000000057-1-New		Signs and Printing for CL Invoice # 3924	0000223345-IMPRINTABILITY	Clifton	01.4-07102.0-11100-10000-4310-3061400	\$83.79	\$83.79
PO2W-64790-3060000-2300000000057-1-New							\$83.79	\$83.79
08/18/22	PO3W-64790-2040000-2300000000020-2-Cancellation	1	Lion Dance Program Supplies	0000319451-Lucky Dragon Lion Supplies	Plymouth	01.0-90625.0-11100-10000-4310-6000000	\$5,225.00	\$0.00
PO3W-64790-2040000-2300000000020-2-Cancellation							\$5,225.00	\$0.00
08/18/22	PO3W-64790-6010014-2300000000027-1-New		Cyber Acoustics Headphones for all Elementary Students	0000223541-CYBER ACOUSTICS	Instructional Services	01.4-07107.0-11100-10000-4310-6002300	\$20,301.44	\$20,301.44
PO3W-64790-6010014-2300000000027-1-New							\$20,301.44	\$20,301.44
08/19/22	PO1-64790-3060000-2300000000210-1-New		ODP Business: Open PO FY 2023	0000236666-ODP Business Solutions, LLC	Clifton	01.0-00000.0-11100-10000-4310-3060000	\$5,000.00	\$5,000.00
PO1-64790-3060000-2300000000210-1-New							\$5,000.00	\$5,000.00

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08/19/22	PO1-64790-6010012-230000000211-1-New		Open PO VMA Public Relations Services for MUSD 2022-23 SY	0000223534-VMA COMMUNICATION S	Superintendent	01.0-00000.0-00000-71500-5810-6010012	\$49,425.00	\$49,425.00
PO1-64790-6010012-230000000211-1-New							\$49,425.00	\$49,425.00
08/19/22	PO1-64790-6010052-230000000208-1-New		Open PO for 22/23 SY for Tech Rock Stars	0000319447-Tech Rockstars LLC	Food Services	13.0-53100.0-00000-37000-5630-6010052	\$10,000.00	\$10,000.00
PO1-64790-6010052-230000000208-1-New							\$10,000.00	\$10,000.00
08/19/22	PO1-64790-6010052-230000000213-1-New		Open PO for the 22/23 sy for Aprons & Hats, Shirts Unlimite	0000223490-SHIRTS UNLIMITED LLC	Food Services	13.0-53100.0-00000-37000-4390-6010052	\$2,998.53	\$2,998.53
PO1-64790-6010052-230000000213-1-New							\$2,998.53	\$2,998.53
08/19/22	PO1-64790-6020022-230000000212-1-New		Open PO - Don's Mileage	0000223503-DON PUNGPRECHAWA T	Technology	01.0-00000.0-00000-77000-5220-6020022	\$1,000.00	\$1,000.00
PO1-64790-6020022-230000000212-1-New							\$1,000.00	\$1,000.00
08/19/22	PO1-64790-7100000-230000000207-1-New		NOT ACTIVE DO NOT USE	0000223946-LAGUNA CLAY	Adult Education School	11.0-00000.0-41100-10000-4310-7100000	\$66.15	\$66.15
PO1-64790-7100000-230000000207-1-New							\$66.15	\$66.15
08/19/22	PO1-64790-7100000-230000000209-1-New		Medical students CPR - open p.o.	0000223700-PICO RIVERA CPR	Adult Education School	11.0-63910.0-41340-10000-5890-7100000	\$4,180.00	\$4,180.00
PO1-64790-7100000-230000000209-1-New							\$4,180.00	\$4,180.00
08/19/22	PO2W-64790-600000-0-230000000062-1-New		2022-23 E Signature	0000318235-DocuSign, Inc.	District Wide	01.0-32120.0-00000-72000-5841-6000000	\$16,684.00	\$16,684.00
PO2W-64790-600000-230000000062-1-New							\$16,684.00	\$16,684.00

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08/19/22	PO2W-64790-600002 8-2300000000063-1- New		Agreement for Consultant Services Jeremy Torres	0000318346- Jeremy Torres	District Wide - Music Programs	63.0-90221.0-00000-60003-5850-6000028	\$200.00	\$200.00
PO2W-64790-6000028-2300000000063-1-New							\$200.00	\$200.00
08/19/22	PO2W-64790-600002 8-2300000000064-1- New		Agreement Consultant Services Andreas Pantazis- Dance Capt	0000313082- Andreas Pantazis	District Wide - Music Programs	63.0-90221.0-00000-60003-5850-6000028	\$200.00	\$200.00
PO2W-64790-6000028-2300000000064-1-New							\$200.00	\$200.00
08/19/22	PO2W-64790-601001 4-2300000000060-1- New		Professional Development for Instructional Specialists	0000223852- TECHKNOW COACH LLC	Instructional Services	01.4-07102.0-11100-10000-5850-6000400	\$13,200.00	\$13,200.00
PO2W-64790-6010014-2300000000060-1-New							\$13,200.00	\$13,200.00
08/19/22	PO2W-64790-601001 4-2300000000066-1- New		CAASFEP 2022 PD Institute Registration, G. Gero	0000318838- CAASFEP	Instructional Services	01.0-30100.0-00000-21500-5220-6000000	\$575.00	\$575.00
PO2W-64790-6010014-2300000000066-1-New							\$575.00	\$575.00
08/19/22	PO2W-64790-606002 4-2300000000059-1- New		GTsoft Inc. Invoice (EZChikdtrack / Softwre)	0000223553- THOMASKELLY SOFTWARE ASSOC./GTSOFT INC.	Village Program (ASES)	01.0-60100.0-00000-21500-5841-6060024	\$6,000.00	\$6,000.00
			GTsoft Inc. Invoice (EZChikdtrack / Softwre)	0000223553- THOMASKELLY SOFTWARE ASSOC./GTSOFT INC.	Village Program (ASES)	12.0-61050.0-00000-27000-5841-1650000	\$1,500.00	\$1,500.00
PO2W-64790-6060024-2300000000059-1-New							\$7,500.00	\$7,500.00

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08/19/22	PO2W-64790-710000 0-2300000000061-1- New		Pharmacy Tech online exam	0000223591- NATIONAL HEALTHCARE ASSOCIATION	Adult Education School	11.0-63910.0-41340-10000-5889-7100000	\$585.00	\$585.00
PO2W-64790-7100000-2300000000061-1-New							\$585.00	\$585.00
08/19/22	PO2W-64790-710000 0-2300000000065-1- New		Guard Card Class - Compton	0000223673-SEI SECURITY EDUCATION INSTITUTE	Adult Education School	11.0-00000.0-41340-10000-5810-7100000	\$11,960.00	\$11,960.00
PO2W-64790-7100000-2300000000065-1-New							\$11,960.00	\$11,960.00
08/19/22	PO2W-64790-710000 0-2300000000067-1- New		Medical Terminology by Body System; single-use license	0000223518- PETERSON'S NELNET LLC	Adult Education School	11.0-63910.0-41340-10000-4310-7100000	(\$125.00)	(\$125.00)
			Medical Terminology by Body System; single-use license	0000223518- PETERSON'S NELNET LLC	Adult Education School	11.0-63910.0-41340-10000-5841-7100000	\$1,193.84	\$1,193.84
PO2W-64790-7100000-2300000000067-1-New							\$1,068.84	\$1,068.84
08/19/22	PO2W-64790-710000 0-2300000000068-1- New		Basic Human Anatomy single-use license	0000223518- PETERSON'S NELNET LLC	Adult Education School	11.0-63910.0-41340-10000-4310-7100000	(\$125.00)	(\$125.00)
			Basic Human Anatomy single-use license	0000223518- PETERSON'S NELNET LLC	Adult Education School	11.0-63910.0-41340-10000-5841-7100000	\$1,554.05	\$1,554.05
PO2W-64790-7100000-2300000000068-1-New							\$1,429.05	\$1,429.05
08/19/22	PO3W-64790-602002 2-2300000000028-1- New		Screws for TV Mounts and 21st Century Classrooms	0000223395- AMAZON.COM	Technology	01.0-00000.0-00000-77000-4390-6020022	\$640.10	\$640.10
PO3W-64790-6020022-2300000000028-1-New							\$640.10	\$640.10

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08/19/22	PO3W-64790-710000-0-230000000029-1-New		Medical Assisting: 9th ed. Administrative Competencies textb	0000223221-CENGAGE LEARNING	Adult Education School	11.0-63910.0-41340-10000-4310-7100000	\$7,512.47	\$7,512.47
PO3W-64790-7100000-230000000029-1-New							\$7,512.47	\$7,512.47
08/23/22	PO1-64790-2020000-230000000143-2-Modification	1	Open PO for Office Supplies Mayflower FY 22/23	0000236666-ODP Business Solutions, LLC	Mayflower	01.0-00000.0-11100-10000-4310-2020000	\$7,000.00	\$7,000.00
PO1-64790-2020000-230000000143-2-Modification							\$7,000.00	\$7,000.00
08/23/22	PO1-64790-2030000-230000000227-1-New		Open PO Custodial Supplies MO 2022/23 Waxie	0000223924-WAXIE Sanitary Supply	Monroe	01.0-00000.0-00000-82100-4370-3070000	\$5,000.00	\$5,000.00
PO1-64790-2030000-230000000227-1-New							\$5,000.00	\$5,000.00
08/23/22	PO1-64790-2050000-230000000214-1-New		Open PO - Home Depot, Custodial Supplies	0000223936-HOME DEPOT/GEFC	Wild Rose	01.0-00000.0-00000-82100-4370-2050000	\$1,000.00	\$1,000.00
PO1-64790-2050000-230000000214-1-New							\$1,000.00	\$1,000.00
08/23/22	PO1-64790-2050000-230000000224-1-New		Open PO - Wildrose School supplies & materials	0000223395-AMAZON.COM	Wild Rose	01.0-00000.0-11100-10000-4310-2050000	\$2,000.00	\$2,000.00
PO1-64790-2050000-230000000224-1-New							\$2,000.00	\$2,000.00
08/23/22	PO1-64790-4090000-230000000223-1-New		Annual Accreditation Membership Fee: 2022-23	0000223952-ACCREDITING COMMISSION FOR SCHOOLS	Canyon Oaks	01.0-00000.0-00000-27002-5310-4090000	\$1,130.00	\$1,130.00
			Annual Accreditation Membership Fee: 2022-23	0000223952-ACCREDITING COMMISSION FOR SCHOOLS	Canyon Oaks	01.0-00000.0-00000-27002-5310-5180000	\$1,130.00	\$1,130.00

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PO1-64790-4090000-230000000223-1-New							\$2,260.00	\$2,260.00
08/23/22	PO1-64790-6010012-230000000215-1-New		OPEN PO : Consulting Services- Leadership Team for 2022-23 S	0000223496- LEADERSHIP ASSOCIATES	Superintendent	01.0-00000.0-00000-71500-5850-6010012	\$47,100.00	\$47,100.00
PO1-64790-6010012-230000000215-1-New							\$47,100.00	\$47,100.00
08/23/22	PO1-64790-6010015-230000000216-1-New		Transportation Reimbursement to parent	0000223394- MICHAEL JONES	Pupil Services	01.0-65000.0-57600-36000-5812-6010015	\$4,565.06	\$4,565.06
PO1-64790-6010015-230000000216-1-New							\$4,565.06	\$4,565.06
08/23/22	PO1-64790-6010015-230000000217-1-New		Transportation Reimbursement to parent	0000223694- MARGARIT TORGOMYAN	Pupil Services	01.0-65000.0-57600-36000-5812-6010015	\$3,433.92	\$3,433.92
PO1-64790-6010015-230000000217-1-New							\$3,433.92	\$3,433.92
08/23/22	PO1-64790-6010015-230000000219-1-New		Transportation Reimbursement to parent	0000320124- Sandra Lopez	Pupil Services	01.0-65000.0-57600-36000-5812-6010015	\$4,497.40	\$4,497.40
PO1-64790-6010015-230000000219-1-New							\$4,497.40	\$4,497.40
08/23/22	PO1-64790-6010015-230000000220-1-New		Transportation Reimbursement to parent	0000320127- Christina Crabtree	Pupil Services	01.0-65000.0-57600-36000-5812-6010015	\$2,689.92	\$2,689.92
PO1-64790-6010015-230000000220-1-New							\$2,689.92	\$2,689.92
08/23/22	PO1-64790-6010015-230000000225-1-New		Speech Therapy Provider for 2022/23SY	0000223896- SPEECH THERAPY TEAM PC	Pupil Services	01.0-65000.0-57600-11901-5150-6010015	\$123,000.00	\$123,000.00
			Speech Therapy Provider for 2022/23SY	0000223896- SPEECH THERAPY TEAM PC	Pupil Services	01.0-65000.0-57600-11901-5850-6010015	\$25,000.00	\$25,000.00

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PO1-64790-6010015-230000000225-1-New							\$148,000.00	\$148,000.00
08/23/22	PO1-64790-6040046-230000000218-1-New		Open PO for Waste Disposal for the 2022-23 MOT bin	0000223235-ATHENS SERVICES	Grounds Office	01.0-00000.0-00000-82200-5560-6040046	\$5,000.00	\$5,000.00
PO1-64790-6040046-230000000218-1-New							\$5,000.00	\$5,000.00
08/23/22	PO1-64790-6040047-230000000221-1-New		Open PO for Districtwide Window Treatments for the 22-23 SY	0000223691-Budget Blinds of Monrovia	Maintenance	01.0-81500.0-00000-81100-5630-6040047	\$2,500.00	\$2,500.00
PO1-64790-6040047-230000000221-1-New							\$2,500.00	\$2,500.00
08/23/22	PO1-64790-6040047-230000000222-1-New		Open PO for MOT Janitorial Supplies for the 2022-23 SY	0000223870-RANCHO JANITORIAL SUPPLIES	Maintenance	01.0-81500.0-00000-82100-4370-6040047	\$5,000.00	\$5,000.00
PO1-64790-6040047-230000000222-1-New							\$5,000.00	\$5,000.00
08/23/22	PO1-64790-7100000-230000000226-1-New		Open P.O. Medical Assistant Certification Exam	0000224019-AMERICAN MEDICAL ASSOCIATION	Adult Education School	11.0-63910.0-41340-10000-5889-7100000	\$3,000.00	\$3,000.00
PO1-64790-7100000-230000000226-1-New							\$3,000.00	\$3,000.00
08/23/22	PO2W-64790-3070000-2300000000074-1-New		Licensing to use Coding in classrooms.	0000223861-CODESTERS INC	Santa Fe	01.4-07102.0-11100-10000-5841-3071400	\$10,000.00	\$10,000.00
PO2W-64790-3070000-2300000000074-1-New							\$10,000.00	\$10,000.00
08/23/22	PO2W-64790-4080000-2300000000077-1-New		Elevator Inspection - MHS Invoice 162829	0000223202-USA ALARM SYSTEMS	MHS	01.0-81500.0-00000-81100-5630-4080000	\$360.00	\$360.00
PO2W-64790-4080000-2300000000077-1-New							\$360.00	\$360.00

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 09/01/2022

Purchase Order Board List

Run Time: 12:41:07 PM

From 08/05/22 - To 08/26/22

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
08/23/22	PO2W-64790-601001 2-230000000070-1- New		Board Meeting Nameplate for Liana Bessera	0000223972-B & H SIGN CO., INC.	Superintenden t	01.0-00000.0-00000-71100-4390-6010016	\$27.56	\$27.56
PO2W-64790-6010012-230000000070-1-New							\$27.56	\$27.56
08/23/22	PO2W-64790-601001 4-230000000076-1- New		Mandarin Matrix Online Classroom Licenses for Ply and SF	0000223718- MANDARIN MATRIX	Instructional Services	01.0-74250.0-11100-10000-4210-6000000	\$21,762.00	\$21,762.00
PO2W-64790-6010014-230000000076-1-New							\$21,762.00	\$21,762.00
08/23/22	PO2W-64790-601001 5-230000000071-1- New		Instructional Materials for Special Education	0000223557-N2Y LLC	Pupil Services	01.0-65000.0-57600-11100-4310-6010015	\$18,582.99	\$18,582.99
PO2W-64790-6010015-230000000071-1-New							\$18,582.99	\$18,582.99
08/23/22	PO2W-64790-601001 5-230000000072-1- New		Instructional Materials for Special Education Teachers	0000223557-N2Y LLC	Pupil Services	01.0-65000.0-57600-11100-4310-6010015	\$437.80	\$437.80
PO2W-64790-6010015-230000000072-1-New							\$437.80	\$437.80
08/23/22	PO2W-64790-601003 0-230000000075-1- New		CPR Training for Staff	0000223700-PICO RIVERA CPR	Personnel Services	01.0-00000.0-00000-74002-5850-6010035	\$1,900.00	\$1,900.00
PO2W-64790-6010030-230000000075-1-New							\$1,900.00	\$1,900.00
08/23/22	PO2W-64790-710000 0-230000000069-1- New		Armed Security Guard Training	0000223673-SEI SECURITY EDUCATION INSTITUTE	Adult Education School	11.0-00000.0-41340-10000-5810-7100000	\$3,000.00	\$3,000.00
PO2W-64790-7100000-230000000069-1-New							\$3,000.00	\$3,000.00
08/23/22	PO2W-64790-710000 0-230000000073-1- New		WASC - Annual Accreditation Membership fee 2022-23	0000223952- ACCREDITING COMMISSION FOR SCHOOLS	Adult Education School	11.0-00000.0-00000-27002-5310-7100000	\$1,130.00	\$1,130.00

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 09/01/2022

Purchase Order Board List

Run Time: 12:41:07 PM

From 08/05/22 - To 08/26/22

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-64790-7100000-230000000073-1-New							\$1,130.00	\$1,130.00
08/23/22	PO3W-64790-601001 4-230000000031-1- New		Special Education materials for Wild Rose	0000223937-THE MCGRAW-HILL COMPANIES	Instructional Services	01.0-63000.0-11100-10000-4110-6010014	\$3,426.88	\$3,426.88
PO3W-64790-6010014-230000000031-1-New							\$3,426.88	\$3,426.88
08/23/22	PO3W-64790-601001 5-230000000030-1- New		Safety supplies for Sp Ed Student	0000223395-AMAZON.COM	Pupil Services	01.0-65000.0-57600-31200-4310-6010015	\$675.44	\$675.44
PO3W-64790-6010015-230000000030-1-New							\$675.44	\$675.44
08/26/22	PO1-64790-7100000- 2300000000228-1-New		Open P.O. - Office Supplies Adult Ed	0000223395-AMAZON.COM	Adult Education School	11.0-00000.0-00000-27000-4350-7100000	\$9,000.00	\$9,000.00
PO1-64790-7100000-2300000000228-1-New							\$9,000.00	\$9,000.00
08/26/22	PO3W-64790-601001 5-230000000032-1- New		File cabinet for Sp Ed Department at MHS	0000223395-AMAZON.COM	Pupil Services	01.0-00000.0-00000-39000-4350-6010015	\$378.19	\$378.19
PO3W-64790-6010015-230000000032-1-New							\$378.19	\$378.19
							\$1,472,309.58	\$1,417,114.12

**RATIFICATION OF WARRANTS
RECOMMENDED FOR BOARD APPROVAL
September 14, 2022**

ACCOUNTS PAYABLE:

DATE ISSUED August 12, 2022 through August 30, 2022

Batch Numbers:	509-512	\$	186,698.10
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TOTAL DISTRICT ACCOUNTS:	\$	<u>186,698.10</u>
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Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

11. 22/23-2032 - DISTRICT CASH RECEIPTS

RECOMMENDATION

The Board of Education is requested to receive District cash receipts; Deposit Report No. 9, deposited August 29, 2022, for a total amount of \$74,877.59.

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 #9 is attached.

ATTACHMENTS

- [BA Item 2032\(b\) Deposit Report #9 9-14-22.pdf](#)

DEPOSIT REPORT

8/29/2022

DEP #9

ACCOUNT	AMOUNT	
01.0-00000.0-00000-00000-8631-0000000	\$ 2,538.00	Equipment Sales
01.0-00000.0-00000-82000-8650-6000028	1,170.00	LKT PAC Rental/Utilities
01.0-90221.0-00000-00000-9200-0000000	1,340.38	P/Y Accounts Receivable
01.0-90221.0-00000-82100-8650-4080000	1,038.70	LKT PAC Rental/MHS
01.0-90221.0-17030-00000-8650-4080000	1,038.70	LKT PAC Rental/MHS
01.0-90610.0-00000-00000-9200-0000000	5,000.00	P/Y Accounts Receivable
01.0-90707.0-00000-00000-8290-0000000	485.41	Medi-Cal
Subtotal	<u>12,611.19</u>	General Fund
25.0-95500.0-00000-00000-8681-0000000	1,254.88	Developer Fees
Subtotal	<u>1,254.88</u>	Capital Facilities Fund
63.0-90221.0-00000-00000-8650-6000028	18,696.60	LKT PAC Rental
63.0-90221.0-00000-00000-9200-0000000	20,890.92	P/Y Accounts Receivable
63.0-90221.0-00000-60003-8650-6000028	21,424.00	LKT PAC Rental-labor
Subtotal	<u>61,011.52</u>	Enterprise Fund
Total	<u><u>\$ 74,877.59</u></u>	

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

12. 22/23-2035 - PROFESSIONAL SERVICE AGREEMENTS

RECOMMENDATION

The Board of Education is requested to approve the Professional Service Agreements Report #4 for the Monrovia Unified School District 2022-23 SY.

Rationale:

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

Budget Implication (\$ Amount):

Legal References:

Government Code 53060 and Board Policy 3600.

Additional Information:

The professional services agreement report is attached.

ATTACHMENTS

- [Professional Service Agmts No. 4.pdf](#)

Monrovia Unified School District
Professional Service Agreements #4

Agenda Item # 22/23-2035
September 14, 2022

Name/Company	Services	Amount	Site	Effective Dates	Funding
Center for Connection	OT Services for Student No. 4214747272	\$20,600.00	DO	9/14/2022 – 6/30/2023	Special Ed
Marlen Barbee	Psycho-Educational IEE for Students No. 3190020480 and 7243985867	\$10,000.00	DO	9/14/2022 – 6/30/2023	Special Ed

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

13. 22/23-4002 - APPROVAL OF AERIES SOFTWARE SUBSCRIPTION RENEWAL

RECOMMENDATION

The Board of Education is requested to ratify the Aeries Software subscription renewal for the 2022-23 school year. Effective September 1, 2022 through August 31, 2023.

Rationale:

The renewal of our Aeries Student Information system will continue to provide the District with a comprehensive student information system. This includes full data hosting and management, including, but not limited to, integration with Aeries partners, hourly automated backups, as well as data and disaster recovery.

Background:

The District has used Aeries as our student information system provider for over 20 years.

Budget Implication (\$ Amount):

The cost for this Aeries Software Subscription renewal will be \$46,438.28. Funding will be paid by Technology and S&C funds.

Additional Information:

ATTACHMENTS

- [Maint Sales Invoice-M&S-9109.pdf](#)



INVOICE NO. M&S-9109
DATE 09/01/2022
TERMS Net 30
P.O. NO.

PLEASE REMIT TO:
Aeries Software
 770 The City Dr. S.
 Suite 6500
 Orange, CA 92868

BILL TO Monrovia Unified School District
 325 E Huntington Dr
 attn: Accounts Payable
 Monrovia, CA 91016

Please make all checks payable to Aeries Software and include a copy of this invoice with your check. If you have any questions, please contact Connie Castillo at conniec@aeries.com or (888) 487-7555

Message:

Quantity	Description	Unit Price	Start Date	End Date	Total Amount
5143	Software License/Support Subscription	2.66	09/01/2022	08/31/2023	\$13,680.38
5143	Aeries ASP Hosting Services Subscription	3.30	09/01/2022	08/31/2023	\$16,971.90
22	Aeries ASP Subscription - Additional/Prior Years Databases	250.00	09/01/2022	08/31/2023	\$5,500.00
5143	Aeries EM2 App	0.50	09/01/2022	08/31/2023	\$2,571.50
5143	Aeries Online Enrollment	1.50	09/01/2022	08/31/2023	\$7,714.50
SUBTOTAL					46,438.28
TOTAL					46,438.28
AMOUNT RECEIVED					\$0.00
AMOUNT DUE					\$46,438.28

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

14. 22/23-4003 - PURCHASE OF CISCO MERAKI FIREWALL LICENSE AND SUPPORT

RECOMMENDATION

The Board of Education is requested to approve the purchase of a 1 year license for the District's Cisco Meraki MX450 Firewall.

Rationale:

The District's trial license for the secondary Cisco Meraki MX450 Firewall expires on September 27, 2022. To provide continued network functionality and security, the District must purchase licensing.

Background:

The District purchased a single Cisco Meraki MX450 Firewall license in 2018 which was setup to allow all network traffic to passed through. Over the years, increased bandwidth usage of modern applications, the introduction of the District's One-to-One program, and the addition of other ancillary network devices strained network throughput. The increased number of devices on the network and overall network traffic utilization warranted a secondary license to be obtained, on a trial basis, to split network traffic between two firewalls and mitigate network issues. With the trial period coming to an end, we have determined that licensing for the secondary Cisco Meraki Firewall is necessary to ensure peak network performance.

Budget Implication (\$ Amount):

The cost to the District is \$8,830.80 to be paid out of the Technology budget.

Account:

Additional Information:

A copy of the quote for a 1 year license and support is attached.

ATTACHMENTS

- [MX-450 License Q-00064803 for Monrovia Unified School District.pdf](#)



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

Customer Price Quote

Customer

Monrovia Unified School District
 325 E Huntington Dr
 Monrovia CA, 91016-6419 United States
 ATTN: Arin Golestani

Ship To

Monrovia Unified School District
 325 E. Huntington Drive
 Monrovia, CA 91016
 ATTN: Arin Golestani

Quote Description

Meraki MX450 - 1 Year

Quote #	#Q-00064803
Project #	97871
Modified	8/31/2022
Account Mgr.	Greg Jaramishian
AM Phone	(562) 236-5325
AM Email	gjaramishian@ams.net
Inside Account Mgr.	Mike Bruington
IAM Phone	(925) 245-6165
IAM Email	mbruington@ams.net
Quote Exp.	9/30/2022

Line	Item Description	Manufacturer	Qty	Unit Price	Extended Price
1	LIC-MX450-SEC-1YR Meraki MX450 Advanced Security License and Support, 1YR	Meraki, Inc.	1.00	\$735.90	\$8,830.80

Order Summary

Subtotal	\$8,830.80
Adjustment	\$0.00
Estimated Taxes	\$0.00
Total	\$8,830.80

Terms and Conditions

1. AMS.NET will require a Purchase Order referencing this Quote # or if a Purchase order is not provided, an authorized representative must sign this quote.

2. Payment terms are Net 30. An interest charge of 1.5% per month will be applied to all accounts past due, plus all costs of collection and reasonable attorneys fees. AMS.NET accepts all major credit cards. A convenience fee of 3.5% will be assessed. Customer agrees to accept multiple invoices for projects that cover multiple sales. In the event that a site's readiness is delayed by the customer, customer agrees to accept and pay invoices that reflect equipment and services already received.

3. Items sold by AMS.NET, Inc. and shipped to destinations in California are subject to sales tax. If an item is subject to sales tax in the state to which the order is shipped, tax is generally calculated on the total selling price of each individual item. In accordance with state tax laws, the total selling price of an order will generally include shipping and handling charges and item-level discounts. The amount of tax charged on your order will depend upon many factors including, but not limited to, the type of item(s) purchased, and the source and destination of the shipment. Factors can change between the time you place an order and the time an invoice is sent, which could affect the calculation of sales taxes. The amount appearing on your proposal as 'Estimated Sales Tax' may differ from the sales taxes ultimately charged. Shipping charges and sales tax will be added to this order when invoiced and the customer agrees to pay these charges.

4. All companies with tax exemption must present a valid Tax Exempt form. If Customer is tax exempt or if tax exempt form is not provided then customer agrees to pay all applicable taxes.

5. All shipments are FOB Origin or Pre-paid and shipped to Dock. Any Special shipping requirements must be clearly stated on all PO's (i.e. inside delivery). If inside Delivery or Lift-gate is required it must be specified and additional fees will incur. Shipping charges that appear on this quote are an estimate, AMS.NET will invoice and the customer will pay the actual shipping charge when identified.

6. Upon delivery of equipment, customer agrees to open all shipments and visually inspect equipment for physical damages. All damages must be reported to AMS.NET within 24 hours of delivery.

7. Returns will be accepted at AMS.NET discretion and are subject to manufacturer returns policies as well. For returns to be approved all merchandise must be in an unopened box and the customer agrees to pay a restocking fee of 15% of the purchase price. Returns must be made within 15 Days of receipt. All shipments must have a valid RMA number from AMS.NET before returning. For RMA requests please contact our Customer Service Department at (800) 893-3660 Ext. 6111. Email RMA requests should be directed to service@ams.net A copy of AMS.NET's full RMA policy is available for review online at www.ams.net/services/procurement-and-financing/

8. The laws of the State of California will apply to this sale.

9. The term "installation date" means the first business day on which installation of the system is complete. Minor omissions or variances in performance of the System that do not materially or adversely affect the operation of the system, shall not be deemed to have postponed the Installation Date. Seller shall use its best efforts to make timely delivery and installation. However, all stated delivery and installation dates are approximate and except as expressly provided in this agreement, Seller shall, under no circumstance, be deemed to be in default hereunder or be liable for consequential, incidental or special damages or commercial loss resulting from delays in delivery or installation.

10. Warranties. AMS warrants to Customer that it has good title to the equipment being sold to Customer under this Agreement, and the right to sell such equipment to Customer free of liens or encumbrances. AMS further warrants to Customer that the equipment being sold to Customer hereunder shall be free from defects in workmanship for a warranty period of thirty (30) days commencing on the later date the equipment is delivered to Customer or the date upon which AMS completes performance of the services to be performed under this agreement (this warranty being hereinafter referred to as an "Installation Warranty"). Except as expressly set forth in this paragraph, AMS does not make, and hereby disclaims, any and all representations or warranties, express or implied, with respect to the equipment or services being provided under this agreement, including but not limited to any implied warranties of merchantability, fitness for a particular purpose, satisfactory quality, against infringement, or arising from a course of dealing, usage or trade practice. AMS shall reasonably cooperate and assist Customer in enforcing any manufacturer warranties with respect to the equipment being sold to Customer under this Agreement. AMS hereby advises Customer, and Customer acknowledges that in the event Customer desires to procure from AMS any warranty protection beyond the warranty of title and the Installation Warranty provided under this Paragraph, Customer may do so by entering into a separate Service Agreement with AMS.

Manufacturer's warranty that is guaranteed is whatever is published by the manufacturer at the time of purchase.

11. Cisco Cloud services purchased from AMS.NET requires customer to accept Cisco's Universal Cloud agreement located on Cisco Systems' Website. This Universal Cloud Agreement describes the rights and responsibilities related to the Cloud Service(s) you purchase from Cisco or an Approved Source and is between you and Cisco. The Universal Cloud Agreement includes the applicable Offer Description(s) located at www.cisco.com/go/cloudterms (collectively "Agreement"). By clicking 'accept,' or using the Cloud Service, you agree to the terms of this Agreement. If you do not have authority to enter into this Agreement, or if you do not agree with its terms, do not click 'accept' and do not use the Cloud Service. If you determine that you cannot comply with the terms of this Agreement after you have paid for the Cloud Service, you may terminate your



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

access to the Cloud Service for a full refund provided you do so within thirty (30) days of your purchase.

AMS.NET Tax ID: 94-3291626

12. The final price of all labor in this quote is contingent upon the customer providing AMS.NET full site access, with keys or a dedicated escort, for a period of at least nine consecutive hours per working day. Any existing pathway being pulled through is assumed to be easily discoverable, and meeting BICSI standards, such as the fill ratio, lack of non-cabling material in the conduit, and appropriate number of LBs. Additionally, any interior wall penetrations are assumed to be drywall or a like material unless otherwise noted in the labor scope for this project. Any deviation from these assumptions may result in additional costs to the customer based on the time added to the project.

C7 License: 763508

Please fax signed Quotation or Purchase Order to your AMS.NET account manager or to 925.245.6150. Full terms and conditions can be viewed on our website at www.ams.net/services/procurement-and-financing/

Authorized Signature: _____ Date: _____

Print Name: _____ Print Title: _____

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

15. 22/23-4004 - RENEWAL OF SUBSCRIPTION FOR RAPID IDENTITY SOFTWARE BY IDENTITY AUTOMATION

RECOMMENDATION

The Board of Education is requested to approve a one (1) year subscription with Identity Automation LP. Effective October 27, 2022, through October 26, 2023.

Rationale:

Renewal of this software is being submitted in an effort to address the goal of streamlining and automating the transfer of data between the myriad of student and staff data systems, This system has helped improve the efficiency and effectiveness of information management processes, creating a standard method to automate data transfers.

Background:

Monrovia Unified School District uses multiple electronic data systems to manage, store, and report data about our various activities and functions. The District uses Aeries for student attendance and reporting, Special Education Information System (SEIS) for special education data, Meals Plus to track meals, and Google Applications to provide e-mail, etc. Managing the information in these systems is done manually or with custom connectors. The Identity Automation solution allows us to sync the data transfer process.

Budget Implication (\$ Amount):

Total cost for this contract is \$5,746.65 to be paid out of the Technology budget.

Legal References:

Additional Information:

A copy of the subscription agreement is attached.

ATTACHMENTS

- [Carahsoft - Identity Automation - 07.20.2022 - Quote 34838107.pdf](#)

GOVERNMENT - PRICE QUOTATION



CARAHSOFT TECHNOLOGY CORP



11493 SUNSET HILLS ROAD | SUITE 100 | RESTON, VIRGINIA 20190
 PHONE (703) 871-8500 | FAX (703) 871-8505 | TOLL FREE (888) 66CARAH
 WWW.CARAHSOFT.COM | SALES@CARAHSOFT.COM

TO: Lisa Woods
 Monrovia Unified School District
 1001 S California Ave
 Monrovia, CA 91016 USA

FROM: Mary McElwee
 Carahsoft Technology Corp.
 11493 Sunset Hills Road
 Suite 100
 Reston, Virginia 20190

EMAIL: lwoods@monroviaschools.net

EMAIL: Mary.McElwee@carahsoft.com

PHONE: (626) 471-2016

PHONE: (571) 662-3739

FAX: (703) 871-8505

TERMS: FTIN: 52-2189693
 Shipping Point: FOB Destination
 Remit To: Same as Above
 Payment Terms: Net 30 (On Approved Credit)
 Cage Code: 1P3C5
 DUNS No: 088365767
 UEI: DT8KJHZXVJH5
 Credit Cards: VISA/MasterCard/AMEX
 Sales Tax May Apply

QUOTE NO: 34838107
QUOTE DATE: 07/20/2022
QUOTE EXPIRES: 09/27/2022
RFQ NO:
SHIPPING: GROUND
TOTAL PRICE: \$5,746.65

TOTAL QUOTE: \$5,746.65

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

16. 22/23-4005 - RENEWAL OF SUBSCRIPTION WITH INSTRUMENT SOLUTIONS

RECOMMENDATION

The Board of Education is requested to ratify the renewal of a one-year (1) subscription agreement with Instructure (formerly Certica Solutions) from September 1, 2022, through August 31, 2023.

Rationale:

The District uses this software to continuously monitor, measure, and report data errors within our Aeries Student Information System and would like to continue the use of this product.

Background:

The District has used Certica (Instructure) since September 1, 2010. Certica promotes a daily, proactive process by automatically reading our Aeries databases each night, and sending email alerts to notify district and school personnel about potential data issues that need to be reviewed, monitored, or corrected. This helps the District maintain accurate data to support state reporting validation and compliance monitoring.

Budget Implication (\$ Amount):

This agreement will impact the Technology Services budget by \$6,068.74 for the 2022-2023 school year.

Additional Information:

A copy of the order form is attached.

ATTACHMENTS

- [Instructure_Monrovia_Unified_Order_Form.pdf](#)



Services Order Form

Order #: Q-245002-2
 Date: 2022-08-17
 Offer Valid Through: 2022-08-17

6330 South 3000 East, Suite 700, Salt Lake City, UT 84121, United States

Order Form For Monrovia Unified

Address: 325 E Huntington Dr
 City: Monrovia
 State/Province: California
 Zip/Postal Code: 91016
 Country: United States

Order Information

Billing Frequency: Annual Upfront
 Payment Terms: Net 30

Billing Contact

Name: _____
 Email: _____
 Phone: _____

Primary Contact

Name: Dana Smith
 Email: dsmith@monroviaschools.net
 Phone: _____

Billing Frequency Term:

Non-Recurring items will be invoiced upon signing. Recurring items will be invoiced 30 days prior to the annual start date.

Year 1						
Description	Start Date	End Date	Metric	Qty	Price	Amount
Elevate Data Quality Application Edition	2022-09-01	2023-08-31	Per Each	5,143	USD 1.18	USD 6,068.74
Recurring Sub-Total						USD 6,068.74
Year 1 Total						USD 6,068.74
Grand Total:						USD 6,068.74

Metrics and Descriptions:

Product	Description
Elevate Data Quality Application Edition	Hosted Elevate Data Quality data quality solution; includes Elevate Data Quality Rule Library, a collection of pre-defined rules used used to monitor and report data quality issues.

Duration: The Services provided under this Order Form shall begin on the first year Start Date set forth above and continue through the last year End Date set forth above, provided, however, that Instructure may provide certain implementation related Services prior to the first year Start Date at its sole discretion.

Miscellaneous: Instructure’s support terms are available as follows:
Canvas & Catalog: <https://www.instructure.com/canvas/support-terms>
Portfolium: <https://portfolium.com/support-terms>
MasteryConnect: <https://www.masteryconnect.com/support/>

As part of our commitment to provide the most innovative and trusted products in the industry, at times we must increase our renewal rates to cover additional expenses associated with advancing our products. If you have concerns with any increases, please reach out to your account representative.

Terms and Conditions

This Order Form shall be governed by the Master Terms and Conditions which can be found here: <https://www.instructure.com/policies/master-terms-and-conditions>

In the event of any conflict between this Master Terms and Conditions and any addendum thereto and this Order Form, the provisions of this Order Form shall control.

PURCHASE ORDER INFORMATION	TAX INFORMATION
<p>Is a Purchase Order required for the purchase or payment of the products on this order form?</p> <p>Please Enter (Yes or No): _____</p> <p>If yes, please enter PO Number: _____</p>	<p>Check here if your company is exempt from US state sales tax : _____</p> <p><i>Please email all US state sales tax exemption certifications to ar@instructure.com</i></p>

By executing this Order Form, each party agrees to be legally bound by this Order Form.

Monrovia Unified

Signature:	_____
Name:	Dana Smith
Title:	_____
Date:	_____

Instructure, Inc.

Signature:	_____
Name:	Deal Desk
Title:	_____
Date:	_____

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

17. 22/23-3014 - PERSONNEL ASSIGNMENTS

RECOMMENDATION

The Board of Education is requested to approve Personnel Assignments Report #4.

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

- [2022-09-14_Personnel_Report_4.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT
Personnel Assignment Report #4

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

A. Employments

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
1 #	Monica	Black	Instructional Coach	Employ	8/15/22	Educational Services		C-07102.0	002976	F-5/14	100%
2 #	Robert	Grebel	Teacher	Employ	8/8/22	MHS		G-00000.0	000002	F-5/14	100%
3 #	Isabella	Guzman	Teacher	Employ	8/16/22	Monroe		G-00000.0	000036	F-4/1	100%
4 #	Thomas	Haynes	Teacher	Employ	8/17/22	MHS		C-65000.0	000509	F-5/006	100%
5 #	Brian	Phelan	Teacher	Employ	8/17/22	MHS		G-00000.0	000002	F-5/2	100%
6 #	David	Taylor	Teacher	Employ	8/16/22	MHS		C-65000.0 C-65000.0	003960	F-5/14	100%
7 #	Valerie	Shay	Instructional Coach	Employ	8/29/22	Educational Services		C-07102.0 C- 07303.0	003711	F-4/11	50%

B. Supplemental Hours/Special Assignments

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
8 #	Samar	Abi Saab	Adult Ed. ESL Instructor	Professional development.	8/22/22-4/28/23	Adult Ed	NTE: 20 hrs. total.	C-63910.0	003270	\$46.83/hr.	100%
9 #	Maria	Akl	Teacher	home visits, orientation, Family Workshop.	8/10/22-6/7/23	Plymouth	NTE: 44 hrs.	C-07102.0	004157	\$40.00/hr.	100%
10 #	Mitzi	Avila	Teacher	home visits, orientation, Family Workshop.	8/10/22-6/7/23	Plymouth	NTE: 44 hrs.	C-07102.0	004157	\$40.00/hr.	100%
11 #	Cristina	Barbosa	Teacher	Professional development.	7/1/22-6/30/23	CELC	NTE: 8 hrs./wk.	C-65000.0	003013	\$27.00/hr.	100%
12 #	Karla	Becerra	Teacher	home visits, orientation, Family Workshop.	8/10/22-6/7/23	Plymouth	NTE: 44 hrs.	C-07102.0	004157	\$40.00/hr.	100%
13 #	Xia	Boyle	Teacher	home visits, orientation, Family Workshop.	8/10/22-6/7/23	Plymouth	NTE: 44 hrs.	C-07102.0	004157	\$40.00/hr.	100%
14 #	Carol	Burrill	Adult Ed. ESL Instructor	Professional development.	8/22/22-4/28/23	Adult Ed	NTE: 20 hrs. total.	C-63910.0	003270	\$46.83/hr.	100%
15 #	Ashley	Carroll	Teacher	Family engagement, virtual home visits, orientation, Family Workshop.	8/10/22-6/7/23	Plymouth	NTE: 44 hrs.	C-07102.0	004157	\$40.00/hr.	100%
16 #	Steven	Cook	Teacher	Family engagement, virtual home visits, orientation, Family Workshop.	8/10/22-6/7/23	Plymouth	NTE: 44 hrs.	C-07102.0	004157	\$40.00/hr.	100%
17 #	John	Croft	Adult Ed. Accountant	Professional development.	8/22/22-8/6/22	Adult Ed	NTE: 16 hrs./wk.	C-63910.0	003270	\$46.83/hr.	100%

B. Supplemental Hours/Special Assignments (continued)

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
18 #	John	Croft	Adult Ed. Tech Instructor	Professional development.	8/22/22-5/27/23	Adult Ed	NTE: 20 hrs. total.	C-63910.0	003270	\$46.83/hr.	100%
19 #	Jeffrey	Crowell	Teacher	Family engagement, virtual home visits, orientation, Family Workshop.	8/10/22-6/7/23	Plymouth	NTE: 44 hrs.	C-07102.0	004157	\$40.00/hr.	100%
20 #	Kelly	Curtis	Teacher	Family engagement, virtual home visits, orientation, Family Workshop.	8/10/22-6/7/23	Plymouth	NTE: 44 hrs.	C-07102.0	004157	\$40.00/hr.	100%
21 #	Yecsenia	Delgado Lorenzo	Adult Ed. Pharmacy Tech Instructor	Professional development.	8/22/22-5/20/23	Adult Ed	NTE: 20 hrs. total.	C-63910.0	003270	\$46.83/hr.	100%
22 #	Lisa	Dols	Teacher	Tutoring	8/17/22-6/7/23	Plymouth	NTE: 1 hr./day	C-30100.0	001519	\$40.00/hr.	100%
23 #	Lisa	Dols	Teacher	Family engagement, virtual home visits, orientation, Family Workshop.	8/10/22-6/7/23	Plymouth	NTE: 44 hrs.	C-07102.0	004157	\$40.00/hr.	100%
24 #	David	Duisberg	Adult Ed. Program Instructional Support	Employ	8/23/22-6/7/23	Adult Ed	NTE: 8 hrs./wk.	C-63910.0	003267	\$38.68/hr.	100%
25 #	Denine	Duronslet	District Health Coordinator	District-wide coverage for COVID tracing.	8/1/22-6/30/23	District-wide	NTE: 10 hrs./wk.	C-58300.0	004051	\$66.16/hr.	100%
26 #	Diana	Escutia De Jesus	Adult Ed. Medical Assisting Instructor	Employ	8/27/22-5/27/23	Adult Ed	NTE: 16 hrs./wk.	C-63910.0	003235	\$44.74/hr.	100%
27 #	Diana	Escutia De Jesus	Adult Ed. Medical Assisting Instructor	Professional development.	8/22/22-5/27/22	Adult Ed	NTE: 20 hrs.	C-63910.0	003270	\$44.74/hr.	100%
28 #	Tanya	Eveleth	Teacher	Tutoring	8/17/22-6/7/23	Plymouth	NTE: 1 hr./day	C-30100.0	001519	\$40.00/hr.	100%
29 #	Tanya	Eveleth	Teacher	Family engagement, virtual home visits, orientation, Family Workshop.	8/10/22-6/7/23	Plymouth	NTE: 44 hrs.	C-07102.0	004157	\$40.00/hr.	100%
30 #	Karen	Go	Teacher	Professional development.	7/1/22-6/30/23	CELC	NTE: 8 hrs./wk.	C-65000.0	003013	\$27.00/hr.	100%
31 #	Leticia	Gosewisch	PK Teacher	Employ: Room 10 - summer, Thanksgiving, winter and spring breaks.	7/1/22-6/30/23	CELC	NTE: 8 hrs./day	C-61050.0	003841	\$21.00/hr.	100%
32 #	Karen	Harvey-Jarrett	Teacher	Family engagement, virtual home visits, orientation, Family Workshop.	8/10/22-6/7/23	Plymouth	NTE: 44 hrs.	C-07102.0	004157	\$40.00/hr.	100%
33 #	Cynthia	High	Adult Ed. ESL Instructor	Professional development.	8/22/22-4/28/23	Adult Ed	NTE: 20 hrs. total.	C-63910.0	003270	\$46.83/hr.	100%
34 #	Cynthia	High	Adult Ed. Program ESL Instructor	Employ: Substitute as needed during the 2022-23 school year.	8/23/22-6/8/22	Adult Ed	NTE: 8 hrs./wk.	C-63910.0 C-39050.0	004165	\$46.83/hr.	50% 50%

B. Supplemental Hours/Special Assignments (continued)

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
35 #	Katrina	Ho	Teacher	Family engagement, virtual home visits, orientation, Family Workshop.	8/10/22-6/7/23	Plymouth	NTE: 44 hrs.	C-07102.0	004157	\$40.00/hr.	100%
36 #	Rebecca	Hsu	Teacher	Family engagement, virtual home visits, orientation, Family Workshop.	8/10/22-6/7/23	Plymouth	NTE: 44 hrs.	C-07102.0	004157	\$40.00/hr.	100%
37 #	Shannon	Hsu	Teacher	Family engagement, virtual home visits, orientation, Family Workshop.	8/10/22-6/7/23	Plymouth	NTE: 44 hrs.	C-07102.0	004157	\$40.00/hr.	100%
38 #	Rhonda	Luna	Adult Ed. Night Counselor	Employ	8/23/22-4/27/23	Adult Ed	NTE: 16 hrs./wk.	C-63910.0	003574	\$40.00/hr.	100%
39 #	Jennifer	Mata	Teacher	Tutoring	8/17/22-6/7/23	Plymouth	NTE: 1 hr./day	C-30100.0	001519	\$40.00/hr.	100%
40 #	Jennifer	Mata	Teacher	home visits, orientation, Family Workshop.	8/10/22-6/7/23	Plymouth	NTE: 44 hrs.	C-07102.0	004157	\$40.00/hr.	100%
41 #	Ryan	Menlove	Adult Ed. ESL Instructor	Employ	8/23/22-4/28/23	Adult Ed	NTE: 8 hrs./wk.	C-39050.0 C-63910.0	003752	\$38.68/hr.	50% 50%
42 #	Chad	Miller	Adult Ed. Program Coordinator	Employ	8/15/22-6/8/23	Adult Ed	NTE: 16 hrs./wk.	C-63910.0	003452	\$38.68/hr.	100%
43 #	Jennifer	Miura	Teacher	home visits, orientation, Family Workshop.	8/10/22-6/7/23	Plymouth	NTE: 44 hrs.	C-07102.0	004157	\$40.00/hr.	100%
44 #	Robin	Noble Dolan	Adult Ed. CNA Instructor/Coordinator	Employ: CNA tutor/intern oversight.	8/1/22-6/2/23	Adult Ed	NTE: 13 hrs./wk.	C-63910.0	004053	\$46.83/hr.	100%
45 #	Robin	Noble-Dolan	Adult Ed. CAN Instructor	Professional development.	8/22/22-4/28/23	Adult Ed	NTE: 20 hrs. total.	C-63910.0	003270	\$46.83/hr.	100%
46 #	Selena	Patton	Adult Ed. Program ESL Instructor	Employ: Substitute as needed during the 2022-23 school year.	8/23/22-6/8/22	Adult Ed	NTE: 8 hrs./wk.	C-63910.0 C-39050.0	004165	\$46.83/hr.	50% 50%
47 #	Jo	Porter	Substitute Teacher	Employ: Substitute as needed during the 2022-23 school year.	8/25/22-6/7/23	District-wide	NTE: 8 hrs./day	G-00000.0	000003	\$190.00/d.	100%
48 #	Sheena	Rehaume	Teacher	home visits, orientation, Family Workshop.	8/10/22-6/7/23	Plymouth	NTE: 44 hrs.	C-07102.0	004157	\$40.00/hr.	100%
49 #	Susana	Reveles	Teacher	home visits, orientation, Family Workshop.	8/10/22-6/7/23	Plymouth	NTE: 44 hrs.	C-07102.0	004157	\$40.00/hr.	100%
50 #	John	Riccio	Adult Ed. Ceramic Instructor	Professional development.	8/22/22-4/28/23	Adult Ed	NTE: 20 hrs. total.	C-63910.0	003270	\$46.83/hr.	100%
51 #	Traci	Robinson	Teacher	Tutoring	8/17/22-6/7/23	Plymouth	NTE: 1 hr./day	C-30100.0	001519	\$40.00/hr.	100%
52 #	Traci	Robinson	Teacher	home visits, orientation, Family Workshop.	8/10/22-6/7/23	Plymouth	NTE: 44 hrs.	C-07102.0	004157	\$40.00/hr.	100%
53 #	Tedese	Ross	Adult Ed. ABE Instructor	Professional development.	8/22/22-4/28/23	Adult Ed	NTE: 20 hrs. total.	C-63910.0	003270	\$46.83/hr.	100%
54 #	Tedese	Ross	Adult Ed. Program Coordinator	Employ	8/15/22-6/8/23	Adult Ed	NTE: 15 hrs./wk.	C-63910.0	003452	\$46.83/hr.	100%
55 #	Danyelle	Rucker	Adult Ed. ESL Instructor	Employ	8/23/22-4/28/23	Adult Ed	NTE: 8 hrs./wk.	C-39050.0 C-63910.0	003752	\$38.68/hr.	50% 50%

B. Supplemental Hours/Special Assignments (continued)

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
56 #	Tamara	Sharova	Teacher	Tutoring	8/17/22-6/7/23	Plymouth	NTE: 1 hr./day	C-30100.0	001519	\$40.00/hr.	100%
57 #	Tamara	Sharova	Teacher	home visits, orientation, Family Workshop.	8/10/22-6/7/23	Plymouth	NTE: 44 hrs.	C-07102.0	004157	\$40.00/hr.	100%
58 #	Carol	Sieh	Teacher	home visits, orientation, Family Workshop.	8/10/22-6/7/23	Plymouth	NTE: 44 hrs.	C-07102.0	004157	\$40.00/hr.	100%
59 #	Wendy	Stewart	Teacher	home visits, orientation, Family Workshop.	8/10/22-6/7/23	Plymouth	NTE: 44 hrs.	C-07102.0	004157	\$40.00/hr.	100%
60 #	Richard	Thibault	Adult Ed. ESL Instructor	Professional development.	8/22/22-4/28/23	Adult Ed	NTE: 20 hrs. total.	C-63910.0	003270	\$44.74/hr.	100%
61 #	Mark	Tremper	Coordinator/ Instructor &	Employ	8/1/22-5/31/23	Adult Ed	NTE: 30 hrs./wk.	C-39050.0 C-63910.0	003738	\$46.83/hr.	52% 48%
62 #	Mark	Tremper	Instructor/ Coordinator	Professional development.	8/22/22-5/31/23	Adult Ed	NTE: 20 hrs. total.	C-63910.0	003270	\$46.83/hr.	100%
63 #	Shannon	Varner	Teacher	Tutoring	8/17/22-6/7/23	Plymouth	NTE: 1 hr./day	C-30100.0	001519	\$40.00/hr.	100%
64 #	Shannon	Varner	Teacher	Family engagement, virtual home visits, orientation, Family Workshop.	8/10/22-6/7/23	Plymouth	NTE: 44 hrs.	C-07102.0	004157	\$40.00/hr.	100%
65 #	Alan	Whitaker	Adult Ed. Computer Instructor	Professional development.	8/22/22-5/26/23	Adult Ed	NTE: 20 hrs. total.	C-63910.0	003270	\$46.83/hr.	100%
66 #	Dana	Williams	Teacher	Tutoring	8/17/22-6/7/23	Plymouth	NTE: 1 hr./day	C-30100.0	001519	\$40.00/hr.	100%
67 #	Dana	Williams	Teacher	Family engagement, virtual home visits, orientation, Family Workshop.	8/10/22-6/7/23	Plymouth	NTE: 44 hrs.	C-07102.0	004157	\$40.00/hr.	100%
68 #	Heidi	Wilson	Adult Ed. ESL Instructor	Professional development.	8/22/22-4/28/23	Adult Ed	NTE: 20 hrs. total.	C-63910.0	003270	\$42.62/hr.	100%

C. Leaves of Absences

First Name	Last Name	Classification	Action	Effective	Site
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None

D. Terminations

	First Name	Last Name	Classification	Action	Effective	Site
69 #	John	Huntley	Teacher	Voluntary resignation	8/26/2022	Santa Fe
70 #	Jennifer	Johnson	Director of Special Education	Voluntary resignation	9/5/2022	Special Education Services
71 #	Katima	Lindsey	Psychologist	Voluntary resignation	9/7/2022	Pupil Personnel Services
72 #	Stacy	King	Instructional Coach	Voluntary resignation	7/28/2022	Educational Services
73 #	Chelsea	Strong	Teacher	Voluntary resignation	8/26/2022	Clifton

E. Other

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
74 #	Anthony	Carlson	Teacher	Approve 6th Period Assignment	8/17/22-6/7/23	MHS		G-00000.0	001296	Equivalent preparation time to take place outside the regular work day. Salary will increase 16.67%. (MTA contract)	
75 #	Flint	Fertig	Director of Adult Education and Alternative Programs	Change in funding.	7/1/2022	Adult Ed		C-63910.0	001603	M-3/4	100%
76 #	Lisa	Herald	Teacher	Approve 5/6th Period Assignment	8/17/22-6/7/23	Santa Fe		G-00000.0	001295	Equivalent preparation time to take place outside the regular work day. Salary will increase 16.67%. (MTA contract)	
77 #	Shelby	Hightower	Teacher	Approve 6th Period Assignment	8/17/22-6/7/23	MHS		G-00000.0	001296	Equivalent preparation time to take place outside the regular work day. Salary will increase 16.67%. (MTA contract)	
78 #	Morgan	Hogan	Art & Theater Coach	Approve stipend - 2002 Summer Music and Theater Institute.	8/8/22-8/12/22	Clifton		C-90610.0	004159	\$350. Stipend	100%
79 #	Brian	Ilharreguy	Assistant Principal	Change in funding.	7/25/2022	CO/MP		C-07303.0 G-00000.0 G-00000.0	002848	M-9/1	35% 32.5% 32.5%
80 #	David	Krause	Teacher	Approve 6th Period Assignment	8/17/22-6/7/23	MHS		G-00000.0	001296	Equivalent preparation time to take place outside the regular work day. Salary will increase 16.67%. (MTA contract)	
81 #	Jared	Long	Strings Music Coach	Approve stipend - 2002 Summer Music and Theater Institute.	8/8/22-8/12/22	Clifton		C-90610.0	004159	\$350. Stipend	100%

E. Other (continued)

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
82 #	Calvin	McKendrick	Assistant Principal	Transfer from CO/MP.	8/1/2022	MHS		G-00000.0 C-073030.0	000324	M-9/5	50% 50%
83 #	Chad	Miller	Teacher	Transfer from Educational Services	8/15/2022	Co/MP		G-00000.0	000831	T-3/9	100%
84 #	Christian	Mora	Teacher	Approve 6th Period Assignment	8/17/22-6/7/23	Clifton		G-00000.0	001294		Equivalent preparation time to take place outside the regular work day. Salary will increase 16.67%. (MTA contract)
85 #	Dianna	Moraga	Teacher	Increase in hours.	8/15/2022	CO/MP		G-00000.0 C-65000.0	004057	T-6/10	50% 50%
86 #	Sharon	Naugle	Theater Coach	Approve stipend - 2002 Summer Music and Theater Institute.	8/8/22-8/12/22	Clifton		C-90610.0	004159	\$100. Stipend	100%
87 #	Mary	Oatman	Band Music Coach	Approve stipend - 2002 Summer Music and Theater Institute.	8/8/22-8/12/22	Clifton		C-90610.0	004159	\$450. Stipend	100%
88 #	Derek	Ong	TOSA/Instructional Coach.	Transfer from MHS.	8/15/2022	Educational Services		C-07102.0	002976	T-6/12	100%
89 #	John	Russell	Assistant Principal	Change in funding.	7/1/2022	Adult Ed		G-00000.0	003245	M-9/5	100%
90 #	Janette	Wallick	Teacher	Approve 6th Period Assignment	8/17/22-6/7/23	Clifton		G-00000.0	002800		Equivalent preparation time to take place outside the regular work day. Salary will increase 16.67%. (MTA contract)
91 #	Timothy	Weed	Band Music Coach	Approve stipend - 2002 Summer Music and Theater Institute.	8/8/22-8/12/22	Clifton		C-90610.0	004159	\$350. Stipend	100%
92 #	Holly	Williams	Teacher	Approve 6th Period Assignment	8/17/22-6/7/23	MHS		G-00000.0	001296		Equivalent preparation time to take place outside the regular work day. Salary will increase 16.67%. (MTA contract)

E. Other - Volunteers

	First Name	Last Name	Classification	Action	Effective	Site
93 #	Susana	Aguirre	Volunteer II	Approve	8/18/2022	BR, MHS, SF
	Maria					
94 #	Georgina	Alberto	Volunteer I	Approve	8/24/2022	CL
95 #	Martha	Allison	Volunteer I	Approve	8/22/2022	MO
96 #	Alejandra	Alvarez	Volunteer I	Approve	8/31/2022	MA
97 #	Candice	Baeza	Volunteer I	Approve	8/18/2022	BR
98 #	Lourdes	Bahamonde	Volunteer I	Approve	8/23/2022	MA
99 #	Matthew	Bahamonde	Volunteer I	Approve	8/29/2022	MA
100 #	Tracie	Bateson	Volunteer I	Approve	8/29/2022	MA
101 #	Brigitte	Biaggi	Volunteer II	Approve	8/29/2022	MA
102 #	Maryssa	Black	Volunteer I	Approve	8/17/2022	MO
103 #	Jordan	Boldt	Volunteer I	Approve	8/18/2022	CL, MO
104 #	Jordan	Boldt	Volunteer II	Approve	8/24/2022	CL, MO
105 #	Amanda	Brown	Volunteer I	Approve	8/16/2022	MA
106 #	Katherine	Cabrer	Volunteer I	Approve	8/15/2022	CL, MO
107 #	Luna	Cariaga	Volunteer I	Approve	8/31/2022	CL, WR
108 #	Wei	Chen	Volunteer I	Approve	8/24/2022	PL
109 #	Jana	Chesley	Volunteer II	Approve	8/25/2022	WR
110 #	Alexandrea	Cisneros	Volunteer I	Approve	8/31/2022	CELC, MA
111 #	Briana	Conley	Volunteer I	Approve	8/31/2022	MA
112 #	Sara	Critchfield	Volunteer I	Approve	8/17/2022	MO
113 #	Kathryn	Crunk	Volunteer I	Approve	8/17/2022	MA
114 #	Armando	D'Angelo	Volunteer I	Approve	8/18/2022	PL, SF
115 #	Dana	Dattola	Volunteer I	Approve	8/22/2022	CL, MO
116 #	Sandra	DeSurra	Volunteer I	Approve	8/12/2022	WR
		Duenez-				
117 #	Lizeth	McDonald	Volunteer I	Approve	8/31/2022	WR
118 #	Janet	Dunbar	Volunteer I	Approve	8/17/2022	BR, MA
119 #	Lauren	Dunn	Volunteer I	Approve	8/24/2022	MA
120 #	Sarah	Edgington	Volunteer I	Approve	8/31/2022	CL, MHS
121 #	Roxanne	Ensling	Volunteer I	Approve	8/12/2022	MO
122 #	Carolina	Espinosa	Volunteer I	Approve	8/31/2022	WR
123 #	Richard	Espinoza	Volunteer II	Approve	8/29/2022	PL
124 #	Jissell	Esponda	Volunteer I	Approve	8/25/2022	CELC, MA
125 #	Vanessa	Everett	Volunteer I	Approve	8/26/2022	MA
126 #	Carmelia	Fairley	Volunteer I	Approve	8/31/2022	MA
127 #	Yi-Fan (Ed)	Fang	Volunteer I	Approve	8/23/2022	PL, SF, VESP
128 #	Johanna	Figuroa	Volunteer I	Approve	8/22/2022	MO
129 #	Raquel	Fletcher	Volunteer I	Approve	8/31/2022	MA
130 #	Joanna	Gee	Volunteer I	Approve	8/18/2022	CL, MA

#-Ratification

C-Categorical Fund G-General Fund

E. Other - Volunteers (continued)

	First Name	Last Name	Classification	Action	Effective	Site
131 #	Nancy	Gonzalez	Volunteer I	Approve	8/22/2022	MHS, WR
132 #	Amy	Gould	Volunteer I	Approve	8/23/2022	MA, MHS
133 #	Orielle	Green	Volunteer I	Approve	8/17/2022	PL
134 #	Desiree	Harbaugh	Volunteer II	Approve	8/25/2022	MHS, PL, SF
135 #	Jan	Hart	Volunteer I	Approve	8/15/2022	MHS, SF, WR
136 #	Kathleen	Hogan	Volunteer I	Approve	8/22/2022	BR, MA, MO, PL, WR
137 #	Annie	Hsu	Volunteer II	Approve	8/19/2022	PL
138 #	Vanessa	Huerta	Volunteer I	Approve	8/18/2022	CELC
139 #	Gloria	Jabczynski Rico	Volunteer I	Approve	8/18/2022	PL
140 #	Lingchih	Ko	Volunteer I	Approve	8/19/2022	PL
141 #	Tiffany	Kwong	Volunteer I	Approve	8/24/2022	MA
142 #	Cynthia	Lathrop	Volunteer II	Approve	8/11/2022	BR, MO
143 #	Amanda	Leddy	Volunteer I	Approve	8/18/2022	PL
144 #	Erika	Levoe Chiechi	Volunteer I	Approve	8/24/2022	CL, MA
145 #	Zhuoting	Liao	Volunteer I	Approve	8/26/2022	PL
146 #	Tawnya	Lichtman	Volunteer I	Approve	8/24/2022	MA
147 #	Amanda	Lin	Volunteer I	Approve	8/10/2022	PL
148 #	Barbara	Lona	Volunteer I	Approve	8/17/2022	MA
149 #	Manuel	Lopez	Volunteer I	Approve	8/19/2022	CL, WR
150 #	Melissa	Lopez	Volunteer I	Approve	8/26/2022	PL
151 #	Sophia	Lopez	Volunteer II	Approve	8/24/2022	PL
152 #	Sonia	Luginbuhl	Volunteer II	Approve	8/26/2022	CL, MO
153 #	Atria	MacLellan	Volunteer II	Approve	8/23/2022	PL
154 #	Meghan	Meichtry	Volunteer I	Approve	8/26/2022	MA
155 #	Michelle	Meyer	Volunteer I	Approve	8/24/2022	MA, MHS
156 #	Christopher	Miller	Volunteer I	Approve	8/22/2022	MA, PL
157 #	Kristen	Olafson-Segal	Volunteer I	Approve	8/29/2022	MA
158 #	Jessica	O'Rourke	Volunteer I	Approve	8/29/2022	MO
159 #	Melina	Palacios	Volunteer I	Approve	8/17/2022	MA, MO
160 #	Jeannine	Pao Brown	Volunteer II	Approve	8/18/2022	PL, SF
161 #	Soo	Park	Volunteer I	Approve	8/18/2022	MA
162 #	Kelly	Perez	Volunteer I	Approve	8/26/2022	MA
163 #	Jesse	Pipkin	Volunteer I	Approve	8/22/2022	PL
164 #	Joy	Pipkin	Volunteer II	Approve	8/17/2022	PL
165 #	Dylan	Porter	Volunteer I	Approve	8/11/2022	PL
166 #	Jennifer	Pruitt	Volunteer I	Approve	8/18/2022	WR
167 #	Stephanie	Ramos	Volunteer I	Approve	8/19/2022	BR, SF
168 #	Tamara	Rehaume	Volunteer I	Approve	8/10/2022	PL
169 #	Terence	Rehaume	Volunteer I	Approve	8/10/2022	PL

E. Other - Volunteers (continued)

	First Name	Last Name	Classification	Action	Effective	Site
170 #	Natalie	Ridley	Volunteer I	Approve	8/18/2022	PL, SF, VESP
171 #	Natalie	Ridley	Volunteer II	Approve	8/25/2022	PL, SF
172 #	Kristine	Rietze	Volunteer I	Approve	8/17/2022	PL
173 #	Darcy	Roberts	Volunteer I	Approve	8/22/2022	BR, VESP
174 #	Lissette	Rodriguez	Volunteer I	Approve	8/31/2022	WR
175 #	Caryl	Romero	Volunteer II	Approve	8/11/2022	PL, SF
176 #	Madeline	Romo	Volunteer I	Approve	8/24/2022	MA
177 #	Ronaldo	Rondaris	Volunteer II	Approve	8/17/2022	MHS, PL, SF
178 #	Sarah	Russell	Volunteer I	Approve	8/29/2022	WR
179 #	Janeen	Samuelian	Volunteer I	Approve	8/11/2022	CL, MO
180 #	Armine	Shaknazaryan	Volunteer I	Approve	8/23/2022	MA
181 #	Greg	Shin	Volunteer I	Approve	8/18/2022	MA
182 #	Lindsay	Smith	Volunteer I	Approve	8/29/2022	MA
183 #	Monica	Solórzano	Volunteer I	Approve	8/31/2022	MO
184 #	Julie	Sorensen	Volunteer I	Approve	8/26/2022	MA, WR
185 #	Jessica	Streeter	Volunteer I	Approve	8/31/2022	CL, MA
186 #	Melissa	Taylor	Volunteer I	Approve	8/31/2022	MA
187 #	Jennifer	Tokaji	Volunteer I	Approve	8/11/2022	MO
188 #	JoAnn	Trejo	Volunteer I	Approve	8/22/2022	PL
189 #	Sheree	Tromblee	Volunteer I	Approve	8/31/2022	MO
190 #	James	Tubbs Jr	Volunteer I	Approve	8/17/2022	MHS, WR
191 #	Tatiana	Valencia-Gonzalez	Volunteer I	Approve	8/31/2022	VESP, WR
192 #	Teresa	Vazquez	Volunteer II	Approve	8/19/2022	BR, CL, VESP
193 #	Johnny	Venegas	Volunteer I	Approve	8/22/2022	WR
194 #	Suzanne	Walton	Volunteer I	Approve	8/19/2022	MA
195 #	Shuwei	Wang	Volunteer I	Approve	8/18/2022	MA
196 #	Kathy	Warth	Volunteer I	Approve	8/23/2022	PL
197 #	Natalie	Whitten Tabor	Volunteer I	Approve	8/31/2022	MA, MHS
198 #	Cristina	Witham	Volunteer I	Approve	8/31/2022	CL, MA
199 #	Erin	Wu-Kosinski	Volunteer II	Approve	8/19/2022	PL
200 #	Edith	Yang	Volunteer II	Approve	8/25/2022	PL
201 #	Shan	Yip	Volunteer I	Approve	8/24/2022	PL

MONROVIA UNIFIED SCHOOL DISTRICT
Personnel Assignment Report #4

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	# Ronald	Farrar Jr.	Warehouse Operator/Delivery Driver	Warehouse	Employ	\$3354.78/mo	23-H	1	8 hr./d.;12 mo./yr.	8/16/2022	000164	C 75400.0	100%
2	# Arin	Golestani	Director of Technology	Technology	Employ	\$12277.50/mo	16-M	3	8 hr./d.;12 mo./yr.	8/22/2022	004158	C 00000.0 C 07303.0	90% 10%
3	# Marivel	Jimenez	Campus Assistant	Santa Fe	Employ	\$15.53/hr.	4	6	2.75 hr./d.;9 mo./yr.	8/25/2022	003798	G 00000.0	100%
4	# Pedro	Mejia	Food Service Worker	MHS	Employ	\$15.53/hr.	12	1	3 hr./d.;9 mo./yr.	8/25/2022	002541	C 53100.0	100%

B. Supplemental Hours/Special Assignments

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
5	# Alicia	Acuna	Substitute Campus Assistant	Bradoaks	Employ: To substitute as needed during the 2022-23 school year.	\$15.53/hr.	4	2	NTE: 4 hours per day.	8/17/22-6/7/23	003804	G 00000.0	100%
6	# Raymond	Alarcon	Head Custodian I Extra Hours	Wild Rose	Employ: Alarm calls.	\$25.32/hr.	24	6	NTE: 8 hours per day.	7/1/22-6/30/23	002780	G 00000.0	100%
7	# Raymond	Alarcon	Head Custodian I Extra Hours	Wild Rose	Employ: Extra hours for site events as needed.	\$25.32/hr.	24	6	Hourly, as needed.	7/1/22-6/30/23	004160	G 00000.0	100%
8	# Cynthia	Allen	Substitute After School Activity Leader	Wild Rose	Employ: To substitute as needed during the 2022-23 school year and to provide extra support.	\$20.26/hr.	15	6	NTE: 10 hours per week.	8/12/22-6/7/23	000299	C 60100.0	100%
9	# Elizabeth	Arbogast	After School Activity Leader Extra Hours	VESP	Employ: Curriculum planning.	\$18.35/hr.	15	4	NTE: 16 hours total.	8/15/22-6/7/23	001925	C 60100.0	100%
10	# Elizabeth	Arbogast	After School Activity Leader Extra Hours	VESP	Employ: Prep time for 2022-23 school year, staff development, school events, and other duties as needed.	\$18.35/hr.	15	4	NTE: 30 hours total.	8/8/22-6/7/23	001925	C 60100.0	100%
11	# Brian	Armas	After School Site Manager Extra Hours	Clifton	Employ: Prep time for 2022-23 school year, staff development, school events, and other duties as needed.	\$23.51/hr.	21	6	NTE: 30 hours total.	8/8/22-6/7/23	000433	C 60100.0	100%
12	# Brian	Armas	After School Site Manager Extra Hours	Clifton	Employ: Curriculum planning.	\$23.51/hr.	21	6	NTE: 16 hours total.	8/15/22-6/7/23	000433	C 60100.0	100%
13	# Maria	Ayala	Preschool Developmental Aide Extra Hours	CELC	Employ: Professional Development.	\$20.26/hr.	15	6	NTE: 8 hours per day.	7/1/22-6/30/23	000583	C 61050.0	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
14	# Ana	Bednarczyk	Substitute Campus Assistant	Wild Rose	Employ: To substitute as needed during the 2022-23 school year.	\$15.53/hr.	4	6	NTE: 5 hours per day.	8/17/22-6/7/23	003803	G 00000.0	100%
15	# Ana	Bednarczyk	Campus Assistant Extra Hours	Wild Rose	Employ: To facilitate Parent-Teacher Conferences.	\$15.53/hr.	4	6	NTE: 5 hours per day.	8/15/22-6/7/23	003440	C 07102.0	100%
16	# Maria	Beller	Preschool Developmental Aide Extra Hours	CELC	Employ: Professional Development.	\$20.26/hr.	15	6	NTE: 8 hours per day.	7/1/22-6/30/23	000583	C 61050.0	100%
17	# Thomas	Bogdon	School Office Manager Extra Hours	Wild Rose	Employ: Extra hours for front office duties as needed.	\$25.32/hr.	26	5	NTE: 4 hours per day.	8/10/22-6/14/23	003693	G 00000.0	100%
18	# Thomas	Bogdon	Substitute Custodian	District-wide	Employ: To substitute as needed during the 2022-23 school year.	\$23.51/hr.	21	6	NTE: 4 hours per day.	7/1/22-7/31/22	000137	G 00000.0	100%
19	Adriana	Calmer	Instructional Aide - Special Education Extra Hours	Plymouth	Employ: Interpreter for Parent-Teacher Conferences.	\$21.29/hr.	17	6	NTE: 3 hours per day.	10/3/22-3/6/2023	003382	C 07102.0	100%
20	# Lisa	Cardiel	Preschool Developmental Aide Extra Hours	CELC	Employ: Professional Development.	\$21.89/hr.	5-D	6	NTE: 8 hours per day.	7/1/22-6/30/23	000583	C 61050.0	100%
21	# Mercedes	Casas	Instructional Aide - Special Education Extra Hours	CELC	Employ: Professional Development.	\$21.29/hr.	17	6	NTE: 8 hours per day.	7/1/22-6/30/23	004048	C 61050.0	100%
22	# Marlene	Castillo	Preschool Developmental Aide Extra Hours	CELC	Employ: Professional Development.	\$21.89/hr.	5-D	6	NTE: 8 hours per day.	7/1/22-6/30/23	000583	C 61050.0	100%
23	# Christine	Caudillo	Preschool Developmental Aide Extra Hours	CELC	Employ: Professional Development.	\$21.89/hr.	5-D	6	NTE: 8 hours per day.	7/1/22-6/30/23	000583	C 61050.0	100%
24	# Robert	Crowder	Head Custodian I Extra Hours	Bradoaks	Employ: Alarm calls.	\$25.32/hr.	24	6	Hourly, as needed.	8/1/22-6/16/23	002713	G 00000.0	100%
25	# Maria	De la O	Substitute After School Activity Leader	Wild Rose	Employ: To substitute as needed during the 2022-23 school year and to provide extra support.	\$16.63/hr.	15	2	NTE: 21.5 hours per week.	8/12/22-6/7/23	000299	C 60100.0	100%
26	# Maria	De la O	Substitute Campus Assistant	Wild Rose	Employ: To substitute as needed during the 2022-23 school year.	\$15.53/hr.	4	6	NTE: 5 hours per day.	8/17/22-6/7/23	003803	G 00000.0	100%
27	# Carmen	Devey	Interpreter	Wild Rose	Employ: To facilitate Parent-Teacher Conferences.	\$27.00/hr.	Flat	Rate	NTE: 5 hours per day.	8/15/22-6/7/23	003440	C 07102.0	100%
28	# Amanda	Domio	Student Worker	MHS-TPAC	Employ: Backstage tech.	\$15.00/hr.	Flat	Rate	NTE: 30 hours total.	6/1/22-6/30/22	002715	C 90221.0	100%
29	# Jasmine	Esparza	Campus Security Officers Extra Hours	MHS	Employ: School events.	\$25.32/hr.	24	6	Hourly, as needed.	7/1/22-6/7/23	000925	G 00000.0	100%

Ratification
* Correction
G General Fund
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B. Supplemental Hours/Special Assignments (continued)

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
30	# Belle	Gagne	Preschool Developmental Aide Extra Hours	CELC	Employ: Professional Development.	\$21.49/hr.	4-D	6	NTE: 8 hours per day.	7/1/22-6/30/23	000583	C 61050.0	100%
31	# Jaqueline	Gibson	Instructional Aide - Kindergarten Extra Hours	Bradoaks	Employ: To assist with assessments, prep and extra reading time.	\$15.80/hr.	15	1	NTE: 1 hour per day.	8/17/22-6/7/23	003765	C 30100.0	100%
32	# Maria	Gonzalez	Health Clerk Extra Hours	District-wide	Employ: Evaluation of registration packets for immunizations and health history. Set up health office prior to the start of the school year.	\$21.82/hr.	18	6	NTE: 42 hours total.	8/1/22-8/15/22	002810	G 00000.0	100%
33	# Nancy	Gonzalez	School/Community Liaison Extra Hours	Wild Rose	Employ: To facilitate Parent- Teacher Conferences.	\$22.37/hr.	19	6	NTE: 5 hours per day.	8/15/22-6/7/23	003440	C 07102.0	100%
34	# Camille	Gonzalez-O'Balles	Substitute Campus Assistant	Wild Rose	Employ: To substitute as needed during the 2022-23 school year.	\$15.53/hr.	4	6	NTE: 5 hours per day.	8/17/22-6/7/23	003803	G 00000.0	100%
35	# Camille	Gonzalez-O'Balles	Substitute After School Activity Leader	Wild Rose	Employ: To substitute as needed during the 2022-23 school year.	\$16.63/hr.	15	2	NTE: 22.5 hours per week.	8/12/22-6/7/23	000299	C 60100.0	100%
36	# Victoria	Goodwin	After School Site Manager Extra Hours	Clifton	Employ: Prep time for 2022- 23 school year, staff development, school events, and other duties as needed.	\$23.51/hr.	21	6	NTE: 30 hours total.	8/8/22-6/7/23	000433	C 60100.0	100%
37	# Victoria	Goodwin	After School Site Manager Extra Hours	Clifton	Employ: Curriculum planning.	\$23.51/hr.	21	6	NTE: 16 hours total.	8/15/22-6/7/23	000433	C 60100.0	100%
38	# Marlene	Gutierrez	After School Site Manager Extra Hours	Monroe	Employ: Prep time for 2022- 23 school year, staff development, school events, and other duties as needed.	\$21.29/hr.	21	4	NTE: 30 hours total.	8/8/22-6/7/23	000433	C 60100.0	100%
39	# Marlene	Gutierrez	After School Site Manager Extra Hours	Monroe	Employ: Curriculum planning.	\$21.29/hr.	21	4	NTE: 16 hours total.	8/15/22-6/7/23	000433	C 60100.0	100%
40	# Desiree	Harbaugh	Clerical Assistant I Extra Hours	Plymouth	Employ: Additional front office support.	\$21.29/hr.	17	6	NTE: 5 hours per day.	8/1/22-6/14/23	003379	C 07102.0	100%
41	# Margarita	Hernandez	Substitute Campus Assistant	Santa Fe	Employ: To substitute as needed during the 2022-23 school year.	\$15.53/hr.	4	6	NTE: 8 hours per day.	8/8/22-6/7/23	003807	G 00000.0	100%
42	# Cherie	Holquin	Instructional Aide - Kindergarten Extra Hours	Plymouth	Employ: Orientation and family engagement support.	\$20.26/hr.	15	6	NTE: 6 hours total.	8/10/22-6/7/23	003382	C 07102.0	100%
43	# Cherie	Holquin	Instructional Aide - Kindergarten Extra Hours	Plymouth	Employ: Curriculum & supplies distribution	\$20.26/hr.	15	6	NTE: 5 hours per day.	8/10/22-6/14/23	003382	C 07102.0	100%

Ratification
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G General Fund
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B. Supplemental Hours/Special Assignments (continued)

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
44	# Cherie	Holquin	Instructional Aide - Kindergarten Extra Hours	Plymouth	Employ: Additional classroom support.	\$20.26/hr.	15	6	NTE: 3 hours per day.	8/17/22-6/7/23	003381	C 07102.0	100%
45	# Clarence	Hurley	Custodian Extra Hours	Bradoaks	Employ: Site events.	\$19.28/hr.	21	2	NTE: 8 hours per day.	7/1/22-6/30/23	004161	G 00000.0	100%
46	# Maria	Hussey	Substitute After School Activity Leader	Plymouth	Employ: To substitute as needed during the 2022-23 school year and to provide extra support.	\$16.63/hr.	15	2	NTE: 21.25 hours per week.	8/12/22-6/7/23	000299	C 60100.0	100%
47	# Maria	Hussey	Campus Assistant Extra Hours	Plymouth	Employ: Orientation and family engagement support.	\$15.53/hr.	4	6	NTE: 4 hours total.	8/10/22-6/7/23	003382	C 07102.0	100%
48	# Jesus	Jara	School/Community Liaison Extra Hours	Bradoaks	Employ: Interpreter during enrollments, school site council and parent meetings.	\$18.35/hr.	19	2	NTE: 100 hours total.	8/8/2-12/1/22	003808	C 07102.0	100%
49	# Jesus	Jara	Substitute Clerical Assistant I	Bradoaks	Employ: To substitute as needed during the 2022-23 school year.	\$18.35/hr.	17	3	NTE: 3 hours per day.	8/5/22-6/7/23	002311	G 00000.0	100%
50	# Aja	Jones	Health Assistant II Extra Hours	District-wide	Employ: Evaluation of registration packets for immunizations and health history. Set up health office prior to the start of the school year.	\$25.32/hr.	26	5	NTE: 42 hours total.	8/1/22-8/15/22	002810	G 00000.0	100%
51	# Brian	Jones	After School Activity Leader Extra Hours	VESP	Employ: Curriculum planning.	\$20.26/hr.	15	6	NTE: 16 hours total.	8/15/22-6/7/23	001925	C 60100.0	100%
52	# Brian	Jones	After School Activity Leader Extra Hours	VESP	Employ: Prep time for 2022-23 school year, staff development, school events, and other duties as needed.	\$20.26/hr.	15	6	NTE: 30 hours total.	8/8/22-6/7/23	001925	C 60100.0	100%
53	# Katayoun	Karimi	Preschool Developmental Aide Extra Hours	CELC	Employ: Professional Development.	\$21.29/hr.	17	6	NTE: 8 hours per day.	7/1/22-6/30/23	004048	C 61050.0	100%
54	# Ann	Kiryama	Instructional Aide - Kindergarten Extra Hours	Plymouth	Employ: Orientation and family engagement support.	\$20.26/hr.	15	6	NTE: 6 hours total.	8/10/22-6/7/23	003382	C 07102.0	100%
55	# Ann	Kiryama	Instructional Aide - Kindergarten Extra Hours	Plymouth	Employ: Additional classroom support.	\$20.26/hr.	15	6	NTE: 3 hours per day.	8/17/22-6/7/23	003381	C 07102.0	100%
56	Lourdes	Lewis	Instructional Aide - Severe Disabilities Extra Hours	Plymouth	Employ: Interpreter for Parent-Teacher Conferences.	\$21.82/hr.	18	6	NTE: 3 hours per day.	10/3/22-3/6/2023	003382	C 07102.0	100%
57	# Jasmine	Liddell	After School Activity Leader Extra Hours	VESP	Employ: Prep time for 2022-23 school year, staff development, school events, and other duties as needed.	\$19.28/hr.	15	5	NTE: 30 hours total.	8/8/22-6/7/23	001925	C 60100.0	100%

Ratification
* Correction
G General Fund
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B. Supplemental Hours/Special Assignments (continued)

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
58	# Jennifer	Lindy	Substitute After School Site Manager	VESP	Employ: To substitute as needed during the 2022-23 school year.	\$21.29/hr.	21	4	NTE: 8 hours per day.	8/17/22-6/7/23	001746	C 60100.0	100%
59	# Jennifer	Lindy	After School Activity Leader Extra Hours	VESP	Employ: Curriculum planning.	\$20.26/hr.	15	6	NTE: 16 hours total.	8/15/22-6/7/23	001925	C 60100.0	100%
60	# Jennifer	Lindy	After School Activity Leader Extra Hours	VESP	Employ: Prep time for 2022-23 school year, staff development, school events, and other duties as needed.	\$20.26/hr.	15	6	NTE: 30 hours total.	8/8/22-6/7/23	001925	C 60100.0	100%
61	# Sabrina	Madrid	Instructional Aide - Kindergarten Extra Hours	Plymouth	Employ: Orientation and family engagement support.	\$20.26/hr.	15	6	NTE: 6 hours total.	8/10/22-6/7/23	003382	C 07102.0	100%
62	# Sabrina	Madrid	Instructional Aide - Kindergarten Extra Hours	Plymouth	Employ: Additional classroom support.	\$20.26/hr.	15	6	NTE: 3 hours per day.	8/17/22-6/7/23	003381	C 07102.0	100%
63	# Christopher	Malone	Campus Security Officers Extra Hours	MHS	Employ: School events.	\$25.32/hr.	24	6	Hourly, as needed.	7/1/22-6/7/23	000925	G 00000.0	100%
64	# Maria	Marin	Instructional Aide - Kindergarten Extra Hours	Plymouth	Employ: Additional classroom support.	\$20.26/hr.	15	6	NTE: 3 hours per day.	8/17/22-6/7/23	003381	C 07102.0	100%
65	Maria	Marin	Instructional Aide - Kindergarten Extra Hours	Plymouth	Employ: Interpreter for Parent-Teacher Conferences.	\$20.26/hr.	15	6	NTE: 3 hours per day.	10/3/22-3/6/2023	003382	C 07102.0	100%
66	# Maria	Marin	Instructional Aide - Kindergarten Extra Hours	Plymouth	Employ: Orientation and family engagement support.	\$20.26/hr.	15	6	NTE: 6 hours total.	8/10/22-6/7/23	003382	C 07102.0	100%
67	# Maria	Marquez	Preschool Developmental Aide Extra Hours	CELC	Employ: Professional Development.	\$21.08/hr.	3-D	6	NTE: 8 hours per day.	7/1/22-6/30/23	000583	C 61050.0	100%
68	# Melissa	Marquez	Bus Driver Extra Hours	M.O.T.	Employ: Extra hours as needed.	\$19.73/hr.	24	1	Hourly, as needed.	7/1/22-6/30/23	001741	C 07230.0	100%
69	# Melissa	Marquez	Bus Driver Extra Hours	M.O.T.	Employ: Field trips.	\$19.73/hr.	24	1	Hourly, as needed.	7/1/22-6/30/23	002549	C 90801.0	100%
70	# Denise	Marron	Health Assistant II Extra Hours	District-wide	Employ: Evaluation of registration packets for immunizations and health history. Set up health office prior to the start of the school year.	\$26.60/hr.	26	6	NTE: 42 hours total.	8/1/22-8/15/22	002810	G 00000.0	100%
71	# Veronica	Martinez	After School Activity Leader Extra Hours	VESP	Employ: Curriculum planning.	\$19.28/hr.	15	5	NTE: 16 hours total.	8/15/22-6/7/23	001925	C 60100.0	100%
72	# Veronica	Martinez	After School Activity Leader Extra Hours	VESP	Employ: Prep time for 2022-23 school year, staff development, school events, and other duties as needed.	\$19.28/hr.	15	5	NTE: 30 hours total.	8/8/22-6/7/23	001925	C 60100.0	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
73	# Heena	Merchant	Instructional Aide - Kindergarten Extra Hours	Plymouth	Employ: Orientation and family engagement support.	\$19.28/hr.	15	5	NTE: 6 hours total.	8/10/22-6/7/23	003382	C 07102.0	100%
74	# Heena	Merchant	Instructional Aide - Kindergarten Extra Hours	Plymouth	Employ: Curriculum & supplies distribution	\$19.28/hr.	15	5	NTE: 5 hours per day.	8/10/22-6/14/23	003382	C 07102.0	100%
75	# Heena	Merchant	Instructional Aide - Kindergarten Extra Hours	Plymouth	Employ: Additional classroom support.	\$19.28/hr.	15	5	NTE: 3 hours per day.	8/17/22-6/7/23	003381	C 07102.0	100%
76	# Karen	Meza	Campus Assistant Extra Hours	Plymouth	Employ: Orientation and family engagement support.	\$15.53/hr.	4	6	NTE: 4 hours total.	8/10/22-6/7/23	003382	C 07102.0	100%
77	# Alice	Miller	Preschool Developmental Aide Extra Hours	CELC	Employ: Professional Development.	\$20.83/hr.	5-D	5	NTE: 8 hours per day.	7/1/22-6/30/23	000583	C 61050.0	100%
78	# Erinn	Milligan	Instructional Aide - Kindergarten Extra Hours	Plymouth	Employ: Orientation and family engagement support.	\$19.28/hr.	15	5	NTE: 6 hours total.	8/10/22-6/7/23	003382	C 07102.0	100%
79	# Erinn	Milligan	Instructional Aide - Kindergarten Extra Hours	Plymouth	Employ: Additional classroom support.	\$19.28/hr.	15	5	NTE: 3 hours per day.	8/17/22-6/7/23	003381	C 07102.0	100%
80	# Bertha	Montenegro	Instructional Aide - Kindergarten Extra Hours	Wild Rose	Employ: To facilitate Parent-Teacher Conferences.	\$20.26/hr.	15	6	NTE: 5 hours per day.	8/15/22-6/7/23	003440	C 07102.0	100%
81	# Kayla	Monterroza	Preschool Developmental Aide Extra Hours	CELC	Employ: Professional Development.	\$19.09/hr.	3-D	4	NTE: 8 hours per day.	7/1/22-6/30/23	000583	C 61050.0	100%
82	# Patricia	Montoya	Substitute Custodian	District-wide	Employ: To substitute as needed during the 2022-23 school year.	\$23.51/hr.	21	6	NTE: 4 hours per day.	8/1/22-6/30/23	000137	G 00000.0	100%
83	# Patricia	Montoya	Substitute Custodian	District-wide	Employ: To substitute as needed during the 2022-23 school year.	\$23.51/hr.	21	6	NTE: 5 hours per day.	7/1/22-7/31/22	000137	G 00000.0	100%
84	# Melissa	Moore	Substitute Campus Assistant	Wild Rose	Employ: To substitute as needed during the 2022-23 school year.	\$15.53/hr.	4	6	NTE: 5 hours per day.	8/17/22-6/7/23	003803	G 00000.0	100%
85	# Obdulia	Moreno	Personnel Specialist Extra Hours	Human Resources	Employ: Staffing prior to start of school & extra classified duties as needed.	\$27.94/hr.	28	6	NTE: 5 hours per week.	8/1/22-12/30/22	002890	G 00000.0	100%
86	# Leticia	Moreno Martinez	Instructional Aide - Special Education Extra Hours	CELC	Employ: Professional Development.	\$21.29/hr.	17	6	NTE: 8 hours per day.	7/1/22-6/30/23	004048	C 65000.0	100%
87	# Samuel	Morris	Campus Security Officers Extra Hours	MHS	Employ: School events.	\$20.77/hr.	24	2	Hourly, as needed.	7/1/22-6/7/23	000925	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	
88	# Bryna	Ocampo	Preschool Developmental Aide Extra Hours	CELC	Employ: Professional Development.	\$21.29/hr.	17	6	NTE: 8 hours per day.	7/1/22-6/30/23	004048	C	61050.0	100%
89	# Sandy	Ochoa Chavez	Instructional Aide - Kindergarten Extra Hours	Wild Rose	Employ: To facilitate Parent- Teacher Conferences.	\$18.35/hr.	15	4	NTE: 5 hours per day.	8/15/22-6/7/23	003440	C	07102.0	100%
90	# Sara	Orosco	Substitute After School Site Manager	VESP	Employ: To substitute as needed during the 2022-23 school year.	\$21.29/hr.	21	4	NTE: 8 hours per day.	8/17/22-6/7/23	001746	C	60100.0	100%
91	# Sara	Orosco	After School Activity Leader Extra Hours	VESP	Employ: Curriculum planning.	\$20.26/hr.	15	6	NTE: 16 hours total.	8/15/22-6/7/23	001925	C	60100.0	100%
92	# Sara	Orosco	After School Activity Leader Extra Hours	VESP	Employ: Prep time for 2022- 23 school year, staff development, school events, and other duties as needed.	\$20.26/hr.	15	6	NTE: 30 hours total.	8/8/22-6/7/23	001925	C	60100.0	100%
93	# Barbara	Orozco	Clerical Assistant I Extra Hours	Plymouth	Employ: Beginning of school year support and prep for close of the school year.	\$20.26/hr.	17	5	NTE: 2 hours per day.	8/1/22-6/14/23	003379	C	07102.0	100%
94	# Elizabeth	Orozco	Substitute Custodian	District-wide	Employ: To substitute as needed during the 2022-23 school year.	\$22.37/hr.	21	5	NTE: 4 hours per day.	8/25/22-6/30/23	000137	G	00000.0	100%
95	# Maria	Ortiz	Campus Assistant Extra Hours	Plymouth	Employ: Orientation and family engagement support.	\$15.53/hr.	4	6	NTE: 4 hours total.	8/10/22-6/7/23	003382	C	07102.0	100%
96	# Maria	Ortiz	Campus Assistant Extra Hours	Plymouth	Employ: Interpreter for Parent- Teacher Conferences.	\$15.53/hr.	4	6	NTE: 3 hours per day.	10/3/22-3/6/2023	003382	C	07102.0	100%
97	# Colleen	Partridge	Health Assistant II Extra Hours	District-wide	Employ: Evaluation of registration packets for immunizations and health history. Set up health office prior to the start of the school year.	\$26.60/hr.	26	6	NTE: 42 hours total.	8/1/22-8/15/22	002810	G	00000.0	100%
98	# Maria	Pichardo	After School Site Manager Extra Hours	Plymouth	Employ: Prep time for 2022- 23 school year, staff development, school events, and other duties as needed.	\$23.51/hr.	21	6	NTE: 30 hours total.	8/8/22-6/7/23	000433	C	60100.0	100%
99	# Maria	Pichardo	After School Site Manager Extra Hours	Plymouth	Employ: Curriculum planning.	\$23.51/hr.	21	6	NTE: 16 hours total.	8/15/22-6/7/23	000433	C	60100.0	100%
100	# Sandra	Roanhorse- Sharafat	After School Site Manager Extra Hours	Wild Rose	Employ: Prep time for 2022- 23 school year, staff development, school events, and other duties as needed.	\$23.51/hr.	21	6	NTE: 30 hours total.	8/8/22-6/7/23	000433	C	60100.0	100%
101	# Sandra	Roanhorse- Sharafat	After School Site Manager Extra Hours	Wild Rose	Employ: Curriculum planning.	\$23.51/hr.	21	6	NTE: 16 hours total.	8/15/22-6/7/23	000433	C	60100.0	100%

Ratification
* Correction
G General Fund
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B. Supplemental Hours/Special Assignments (continued)

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
102	# Timothy	Rodriguez	Substitute After School Site Manager	VESP	Employ: To substitute as needed during the 2022-23 school year.	\$21.29/hr.	21	4	NTE: 8 hours per day.	8/17/22-6/7/23	001746	C 60100.0	100%
103	# Timothy	Rodriguez	After School Activity Leader Extra Hours	VESP	Employ: Curriculum planning.	\$20.26/hr.	15	6	NTE: 16 hours total.	8/15/22-6/7/23	001925	C 60100.0	100%
104	# Timothy	Rodriguez	After School Activity Leader Extra Hours	VESP	Employ: Prep time for 2022-23 school year, staff development, school events, and other duties as needed.	\$20.26/hr.	15	6	NTE: 30 hours total.	8/8/22-6/7/23	001925	C 60100.0	100%
105	# Lorena	Rosales	Clerical Assistant I Extra Hours	Wild Rose	Employ: To facilitate Parent-Teacher Conferences.	\$21.29/hr.	17	6	NTE: 5 hours per day.	8/15/22-6/7/23	003440	C 07102.0	100%
106	# Erica	Sahatjian	Health Clerk Extra Hours	District-wide	Employ: Evaluation of registration packets for immunizations and health history. Set up health office prior to the start of the school year.	\$18.81/hr.	18	3	NTE: 42 hours total.	8/1/22-8/15/22	002810	G 00000.0	100%
107	# Mireille	Salem	Substitute After School Activity Leader	Wild Rose	Employ: To substitute as needed during the 2022-23 school year and to provide extra support.	\$16.63/hr.	15	2	NTE: 20 hours per week.	8/12/22-6/7/23	000299	C 60100.0	100%
108	# Esther	Sanford	After School Activity Leader Extra Hours	VESP	Employ: Prep time for 2022-23 school year, staff development, school events, and other duties as needed.	\$18.35/hr.	15	4	NTE: 30 hours total.	8/8/22-6/7/23	001925	C 60100.0	100%
109	# Tracy	Scott	Custodian Extra Hours	District-wide	Employ: Community Service.	\$20.26/hr.	21	3	Hourly, as needed.	8/11/22-6/30/23	002548	G 00000.0	100%
110	# Rachel	Sears	Campus Assistant Extra Hours	Plymouth	Employ: Orientation and family engagement support.	\$15.53/hr.	4	6	NTE: 4 hours total.	8/10/22-6/7/23	003382	C 07102.0	100%
111	# Christa	Serrano	After School Activity Leader Extra Hours	VESP	Employ: Prep time for 2022-23 school year, staff development, school events, and other duties as needed.	\$17.47/hr.	15	3	NTE: 30 hours total.	8/8/22-6/7/23	001925	C 60100.0	100%
112	# Christa	Serrano	After School Activity Leader Extra Hours	VESP	Employ: Curriculum planning.	\$17.47/hr.	15	3	NTE: 16 hours total.	8/15/22-6/7/23	001925	C 60100.0	100%
113	# Christa	Serrano	Substitute Campus Assistant	Bradoaks	Employ: To substitute as needed during the 2022-23 school year.	\$15.53/hr.	4	6	NTE: 4 hours per day.	8/17/22-6/7/23	003804	G 00000.0	100%
114	# Enrique	Simuta	Substitute Custodian	District-wide	Employ: To substitute as needed during the 2022-23 school year.	\$23.51/hr.	21	6	NTE: 4 hours per day.	8/24/22-6/30/23	000137	G 00000.0	100%
115	# Carol	Summerell	Substitute Secretary	District-wide	Employ: To substitute as needed during the 2022-23 school year.	\$25.32/hr.	24	6	NTE: 40 hours per week.	7/1/22-6/30/23	002704	G 00000.0	100%

Ratification
* Correction
G General Fund
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B. Supplemental Hours/Special Assignments (continued)

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
116	# Georgina	Tadeo	Campus Assistant Extra Hours	Plymouth	Employ: Orientation and family engagement support.	\$15.53/hr.	4	6	NTE: 4 hours total.	8/10/22-6/7/23	003382	C 07102.0	100%
117	Georgina	Tadeo	Campus Assistant Extra Hours	Plymouth	Employ: Interpreter for Parent-Teacher Conferences.	\$15.53/hr.	4	6	NTE: 3 hours per day.	10/3/22-3/6/2023	003382	C 07102.0	100%
118	# Rebecca	Taylor	Health Assistant II Extra Hours	District-wide	Employ: Evaluation of registration packets for immunizations and health history. Set up health office prior to the start of the school year.	\$26.60/hr.	26	6	NTE: 42 hours total.	8/1/22-8/15/22	002810	G 00000.0	100%
119	# Judith	Townsend	After School Site Manager Extra Hours	Bradoaks	Employ: Prep time for 2022-23 school year, staff development, school events, and other duties as needed.	\$23.51/hr.	21	6	NTE: 30 hours total.	8/8/22-6/7/23	000433	C 60100.0	100%
120	# Judith	Townsend	After School Site Manager Extra Hours	Bradoaks	Employ: Curriculum planning.	\$23.51/hr.	21	6	NTE: 16 hours total.	8/15/22-6/7/23	000433	C 60100.0	100%
121	# Yessica	Valenzuela	Substitute Campus Assistant	Bradoaks	Employ: To substitute as needed during the 2022-23 school year.	\$15.53/hr.	4	6	NTE: 4 hours per day.	8/17/22-6/7/23	003804	G 00000.0	100%
122	# Nancy	Velis	Substitute Campus Assistant	Bradoaks	Employ: To substitute as needed during the 2022-23 school year.	\$15.53/hr.	4	6	NTE: 4 hours per day.	8/17/22-6/7/23	003804	G 00000.0	100%
123	# Victoria	Walden	Health Clerk Extra Hours	District-wide	Employ: Evaluation of registration packets for immunizations and health history. Set up health office prior to the start of the school year.	\$21.82/hr.	18	6	NTE: 42 hours total.	8/1/22-8/15/22	002810	G 00000.0	100%
124	# Donell	Wall Jr.	Campus Security Officers Extra Hours	MHS	Employ: School events.	\$25.32/hr.	24	6	Hourly, as needed.	7/1/22-6/7/23	000925	G 00000.0	100%
125	# Christian	Williams	Ltd. Term Campus Supervisor	Santa Fe	Employ: To provide additional support as needed.	\$16.59/hr.	17	1	NTE: 8 hours per day.	8/17/22-6/7/23	004164	C 32170.0	100%
126	# Christian	Williams	Campus Security Extra Hours	MHS	Employ: School events.	\$16.59/hr.	17	1	Hourly, as needed.	7/1/22-6/7/23	000925	G 00000.0	100%
127	# Christian	Williams	Substitute Campus Security Officer	MHS	Employ: To substitute as needed during the 2022-23 school year.	\$16.59/hr.	17	1	NTE: 3.5 hours per day	7/1/22-6/7/23	001301	G 00000.0	100%
128	# Charles	Wolf	Custodian Extra Hours	CELC	Employ: School events.	\$22.93/hr.	20	6	NTE: 8 hours per day.	7/1/22-6/30/23	001626	C 61050.0	100%
129	# Simone	Wright	Preschool Developmental Aide Extra Hours	CELC	Employ: Professional Development.	\$21.89/hr.	5-D	6	NTE: 8 hours per day.	7/1/22-6/30/23	000583	C 61050.0	100%

Ratification
* Correction
G General Fund
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C. Leaves of Absence

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
130	# Maria	Aguilar	Instructional Aide - Severe Disabilities	Mayflower	Approve: California Family Rights Act (CFRA) leave.	\$3310.01/mo	18	6	7 hr./d.;9 mo./yr.	Intermittent 8/19/22-2/19/23	002972	C 65002.0	100%
131	# Consuelo	Hernandez	Instructional Aide - Special Ed.	MHS	Approve: Unpaid Leave of Absence.	\$2767.59/mo	17	6	6 hr./d.;9 mo./yr.	8/22/22-6/7/23	000019	C 65000.0	100%
132	# Olga	Hernandez	Instructional Assistant - Special Ed.	A.T.P.	Approve: Unpaid Leave of Absence.	\$2666.09/mo	21	5	5.5 hr./d.;9 mo./yr.	8/22/22-12/29/22	003746	C 65000.0	100%

D. Resignations

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
133	# Angelo	Collado	Theater Operations Specialist	MHS	Voluntary resignation.	\$5215.82/mo	33	5	8 hr./d.;9 mo./yr.	8/28/2022	001952	G 00000.0	100%
134	# Marlene	Gutierrez	After School Site Manager	VESP	Voluntary resignation.	\$3690.13/mo	21	4	8 hr./d.;9 mo./yr.	9/2/2022	000398	C 60100.0	100%
135	# Clarence	Hurley	Custodian	Wild Rose	Voluntary resignation.	\$2520.45/mo	21-H	2	6. hr./d.; 9 mo./yr.	9/8/2022	000282	G 00000.0	100%
136	# Joseph	Marron	Custodian	Clifton	Voluntary resignation.	\$4097.32/mo	21	6	8 hr./d.;12 mo./yr.	8/19/2022	000667	G 00000.0	100%
137	# Clarrisa	Nuno	Instructional Aide - Special Ed.	Bradoaks	Voluntary resignation.	\$18.35/hr.	17	3	3.5 hr./d.; 9 mo./yr.	8/26/2022	000855	C 65000.0	100%
138	# Elena	Pogosian	Instructional Aide-Kindergarten	Monroe	Voluntary resignation.	\$16.53/hr.	15	2	3. hr./d.; 9 mo./yr.	8/15/2022	001974	G 00000.0 C 30100.0	20% 80%
139	# Rene	Ramirez	Instructional Aide - Special Ed.	MHS	Voluntary resignation.	\$2998.23/mo	17	6	6.5 hr./d.; 9 mo./yr.	8/5/2022	003739	C 33100.0	100%
140	# Jasmine	Reza	Instructional Assistant - Behavior	Special Ed.	Voluntary resignation.	\$2466.43/mo	20	2	6.05 hr./d.; 9 mo./yr.	8/11/2022	003622	C 65000.0	100%
141	# Guadalupe	San Martin Sanchez	Instructional Aide - Special Ed.	Clifton	Voluntary resignation.	\$21.29/hr.	17	6	3.5 hr./d.; 9 mo./yr.	8/11/2022	000806	C 65000.0	100%
142	# Laszlo	Uberpakker	Custodian	MHS	Retired	\$4097.32/mo	21-H	6	8 hr./d.;12 mo./yr.	8/22/2022	000588	G 00000.0	100%
143	# Sara	Valenzuela	Clerical Assistant III	Adult Ed.	Voluntary resignation	\$4177.05/mo	22	6	8 hr./d.; 11 mo./yr.	9/9/2022	001644	C 63910.0	100%

Ratification
* Correction
G General Fund
C Categorical Fund

E. Changes of Status

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
144 #	Liana	Beserra	Administrative Assistant	Supt.'s Office	Promotion; transfer from Special Education Services.	\$6168.72/mo	21-S	1	8 hr./d.; 12 mo./yr.	8/8/2022 8/1/2022; originally Board approved 8/24/22.	000746	G 00000.0	100%
145 #	Virginia	Garcia	Campus Assistant	Mayflower	Increase in hours; based on seniority.	\$15.53/hr.	4	3	2.6 hr./d.; 9 mo./yr.	8/15/2022	003793	G 00000.0	100%
146 #	Beth	Gromer	Instructional Aide - Kindergarten	Mayflower	Voluntary demotion; decrease in hours.	\$20.26/hr.	15	6	3. hr./d.; 9 mo./yr.	8/15/2022	001947	G 00000.0 C 30100.0	20% 80%
147 #	Margarita	Hernandez	Campus Assistant	Santa Fe	Increase in hours; based on seniority.	\$1514.17/mo	4	6	4.5 hr./d.; 9 mo./yr.	8/15/2022	003798	G 00000.0	100%
148 #	Rosa	Manriquez	Food Service Worker	MHS	Increase in hours; based on seniority.	\$19.34/hr.	5-G	5	3.5 hr./d.; 9 mo./yr.	8/15/2022	000044	C 53100.0	100%
149 #	Richard	Tamez	Food Service Manager	Clifton	Professional Growth - Level IV Certification	\$4584.41/mo	15-G	6	8 hr./d.; 9 mo./yr.	8/15/2022	000571	C 53100.0	100%
150 #	Tania	Thompson	Campus Assistant	Mayflower	Increase in hours; based on seniority.	\$15.53/hr.	4	3	3.25 hr./d.; 9 mo./yr.	8/15/2022	003793	G 00000.0	100%
151 #	Danielle	Torres	Food Service Worker	Monroe	Professional Growth - Level I Certification	\$19.19/hr.	2-G	6	3. hr./d.; 9 mo./yr.	8/15/2022	000927	C 53100.0	100%
152 #	Barblin	Villanueva	Food Service Worker	MHS	Increase in hours; based on seniority.	\$17.38/hr.	2-G	4	3.5 hr./d.; 9 mo./yr.	8/15/2022	000044	C 53100.0	100%

F. Other

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Effective	Position	Program	Percent
153 #	Angelo	Collado	Classified Stipend	MHS-TPAC	Approve stipend - Production Properties Master; locate and or build all prop items needed for <i>Footloose</i> production.	\$800.00 stipend paid over 1 month.	7/11/22-7/31/22	002891	C 90123.0	100%
154 #	Cassandra	Ochoa	Classified Stipend	Clifton	Approve stipend - Strings Music Coach for the 2022 Summer Music and Theatre Institute	\$350.00 stipend paid over 1 month.	8/8/22-8/12/22	004162	C 90610.0	100%

Ratification
* Correction
G General Fund
C Categorical Fund

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

18. 22/23-3016 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL

RECOMMENDATION

The Board of Education is requested to approve Travel and Conference Report #4.

Rationale:

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

ATTACHMENTS

- [09142022TravelConference.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT
Conference/Inservice Attendance and Travel
Report # 4

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

- 1/ California School Boards Association,
Annual Education Conference 2022
November 29 – December 03, 2022; San Diego, CA
Account#: 00.0-00000.0.00000-71100-5220-6010016
Estimated cost: \$2,734.95
(Registration: \$1,120.00; Meals: \$276.00; Lodging: \$1,173.20; Meals: \$276.00;
Mileage: \$165.75; Lodging: \$1,173.20)
- Jennifer Anderson, Board Clerk.
Greg Francois, Deputy Superintendent
Traci Gholar, Board Vice President.
Rob Hammond, Board Member.
Selene Lockerbie, Board President.
Ryan D. Smith, Superintendent.
Maritza Travanti, Board Member.
- 2/ Workability State Advisory
California Department of Education
November 15-16, 2022; Sacramento, CA
January 17-18, 2023; Sacramento, CA
March 14-15, 2023; Sacramento, CA
May 9-10, 2023; Sacramento, CA
Account #: 01-0-65200-0-57600-11900-5220-6010015
Estimated cost: \$350.67
(Lodging: \$168.45; Airfare: \$137.97; Meals: \$44.25)
- Kymberly Hirst, Counselor.
- 2/ Association of California School Administrators
2022 Personnel Institute
September 25-28, 2022; Sacramento, CA
Account #: 01-0-00000.0-00000-74001--5220-6010030
Estimated cost: \$1,924.71
(Lodging: \$822.25; Registration: \$799.00; Meals: \$241.50; Airfare: \$152.96)
- Shershonna Huff, Director of Human Resources.
Greg Puccia, Assistant Superintendent, Human Resources.

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

19. 22/23-3018 - MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN SAN GABRIEL UNIFIED SCHOOL DISTRICT, LOCAL EDUCATION AGENCY FOR THE SAN GABRIEL VALLEY CONSORTIUM INDUCTION PROGRAM, AND THE MONROVIA UNIFIED SCHOOL DISTRICT

RECOMMENDATION

The Board of Education is requested to approve the MOU between San Gabriel Unified School District, Lead Agency for the San Gabriel Valley Consortium Teacher Induction Program and the Monrovia Unified School District.

Rationale:

Beginning with the 2001 – 2002 school year, MUSD has joined with six other school districts to form a consortium. The San Gabriel Valley Consortium program is funded by the State of California and provides resources and materials to directly support qualifying new teachers. The program has a proven record of improving the induction and retention rates of new teachers. As a consortium, San Gabriel Unified School District was chosen to serve as the lead agency. The MOU continues the formal working relationships between the various parties of the consortium. The Teacher Induction Program is a state requirement for clearing SB 2042 credentials.

Budget Implication (\$ Amount):

Each district will provide support as required by the Induction Guidelines for each participant. In addition, monies will be provided to cover costs of support providers for participants. The costs shall not exceed \$85,000.00.

Additional Information:

The Memorandum of Understanding is attached.

ATTACHMENTS

- [MOU with SanGabriel USD 22_23.pdf](#)

SAN GABRIEL VALLEY CONSORTIUM TEACHER INDUCTION PROGRAM

MEMORANDUM OF UNDERSTANDING BETWEEN THE SAN GABRIEL UNIFIED SCHOOL DISTRICT AND PARTICIPATING SCHOOL DISTRICTS, CHARTER SCHOOLS AND PRIVATE SCHOOLS

This Memorandum of Understanding (MOU) is entered into between the San Gabriel Unified School District (SGUSD), through its Teacher Induction Program and the participating public school districts, charter schools and private schools. The Teacher Induction Program is formerly known as the Beginning Teacher Support and Assessment-Induction Program (BTSA) and the Clear Education Specialist Induction Program (CESIP). The purpose of the Program is to support educational entities by providing an accredited credentialing program for their beginning teachers (general and special education) who have a preliminary or Level 1 credential and need a clear teaching credential. The program is presented in both in-person learning formats and through virtual platforms.

RECITALS

This MOU is based on the following facts and understanding of the parties:

- A. SGUSD will operate the SAN GABRIEL VALLEY CONSORTIUM (SGVC) Teacher Induction Program (the “Program”) designed to support member districts that have employed new teachers needing additional credentialing. Through the SGVC Teacher Induction Program, general education teachers with a preliminary credential may receive a multiple subject and/or single subject clear teaching credential. Special education teachers with a preliminary or Level 1 credential may receive a clear general education teaching credential and/or clear special education credential (Mild/Moderate, Moderate/Severe, Deaf & Hard of Hearing, Visual Impairment, Physical Health Impairment, Early Childhood Special Education, and Language & Academic Development) through this Program.
- B. The educational entity participating in this MOU employs new teachers with a preliminary credential and desires that such teachers obtain either their clear general education credential and/or their clear special education credential. Such educational entity desires SGUSD to provide the new teachers the support, training and assessment necessary to facilitate this endeavor.
- C. SGUSD is willing to provide the participating educational entity’s new teachers the necessary support, training and assessment pursuant to the terms set forth below.
- D. For purposes of this MOU, the term “Induction Candidate” means a new teacher who has a preliminary credential, is employed by an educational entity, and who seeks either a clear general education credential and/or a clear special education credential.
- E. For purposes of this MOU, the term “Mentor” means an experienced teacher, employed by the educational entity, assigned to serve as a mentor for a Participating Teacher.
- F. For purposes of this MOU, the term “District Liaison” means the lead Mentor, employed by and assigned by SGUSD to provide services required under this program.
- G. For purposes of this MOU, the term “Program Director” means the individual selected and designated by SGUSD to oversee and coordinate the Teacher Induction Program.

- H. The Program is a performance based, support system developed collaboratively by practitioners and researchers under the direction of the California Department of Education and the California Commission on Teacher Credentialing to support the professional development of Induction Candidates. As used and modified by SGUSD, the Program focuses on the development of an Induction Candidate's professional practice by combining the ongoing support/assistance of a trained Mentor with professional activities designed to promote continuing refinement of teaching practices, within the teacher's specific teaching context. Through the Program, Induction Candidates deepen their understanding and application of the Induction Program Standards, the California Standards for the Teaching Profession, the state adopted Academic Content Standards for students, as well as curriculum frameworks. Modifications to the system of support are made yearly by SGUSD, as needed, in compliance with the Induction Program standard requirements and Program design.
- I. Local post-secondary schools (Universities) may also participate in the SGVC Teacher Induction Program by serving on the steering committee, monitoring graduate and professional development courses and participate in program evaluation activities. The Program will provide and/or arrange for any necessary support, training and/or assessment through the Program.

TERM

1. Recitals. The above Recitals are incorporated herein and any terms contained in the Recitals are also terms of this MOU.

2. Selection of Induction Candidates and Mentors. The participating educational entity will submit eligible personnel as Induction Candidates and select Mentors subject to SGUSD's selection criteria. SGUSD reserves the right to reject any such individual. SGUSD's right to reject shall be exercised reasonably and lawfully.

3. General Responsibilities of SGUSD

- a. SGUSD will provide and/or arrange for the support, training and assessment through its induction program for Induction Candidates and Mentors.
- b. SGUSD will maintain accurate records regarding the participation in the induction program by Induction Candidates and Mentors within 30 calendar days of program enrollment.
- c. SGUSD will provide to each entity the approved Mentor selection criteria based upon accreditation requirements, the Mentor training in program structures and the formative assessment system, and the system or process for assessing Mentor effectiveness to school districts.
- d. SGUSD will supply the reports and other information on all matters related to the induction program requirements and activities to the California Commission on Teacher Credentialing and the California Department of Education.
- e. SGUSD will facilitate program evaluations as required by the California Commission on Teaching Credentialing.
- f. SGUSD will convene a steering and advisory committee composed of representatives of SGUSD and educational entities and develop other administrative processes as provided for in the approved Induction Program Standards.

g. SGUSD will provide a Program Director and Program Secretary to perform duties required of the same under the Teacher Induction Program.

h. SGUSD will reasonably approve District Liaison appointees from each participating agency, and will pay an hourly fee of \$35.00 per hour, for a maximum of fifty (50) hours to the designated Liaison for providing Program guidance and feedback to Induction Candidates.

i. SGUSD, in performing the services and matters required by this MOU agrees that it and all assigned personnel are acting as school officials of the participating educational entities and that information, including confidential student information that may be received by them in performing their duties under the MOU is received in their capacity as school officials of the educational entities and will be treated in such manner.

j. Ensure that the following preconditions set forth by the Commission on Teacher Credentialing (CTC) in the Teacher Induction Program Preconditions are met:

1. Each Induction Program must be designed to provide a two-year, individualized, job-embedded system of mentoring, support and professional learning that begins in the teacher's first year of teaching.
2. The Induction Program must identify and assign a mentor to each Induction Candidate within the first 30 days of the participant's enrollment in the program, matching the mentor and Induction Candidate according to credentials held, grade level and/or subject area, as appropriate to the participant's employment.
3. Each Induction Program must assure that each Induction Candidate receives an average of not less than one hour per week of individualized support/mentoring coordinated and/or provided by the mentor.
4. Goals for each Induction Candidate must be developed within the context of the Individual Learning Plan (ILP) within the first 60 days of the teacher's enrollment in the Program.
5. The ILP must be designed and implemented solely for the professional growth and development of the Induction Candidate and not for evaluation for employment purposes.
6. That each Induction Program sponsor makes available and advises participants of an Early Completion option for "experienced and exceptional" candidates who meet the Program's established criteria.

4. Disenrollment of Individual Induction Candidates by SGUSD. Upon 10 days' written notice to the Induction Candidate and employing educational entity, SGUSD shall have the authority to terminate enrollment or refuse to recommend for a clear credential any Induction Candidate who engages in misconduct including, but not limited to, academic dishonesty, unprofessional conduct, immoral conduct, discrimination or harassment in violation of applicable law, or any failure to meet program requirements. SGUSD shall be paid for services rendered up to the date of disenrollment. If the teacher's employing School District is dissatisfied with SGUSD's determination under this provision it may appeal to the SGUSD Superintendent, or designee, whose decision shall be final.

5. General Responsibilities of the Participating Educational Entity. The participating educational entity agrees to:

- a. Appoint an administrative contact, employed within the educational entity who shall fulfill the program roles and responsibilities necessary to implement the induction program as described by SGUSD; these responsibilities include, but are not limited to, attending four district contact meetings per year, facilitating Induction Candidate enrollment, communicating with program leadership, reviewing participant data provided by program staff, and scheduling district K-12 roles and responsibilities training.
- b. Provide release time for site administrators to attend the SGUSD Teacher Induction Program “SGVC Induction” meetings as scheduled by SGUSD.
- c. Identify new teachers as per credentialing requirements who will participate in the induction program.
- d. Provide experienced and qualified mentor teachers to work as Mentors for those Induction Candidates in the induction program. Mentors must meet the Induction Program Mentor criteria and requirements as determined by SGUSD. Mentors must meet with the Induction Candidates in the program at least one hour per week and provide ongoing assistance and support.
- e. Ensure that its Mentors have been trained in the current program support structures. The required training may be provided by either a SGUSD trainer or a trained Mentor authorized by SGUSD. Mentors must be provided release time as necessary to observe and meet with their Induction Candidates.
- f. Ensure that Induction Candidates and Mentors attend required induction program meetings. Ensure that Induction Candidates attend professional development appropriate to the Induction Candidates’ need to fulfill the requirements of the induction program. Ensure that Induction Candidates are provided at least two days of release time to meet with their Mentors and to observe other exemplary teachers in their classrooms.
- g. Appoint a Credential Designee, employed within the educational entity who shall fulfill the program roles and responsibilities necessary to implement the Program: these duties and responsibilities shall include, but are not limited to, attending all necessary trainings, facilitating communication between Induction Candidates, the Program, and the CTC in regard to credentialing, and assist in the Mentor/Induction Candidate matching process.
- h. Appoint a District Liaison to provide Program guidance and feedback to Induction Candidates. The District Liaison is an independent contractor of SGUSD and will be compensated at the rate of \$35.00 per hour for a maximum of fifty (50) hours per year.
- i. Ensure that administrative staff respect the confidentiality between the Mentor and the Induction Candidate. Ensure that induction program/activities related to work with his/her Mentor will have no relationship to teacher evaluation. The site administrator will provide opportunities for the Mentor and the Induction Candidate to meet in a private place to interact. Nothing in this section is intended to prevent the transmission of information concerning an Induction Candidate which relates to conduct which may be subject to discipline or bear on the safety of students or employees.
- j. Establish and maintain records and evidence as indicated in the approved Induction Program Standards.
- k. Participate in the program evaluation as described in the Induction Program Standards.

l. Provide release time for Mentors as necessary to meet induction program requirements.

m. Ensure that educational entity's Mentors execute the SGVC Program Mentor Agreement. Ensure that the Mentor complies with the SGVC expectations associated with completion of the induction program. Regularly assess the quality of services provided by Mentors to Induction Candidates (using criteria and data provided by the SGVC Teacher Induction Program, as well as district measures). Ensure that clear procedures are in place for the reassignment of Mentors, if the pairing of the Induction Candidate and Mentor is determined to not be effective by district and/or SGVC Teacher Induction Program criteria.

n. Ensure that Induction Candidates have opportunities to meet all completion requirements in order to be recommended for a clear credential. Ensure that Induction Candidates meet all completion requirements for their credential.

o. Ensure that Induction Candidates execute the SGVC Teacher Induction Program Induction Candidate Agreement. Ensure that Induction Candidates comply with the SGUSD expectations associated with completion of the induction program.

p. Ensure that a current copy of the District and/or Schools' Technology plan is presented to the representative Liaison and the Program Director prior to the program orientation, September 16, 2022.

q. Education entity agrees that, in the performance of their work under the requirements of this MOU, Mentors, and SGUSD staff, including the Program Director and District Liaison personnel are school officials of the education entity and are authorized to receive data, including personally identifiable student information necessary to the performance of such work and requirements.

6. Price, Billing and Payment. The educational entity shall pay the fees indicated on Appendix A (Menu of Services) according to the credential and program status of their Induction Candidates.

7. Materials Developed by the SGUSD Teacher Induction Programs. The parties agree that all rights, including copyright, in any products, materials and publications developed by the Teacher Induction Programs are assigned to and shall become the exclusive property of SGUSD.

School Districts and their employees, staff and subcontractors shall not have the right to disseminate, market, or otherwise use the products without the express written permission of the Teacher Induction Programs.

The SGUSD Teacher Induction Programs shall have the authority to adapt and adopt materials that support the approved program.

8. Term. The term of this MOU shall be for an initial one-year term beginning July 1, 2022, and continue through June 30, 2023. This MOU supersedes any previous MOU entered into by the parties concerning the induction program.

9. Early Termination. This MOU may be terminated with cause by any party if another party fails to comply with the insurance or indemnification requirements, or otherwise commits material breach of this MOU. Termination will be effective 10 calendar days after a written demand to cure is provided and the party fails to cure.

The indemnification provisions contained in this MOU shall survive early termination.

10. Limitation on Damages. The parties agree and stipulate for all purposes that SGUSD's aggregate liability under this MOU during the contract term for damages (monetary or otherwise) to any party shall not exceed the sum total paid by such party. Additionally, the parties represent and warrant that there are no peculiar circumstances or facts might result in a special or peculiar harm to the other parties.

This provision shall survive expiration or early termination of the MOU.

11. Indemnification. Each party agrees to defend, hold harmless, and indemnify the other parties (and their officers, employees, trustees, agents, successors, and assigns) against all claims, suits, expenses (including reasonable attorney fees), losses, penalties, fines, costs, and liability, whether in contract, tort, or strict liability (including but not limited to personal injury, death at any time, and property damage) arising out of or made necessary by the indemnifying party's breach of the terms of this MOU or by the act or omission of the indemnifying party in providing services under this MOU.

In the event that any action or proceeding is brought against a party by reason of any claim or demand discussed in this section, upon notice from the party, the indemnifying party shall defend the action or proceeding at the indemnifying party's expense through counsel reasonably satisfactory to the other party. The obligation to indemnify set forth in this section shall include reasonable attorney fees and investigation costs and all other reasonable costs, expenses and liabilities from the first notice that any claim or demand is to be made.

The indemnifying party's obligations under this section shall apply regardless of whether the other party (or any of its officers, employees, trustees, or agents) is actively or passively negligent, but shall not apply to any loss, liability, fine, penalty, forfeiture, cost or damage caused solely by the active negligence or by the willful misconduct of the other party.

This provision shall survive the expiration or early termination of this MOU.

12. Insurance. Each party shall obtain, pay for, and maintain in effect during the life of this MOU the following policies of insurance issued by a company rated not less than "A-VII" in Best Insurance Rating Guide and admitted to transact insurance business in California: (1) commercial general liability (including contractual, products, and completed operations coverages, bodily injury, and property damage liability) with single combined limits not less than \$1,000,000 per occurrence, \$2,000,000 aggregate; (2) commercial automobile liability for "any auto" with combined single limits not less than \$1,000,000 per occurrence; and (3) workers' compensation insurance as required under state law. Each party's policy shall contain an endorsement naming the other parties as additional insureds insofar as this MOU is concerned and provide that written notice shall be given to the other parties at least 30 days prior to cancellation or material change in the form of the policy or reduction in coverage.

Each party shall furnish the other parties with a certificate of insurance containing the endorsements required under this section, and each party shall have the right to inspect the other parties' original insurance policies upon request. Upon notification of receipt of a notice of cancellation, change, or reduction in coverage, each party shall immediately file with the others a certified copy of the required new or renewal policy and certificates for such policy.

The insurance afforded by SGUSD shall be primary in matters alleged to have resulted primarily from actions of SGUSD personnel. The insurance afforded by a participating educational entity shall be primary in matters alleged to have resulted primarily from actions of its personnel. In such circumstances, the insurance of other party shall be secondary and non-contributing.

If any of the insurance coverage required under this MOU is written on a claims-made basis, the responsible party shall either (i) maintain said coverage for at least one (1) year following the termination of this MOU with coverage extending back to the effective date of this MOU; or (ii) purchase an extended reporting period of not less than one (1) year following the termination of this MOU.

If a party is, or becomes during the term of this MOU, permissibly self-insured under California law or becomes a member of a self-insurance pool, that coverage must be equivalent to the insurance coverage and endorsements required above. The other parties are not obligated to not accept such coverage unless they determine, in their sole discretion and by written acceptance, that the coverage is equivalent to the above-required coverage.

For all purposes related to this MOU, the parties stipulate that SGUSD is a member of the self-insurance pool known as Self Insured Schools of California (SISC), and that the coverage provided is the equivalent of that required by this MOU.

Each party shall pay their own deductibles and self-insured retentions.

Nothing in this section concerning minimum insurance requirements shall reduce a party's liability or obligations under the indemnification provisions of this MOU.

13. Entire Agreement. This MOU, including any exhibits or schedules to which it refers, constitutes the final, complete, and exclusive statement of the terms of the agreement between the parties pertaining to the subject matter described in the Recitals. It supersedes all prior and contemporaneous understandings or agreements of the parties. No party has been induced to enter into this MOU by, nor is any party relying on, any representation or warranty outside those expressly set forth in this MOU.

14. No Third Party Beneficiaries. The parties to this MOU are SGUSD and the participating educational entity. Although the Induction Candidates and Participating Mentors benefit from this MOU, they are incidental beneficiaries only and they are not intended to be third party beneficiaries of this MOU. It is the parties' intention that there are no third party beneficiaries to this MOU.

15. Status of the Parties. The parties agree that in performing the services specified in this MOU, each party shall act as an independent contractor. Except as specified in this MOU, each party shall determine the means and methods for carrying out the work to achieve the result required consistent with applicable law. The personnel of each party are not entitled to participate in any pension plan, insurance, bonus or similar benefits the other parties provide for their employees.

Any employee, assistant or independent contractor retained by a party to perform the services required by this MOU shall be the sole responsibility of such party and not of the other parties. Each party shall determine the hours during which the services shall be performed and the sequence of tasks, subject to the reasonable business needs of the other parties.

The parties agree that, in the performance of the duties of Mentor, District Liaison and/or Program Director, those individuals are acting in the capacity of a school official of the educational entity and are entitled to receive and review necessary information, including student information, by reason of that capacity.

16. Employment Status. At all pertinent times during this MOU and for all purposes related to the MOU, each party's employees shall be the employee of only such Party and shall not be a co-employee of any of the other parties.

For each of their employees providing services pursuant to this MOU, each party shall be solely responsible for withholding applicable payroll taxes and contributions including, but not limited to, federal, state, and local income taxes, FICA, FUTA, state unemployment, workers' compensation, and disability insurance. Each party agrees to hold harmless, indemnify, and defend the other parties from any liability resulting from a failure to make such payments, including self employment taxes.

If, in the context of this MOU, a party is held to be an employer or co-employer of another Party's employee, then such party shall be held harmless and indemnified by the employing party from and against any and all claims for loss, liability, or damages arising from that holding, as well as any expenses, costs, taxes, penalties, and interest charges incurred as a result of that holding.

17. Amendment. The provisions of this MOU may be modified only by mutual agreement of the parties. No modification shall be binding unless it is in writing and signed by the party against whom enforcement of the modification is sought.

18. Waiver. Any of the terms or conditions of this MOU may be waived at any time by the party entitled to the benefit of the term or condition, but no such waiver shall affect or impair the right of the waiving party to require observance, performance, or satisfaction either of that term or condition as it applies on a subsequent occasion or any other term or condition of this MOU.

19. Assignment. No party may assign any rights or benefits or delegate any duties under this MOU without the written consent of the other party or parties. Any purported assignment without written consent shall be void.

20. Notices. Any notice under this MOU shall be in writing. Any written notice or other document shall be deemed to have been duly given on the date of personal service on the parties or on the second business day after mailing if the document is mailed by registered or certified mail, addressed to the parties at the addresses set forth below, or at the most recent address specified by the addressee through written notice under this provision. Failure to conform to the requirement that notices be sent by registered or certified mail shall not defeat the effectiveness of notice actually received by the addressee.

21. Licenses and Permits. Each party represents that its personnel who will render services are fully qualified and competent to provide the services called for under this MOU. Each party represents that any permits or licenses required to be held by such personnel to perform the services called for under this MOU are current.

22. Nondiscrimination. Neither party, nor any officer, agent, employee or subcontractor of a party, shall discriminate in the treatment or employment of any individual or groups of individuals on any ground prohibited by law, nor shall any of them harass any person in the course of performing this MOU based on gender or any other basis prohibited by applicable law.

23. Compliance with Law. In the course of performing this MOU, each party shall observe and comply with all applicable Federal, State, and local laws, regulations, and ordinances now in effect or subsequently enacted.

24. Venue and Governing Law. The laws of the State of California shall govern the terms and conditions of this contract with venue in Los Angeles County.

25. Counterparts. This MOU may be executed in any number of counterparts with the same effect as if the parties had all signed the same document. All counterparts shall be construed together and shall constitute one agreement.

BY: 

BY: _____

Signatory Name: James Symonds
 Title: Superintendent
 Address: San Gabriel USD
 408 Junipero Serra Dr.
 San Gabriel, CA 91776

Signatory Name: _____
 Title: Superintendent/Designee
 Address: Monrovia USD
 325 East Huntington Drive
 Monrovia, CA 917016

Date: 7/8/22

Date: _____

**APPENDIX A
 MENU OF SERVICES**

Participating Educational Entities shall pay the fees indicated on this Menu of Services according to the credential and induction program status of their Induction Candidates.

Category	Description	Action
Fixed Cost	0.5 FTE SGVC Teacher Induction Program Director's current salary and benefits.	Included in per candidate charge
Fixed Cost	.25 FTE SGVC Teacher Induction Program Secretary's current salary and benefits. 2 SGVC Teacher Coordinators (\$4,000/coordinator) and 1 SGVC SPED PD Coordinator (\$4,000)	Included in per candidate charge
Variable Costs	Including but not limited to the program costs incurred in supplies, accreditation fees, liaison invoices, services, etc.	Included in per candidate charge
Induction Candidate Cost for 2021-2022	The fee per candidate will be \$2,500 per Induction Candidate served.	
Invoices and Future Induction Candidate Cost	The SGVC Teacher Induction Program will complete an annual accounting of expenses and prepare final invoices to partner districts by June 15, payable August 15 annually. Final accounting will be reviewed annually at the Fall Leadership Team Meeting and will be available upon request. Any surplus or deficit identified in prior years will be used to adjust Induction Candidate Cost for future years.	

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

1. 22/23-1027 - MEMORANDUM OF UNDERSTANDING WITH MY NEXT CHAPTER

RECOMMENDATION

The Board of Education is requested to approve the Memorandum of Understanding between My Next Chapter and Monrovia Unified School District, on behalf of Monrovia Community Adult School (MCAS), for the period of September 14, 2022, through June 30, 2025.

Motion by _____, seconded by _____, Vote _____

Board Member Travanti____, Board Member Hammond____, Board Member Anderson____,

Board Member Gholar____, Board President Lockerbie_____

Rationale:

The MOU and partnership with My Next Chapter would offer MCAS flexibility in providing Career and Financial Literacy Workshops for at-risk young adults. MCAS would not need to hire a full-time faculty position and pay the instructor for occasional workshops. MCAS would pay a nominal cost for workshops delivered by My Next Chapter. My Next Chapter has tremendous expertise in this educational space.

Background:

My Next Chapter provides former foster youth and young adults with real life skill sets to help them in their transition into adulthood and give them an opportunity to secure employment and/or start their own business. The trainings are delivered by industry professionals and educators through in-person, virtual, and online classroom settings. A partnership with My Next Chapter provides flexibility and opportunities for increased enrollment as mandated by the California Adult Education Program (CAEP). My Next Chapter has provided quality education for Monrovia Unified School District students.

Budget Implication (\$ Amount):

There is no cost to the district. The nominal costs of the workshops will be paid for by CAEP funds.

Legal References:

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

Additional Information:

A copy of the Memorandum of Understanding is attached.

ATTACHMENTS

- [MCAS MOU My Next Chapter - 20220914.pdf](#)

**MEMORANDUM OF UNDERSTANDING – PARTNERSHIP AGREEMENT FOR
EDUCATIONAL SERVICES PROVIDED BY MY NEXT CHAPTER**

The Monrovia Unified School District (herein "District") and My Next Chapter (herein "MNC") agree to the following Memorandum of Understanding for a Partnership Agreement (herein "Agreement") with respect to MNC providing the District services for a successful Life and Financial Literacy Skills Educational Workshops (herein "Workshops").

I. MNC RESPONSIBILITIES

A. Administration

MNC will be primarily responsible for administering and delivering the Workshops pursuant to the Agreement, but will collaborate with the District to achieve successful delivery of the Workshops.

B. Accreditation and Approvals

MNC will at all times during the course of this Agreement be accredited, licensed or qualified to offer the Workshops to students.

C. Length of Workshops / Workshops Offerings

MNC retains right to determine the optimal length of the Workshops such that students achieve learning outcomes and job preparation skills, but will collaborate with the District to ensure the Workshops length achieves successful student outcomes.

Workshop offerings include, but are not limited to:

Goal Setting	What a Career Looks Like In:
Financial Literacy	Insurance
Entrepreneurship vs. Being an Employee	Real Estate
Building Multiple Streams of Income	Bookkeeping
Career Readiness & Professionalism	E-commerce
Social Media for Your Professional Career	Tax Preparation

D. Employment of Instructors / Substitutes for Workshops

MNC will select and hire all instructors and insure that instructors meet the qualifications and industry expertise to provide course instruction required for the Workshops. All Workshop instructors will be exclusive employees of MNC and will be subject solely to its direction, control, compensation, and discharge. MNC will bear all liabilities and expenses imposed by law or contract for such employment, including, but not limited to, workers' compensation insurance, unemployment insurance, Social Security contributions, and tax withholdings. MNC will hire all substitutes, ensure they meet the minimum qualifications and pay them accordingly.

E. Coordinator for the Workshops

MNC will provide a Workshops coordinator/director that will serve as the contact to the District and work with the identified District administrator to ensure the Workshops run smoothly and all requirements for the Workshops are met.

F. Enrollment in the Workshops

The District and MNC will agree upon Workshops minimum enrollment based on each individual workshop offered. MNC reserves the right to cancel a scheduled session of the Workshops. MNC does not hold the District in any way whatsoever responsible for scheduled Workshop sessions not meeting minimum enrollment.

- G. Workshop Supplies and Materials
MNC will provide all books, supplies and equipment needed for Instructors and students to successfully engage in and complete the Workshops.
- H. Daily Attendance
MNC is required to keep course attendance using its designated attendance management solution. Attendance sheets must be signed by MNC instructor and every enrolled student to verify daily attendance hours and attendance total for the session for each Workshop. MNC agrees to provide the District with properly signed attendance records for all students in the Workshops on a weekly basis.
- I. Application and Registration
MNC will provide enrollment application guidelines and training to District staff so that only students who qualify for the Workshops are registered by the District.
- J. Documentation
MNC will provide the District with all required documentation and forms in a timely manner, when requested, including, but not limited to: course outlines of record, applications, registration materials, attendance sheets, instructor credentials, and other documents.
- K. Instructor Supervision of Workshops Students
MNC will ensure that all District students in the Workshops are under the immediate supervision of MNC's instructors at all times during class.
- L. Public Access
MNC will ensure that Workshops offered pursuant to the Agreement are fully open to the public, are so advertised and are held during hours in which the campus is not specifically closed to the public.

II. DISTRICT RESPONSIBILITIES

- A. District Administrator/Facilities
The District will name an administrator to serve as the contact to MNC. MCAS administration will also oversee tutoring and counseling services that are in addition to MNC's primary responsibility to provide qualified course instructors and counseling.
- B. Reimbursement
The District agrees to reimburse MNC for Workshops at a small reasonable rate:
\$200 per student Workshops workshop
- C. Advertisement
District agrees to advertise to fill Workshops classes in printed and online media, as well as targeted advertising on social media.
- D. Registration
The District agrees to take responsibility for initial registration of all Workshops students. The District ensures that, after proper MNC training, District employees will ensure that students meet MNC application qualifications. The District agrees to provide timely Workshops enrollment records so that MNC can get students registered in its attendance management system.
- E. Classroom, Instructional Materials, and Accommodations
District will provide a classroom with a projector, white board, and seating/workspace to accommodate 25 students.

III. GENERAL PROVISIONS

A. School District Policies and Procedures

MNC will ensure that each student is aware of and understands all applicable School District policies and procedures and will require each student to conform to all such School District policies, procedures, regulations, standards for health, safety, cooperation, ethical behavior, and any additional requirements and restrictions agreed upon by representatives of School District and MNC.

B. Confidentiality

All verbal and written information exchanges, as well as proprietary information relating to business practices, procedures or methods of the District and the MNC will remain strictly confidential and will not be disclosed without prior written consent of the other party.

MNC is responsible for respecting and maintaining the privacy and confidentiality of all student information and records which MNC may receive or have access to pursuant to this Agreement. MNC will notify Workshops students that it complies with the terms and conditions of all applicable confidentiality laws, including but not limited to the Family Educational Rights and Privacy Act ("FERPA") and the Regulations promulgated thereunder (20 U.S.C. §12329; 34 C.F.R. Part 99); California Education Code §49060 et seq. (pupil records); California Welfare & Institutions Code §§ 300 and 600 et seq.; §827 Juvenile justice system records); California Welfare & Institutions Code §5328.6 and §5328.7 (Mental Health Records); and 42 U.S.C. §§290dd-2: (iv) Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Regulations promulgated thereunder (42 U.S.C. Sections 1320d-2 and 1320d-4; 45 C.F.R. Subtitle A, Subchapter C, Parts 160 -164), as amended from time to time.

C. Entire Agreement: Amendment

This Agreement contains the complete and full agreement between the parties with respect to the subject matter hereof and will supersede all other agreements relative to the subject matter hereof by and between the parties. This Agreement may be amended but only by an instrument in writing signed by both parties to the Agreement.

D. Indemnification

Except as otherwise may be provided in this Agreement, each party will indemnify, hold harmless and defend the other party from any and all loss, liability, claim, lawsuit, injury, expense or damage whatsoever including but not limited to attorneys' fees and court costs, arising out of, incident to or in any manner occasioned by the performance or nonperformance by such indemnifying party, its officers, directors, regents, agents, employees, students, or subcontractors, of any covenant or condition of this Agreement or by the negligence, improper conduct or intentional acts or omissions of such indemnifying parties, its officers, directors, regents, agents, employees, students, or subcontractors.

E. Governing Law

This Agreement will be governed by and interpreted in accordance with the laws of the State of California. Any action arising out of this Agreement will be instituted and prosecuted only in a court of proper jurisdiction in Los Angeles County, California.

F. Non-Discrimination

Neither party will discriminate against any Workshops student on the basis of race, age, religion, sex, color, creed, national origin, handicap, disability or sexual preference. In addition, the parties will fully comply with any and all applicable local, state and federal anti-discrimination regulations, statutes and judicial decisions.

V. DATES AND RESPONSIBLE PERSONNEL

- A. Once the Agreement is signed and executed, District and MNC agree to collaborate to create schedule of dates with actionable items to facilitate enrollment in Workshops for November, 2022 start.
- B. After initial November, 2022 Workshops start, the District and MNC will collaborate to provide additional Workshop starts through June 30, 2025 and mutually agreed upon dates moving forward.

Initial Dates of Workshops	November, 2022
MNC Workshops Director	Attila Morgan, Director
District Workshops Administrator	Flint Fertig, Director

This Memorandum of Understanding (MOU) is effective beginning September 1, 2022 and effective until June 30, 2025.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the Effective Date of _____.

MONROVIA UNIFIED SCHOOL DISTRICT

MY NEXT CHAPTER

_____ Date _____
Dana Smith
Assistant Superintendent of Business Services

_____ Date _____
Attila Morgan
Director

_____ Date _____
Ryan Smith
Superintendent

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

2. 22/23-1030 - MEMORANDUM OF UNDERSTANDING WITH AUMT INSTITUTE, THE PHLEBOTOMY SCHOOL

RECOMMENDATION

The Board of Education is requested to approve a Memorandum of Understanding Partnership Agreement between AUMT, The Phlebotomy School, and Monrovia Unified School District (MUSD) to provide professional quality, short-term medical training for Monrovia Community Adult School (MCAS) students to earn a Certified Phlebotomy Technician I (CPTI) license from September 14, 2022, through June 30, 2025.

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

Rationale:

A partnership with AUMT would expand the current MCAS medical program training options by giving MCAS students access to CPT I training from an accredited, licensed school that offers very good employment rates. MCAS students would receive training on the MCAS campus, and this would not require any capital expenditures from MUSD. MCAS would not need to hire a full-time faculty position and pay the instructor while waiting for sufficient cohort enrollment to start a program. Further, this would allow MCAS the flexibility in meeting the costs of delivering Phlebotomy training programs.

Background:

Monrovia Unified School District, through the Monrovia Community Adult School, has long been an excellent provider of training for students to earn jobs in the medical/healthcare field. This partnership would build on those efforts and provide more options for students.

Budget Implication (\$ Amount):

The district will not incur any costs from this partnership as tuition for the Phlebotomy Training program will either be paid for by America's Job Center of California or by the student and will cover costs for MCAS.

Legal References:

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

Additional Information:

A copy of the Memorandum of Understanding is attached.

ATTACHMENTS

- [MCAS MOU AUMT Institute-The Phlebotomy School - 20220914.pdf.pdf](#)

MEMORANDUM OF UNDERSTANDING – PARTNERSHIP AGREEMENT FOR EDUCATIONAL SERVICES PROVIDED BY AUMT INSTITUTE, THE PHLEBOTOMY SCHOOL

The Monrovia Unified School District (herein "District") and AUMT Institute, The Phlebotomy School (herein "AUMT") agree to the following Memorandum of Understanding for a Partnership Agreement (herein "Agreement") with respect to AUMT providing the District services for a successful Phlebotomy Technician I (CPT-I) educational program (herein "Program").

I. AUMT RESPONSIBILITIES

A. Administration

AUMT will be primarily responsible for administering and delivering the Program pursuant to the Agreement, but will collaborate with the District to achieve successful delivery of the Program.

B. Accreditation and Approvals

AUMT will at all times during the course of this Agreement be accredited, licensed or qualified to offer the Program to students.

C. Length of Program

AUMT retains right to determine the optimal length of the Program such that students achieve learning outcomes and job preparation skills, but will collaborate with the District to ensure the Program length achieves successful student employment outcomes. Currently the length of the Program is as follows:

Didactic Training	2 weeks	48 hours
Externship	weeks vary	50 hours
Extended Preparation	2 weeks	12 hours

D. Externship

AUMT will contract with California Department of Public Health (herein "CDPH") Laboratory Field Services-approved Medical Facilities within a 20-mile radius of the District for student externship purposes. AUMT will make every effort to find approved externship locations for Program students. AUMT will coordinate student placement at approved externship sites for the purpose of completing the California minimum 40-hour field requirement which will include an equal balance of clinical laboratory assistance duties and administrative office duties. AUMT will ensure that in the externship students will successfully complete 50 venipunctures and 10 skin punctures.

E. Extended Preparation Portion of Program

The purpose of the Program Extended Preparation is threefold: prepare students for the state exam, facilitate student acquisition of employee "soft skills," and inform students about healthcare career pathways. The Extended Preparation portion of the Program will be taught by the District, but AUMT agrees to provide curriculum and support for this part of the program.

F. Employment of Instructors / Substitutes for Program

AUMT will select and hire all instructors and insure that instructors meet the qualifications and industry expertise to provide course instruction required for the Program, including, but not limited to, CDPH Laboratory Field Services instructor approval. All Program instructors will be exclusive employees of AUMT and will be subject solely to its direction, control, compensation, and discharge. AUMT will bear all liabilities and expenses imposed by law or contract for such employment, including, but not limited to, workers' compensation insurance, unemployment insurance, Social Security contributions, and tax withholdings. AUMT will hire all substitutes, ensure they meet the minimum qualifications and pay them accordingly.

- G. CDPH Approval of District Classroom
AUMT will garner CDPH Laboratory Field Services approval to provide classes on District campuses as an additional training location of AUMT.
- H. Coordinator for the Program
AUMT will provide a program coordinator/director that will serve as the contact to the District and work with the identified District administrator to ensure the Program runs smoothly and all requirements for the Program are met.
- I. Enrollment in the Program
The minimum enrollment for the Program is 10 students and the maximum enrollment is 25. Less than 10 students enrolled, AUMT reserves the right to cancel a scheduled session of the Program. AUMT agrees to assist in the primary responsibilities for marketing and finding students to enroll in the Program and hold the District harmless and does not hold the District in any way whatsoever responsible for scheduled Program sessions not meeting minimum enrollment. Any future changes to minimum or maximum enrollment for the Program must be made by mutual written agreement and made a part of this MOU as an amendment.
- J. Program Supplies and Materials
AUMT will provide all books, supplies and equipment needed for Instructors and students to successfully engage in and complete the Program. AUMT will ensure all supplies and material, including sharps, medical equipment, and biohazardous materials are locked in a storage cabinet during non-class hours. AUMT will provide proper disposal of all biohazardous waste in an OSHA-approved manner.
- K. Daily Attendance
AUMT is required to keep course attendance using its designated attendance management solution. Attendance sheets must be signed by AUMT instructor and every enrolled student to verify daily attendance hours and attendance total for the session for each Program. AUMT agrees to provide the District with properly signed attendance records for all students in the Program on a weekly basis.
- L. Application and Registration
AUMT will provide enrollment application guidelines and training to District staff so that only students who qualify for the Program are registered by the District.
- M. Invoicing for Reimbursement
AUMT will provide one invoice to the District for each class instance of Program services. The invoice will be for 100% of total amount due and must be submitted after students complete the Program.
- N. Course Pricing
AUMT agrees to allow the District to set the pricing it offers the Program to its students as the District sees fit, but AUMT does have the right to collaborate with District to ensure maximum enrollment.
- O. Documentation
AUMT will provide the District with all required documentation and forms in a timely manner, when requested, including, but not limited to: course outlines of record, applications, registration materials, attendance sheets, instructor credentials, and other documents as required by American Job Centers of California or any other regulatory body.

- P. Instructor Supervision of Program Students
AUMT will ensure that all District students in the Program are under the immediate supervision of AUMT's instructors at all times during class.
- Q. Expectations for Student Employment
AUMT acknowledges the purpose of the Program is for students to become licensed phlebotomists and earn employment as such. AUMT will coordinate efforts with the District to make all possible efforts to present full-time employment opportunities for Program students.
- R. Public Access
AUMT will ensure that Program courses offered pursuant to the Agreement are fully open to the public, are so advertised and are held during hours in which the campus is not specifically closed to the public.

II. DISTRICT RESPONSIBILITIES

A. District Administrator/Facilities

The District will name an administrator to serve as the contact to AUMT. MCAS administration will also oversee tutoring and counseling services that are in addition to AUMT's primary responsibility to provide qualified course instructors and counseling.

MCAS will assist AUMT in administering Program courses in so far as it will provide and oversee classrooms and computer labs in which dual enrolled students can access curriculum. Courses may be taught in Monrovia classrooms if the classrooms meet regulatory requirements. MUSD will not charge AUMT for the use of the classroom and lab facilities.

B. Reimbursement

The District agrees to reimburse AUMT the following amounts:

\$1,200 per student for every Program student

The District agrees to reimburse AUMT for every District student in each of the Program who:

- i) meets AUMT application qualifications,
- ii) meets District qualifications for financial aid approval from an American Job Center of California **or** has paid full tuition,
- iii) has met all American Job Center of California (herein "AJCC") requirements for funding

The District is not responsible to pay AUMT for students who do not meet the above listed qualifications. District assures AUMT invoices will be paid in a timely fashion once the District receives funds from American Job Centers of California.

C. Advertisement

District agrees to advertise to fill Program classes in printed and online media, as well as targeted advertising on social media.

D. Registration

The District agrees to take responsibility for initial registration of all Program students. The District ensures that, after proper AUMT training, District employees will insure that students meet AUMT application qualifications, including AJCC qualifications, and will be properly enrolled. The District agrees to provide timely Program enrollment records so that AUMT can get students registered in its attendance management system.

- E. Classroom, Instructional Materials, and Accommodations
District will provide a classroom with a projector, white board, and seating/workspace to accommodate 25 students. This classroom will have a storage cabinet or space that can be locked so that AUMT can lock up sharps and biohazardous materials. The District will provide other reasonable accommodations for the success of the Program.
- F. Externship
The District will to the best of its ability assist with finding California Department of Public Health (herein "CDPH") Laboratory Field Services-approved Medical Facilities within a 20-mile radius of the District for student externship purposes.
- G. Expectations for Student Employment
The District acknowledges the primary purpose of the Program is for students to become licensed phlebotomists and earn employment as such. The District will coordinate efforts with AUMT to make all possible efforts to present full-time employment opportunities for Program students.
- H. Extended Preparation Portion of Program
The District will be responsible for the Program Extended Preparation. The District will ensure Program students are provided: additional preparation for the state exam, acquisition of employee "soft skills," and inform students about healthcare career pathways.

III. GENERAL PROVISIONS

- A. School District Policies and Procedures
AUMT will ensure that each student is aware of and understands all applicable School District policies and procedures and will require each student to conform to all such School District policies, procedures, regulations, standards for health, safety, cooperation, ethical behavior, and any additional requirements and restrictions agreed upon by representatives of School District and AUMT.
- B. Confidentiality
All verbal and written information exchanges, as well as proprietary information relating to business practices, procedures or methods of the District and the AUMT will remain strictly confidential and will not be disclosed without prior written consent of the other party.

AUMT is responsible for respecting and maintaining the privacy and confidentiality of all student information and records which AUMT may receive or have access to pursuant to this Agreement. AUMT will notify Program students that the school complies with the terms and conditions of all applicable confidentiality laws, including but not limited to the Family Educational Rights and Privacy Act ("FERPA") and the Regulations promulgated thereunder (20 U.S.C. §12329; 34 C.F.R. Part 99); California Education Code §49060 et seq. (pupil records); California Welfare & Institutions Code §§ 300 and 600 et seq.; §827 Juvenile justice system records); California Welfare & Institutions Code §5328.6 and §5328.7 (Mental Health Records); and 42 U.S.C. §§290dd-2: (iv) Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Regulations promulgated thereunder (42 U.S.C. Sections 1320d-2 and 1320d-4; 45 C.F.R. Subtitle A, Subchapter C, Parts 160 -164), as amended from time to time.
- C. Entire Agreement: Amendment
This Agreement contains the complete and full agreement between the parties with respect to the subject matter hereof and will supersede all other agreements relative to the subject matter hereof by and between the parties. This Agreement may be amended but only by an instrument in writing signed by both parties to the Agreement.

D. Indemnification

Except as otherwise may be provided in this Agreement, each party will indemnify, hold harmless and defend the other party from any and all loss, liability, claim, lawsuit, injury, expense or damage whatsoever including but not limited to attorneys' fees and court costs, arising out of, incident to or in any manner occasioned by the performance or nonperformance by such indemnifying party, its officers, directors, regents, agents, employees, students, or subcontractors, of any covenant or condition of this Agreement or by the negligence, improper conduct or intentional acts or omissions of such indemnifying parties, its officers, directors, regents, agents, employees, students, or subcontractors.

E. Governing Law

This Agreement will be governed by and interpreted in accordance with the laws of the State of California. Any action arising out of this Agreement will be instituted and prosecuted only in a court of proper jurisdiction in Los Angeles County, California.

F. Non-Discrimination

Neither party will discriminate against any Program student on the basis of race, age, religion, sex, color, creed, national origin, handicap, disability or sexual preference. In addition, the parties will fully comply with any and all applicable local, state and federal anti-discrimination regulations, statutes and judicial decisions.

V. DATES AND RESPONSIBLE PERSONNEL

A. Once the Agreement is signed and executed, District and AUMT agree to collaborate to create schedule of dates with actionable items to facilitate enrollment in Program for October, 2022 class start.

B. After initial October, 2022 Program start, the District and AUMT will collaborate to provide additional Program starts through June 30, 2025 and mutually agreed upon dates moving forward.

Initial Dates of Program	October, 2022
AUMT Program Director	Lucy Erdene, Chief Operating Officer
District Program Administrator	Flint Fertig, Director

This Memorandum of Understanding (MOU) is effective beginning September 1, 2022 and effective until June 30, 2025.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the Effective Date of _____.

MONROVIA UNIFIED SCHOOL DISTRICT

AUMT Institute, The Phlebotomy School

_____ Date _____
Dana Smith
Assistant Superintendent of Business Services

_____ Date _____
Lucy Erdene
Director Business Operation
AUMT Institute, The Phlebotomy School

_____ Date _____
Ryan Smith
Superintendent

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

3. 22/23-1031 - MEMORANDUM OF UNDERSTANDING WITH SAN GABRIEL VALLEY TRUCKING ACADEMY, LLC

RECOMMENDATION

The Board of Education is requested to approve a Memorandum of Understanding with San Gabriel Valley Trucking Academy, LLC, for the period of September 14, 2022, through June 30, 2025.

Motion by _____, seconded by _____, Vote _____

Board Member Travanti____, Board Member Hammond ____, Board Member Anderson____,

Board Member Gholar _____, Board President Lockerbie _____

Rationale:

The Memorandum of Understanding establishes a partnership with San Gabriel Valley Trucking Academy, LLC, (SGVTA) to provide professional quality, short-term truck driver training programs to the Monrovia Community Adult School (MCAS) students who desire to earn Class A, Class B, or Class BP truck driving license with excellent employment placement opportunities. In addition, the partnership with SGVTA means MCAS has tremendous flexibility in providing truck driver training programs. MCAS would not need to hire a full-time faculty position and pay the instructor while waiting for sufficient cohort enrollment to start a program. MCAS would have flexibility in meeting the costs of delivering truck driver training programs. MCAS would be helping the regional industry to alleviate a severe labor shortage of truck drivers. Truck driving jobs would have significant benefits for MCAS students. These jobs pay life-sustaining wages and this industry is more lenient in allowing former justice-involved individuals an opportunity to work. This partnership would require zero capital expenditures.

Background:

San Gabriel Valley Trucking Academy has campuses throughout the region giving MCAS flexibility in training locations to attract students from all over Los Angeles County. SGVTA is willing to work as an MCAS subcontractor and accept lower margins to maximize MCAS enrollment. MCAS truck driver training program relieves regional labor shortages and results in high-paying jobs for long-term unemployed and former justice-involved individuals.

Budget Implication (\$ Amount):

There is no cost to the district. Tuition for the truck driver program will either be paid for by America's Job Center of California, or by the student and will cover the cost for Monrovia Community Adult School.

Legal References:

Education Code 17604 requires all contracts and agreements to be approved or

ratified by the Board of Education.

Additional Information:

A copy of the Memorandum of Understanding is attached.

ATTACHMENTS

- [MCAS MOU SGV Trucking Academy - 20220914.pdf](#)

MEMORANDUM OF UNDERSTANDING – PARTNERSHIP AGREEMENT FOR SERVICES PROVIDED BY SAN GABRIEL VALLEY TRUCKING ACADEMY, LLC.

The Monrovia Unified School District (herein "District") and San Gabriel Valley Trucking Academy, LLC. (herein "the Academy") agree to the following Partnership Agreement (herein "Agreement") with respect to the Academy providing the District services for successful Truck Driver educational program (herein "Program").

I. The Academy RESPONSIBILITIES

A. Administration

The Academy will be primarily responsible for administering the Program pursuant to the Agreement, but will collaborate with the District to achieve successful delivery of the Program.

B. Accreditation and Approvals

The Academy will at all times during the course of this Agreement be accredited, licensed or qualified to offer the Program to students.

C. Length of Program

The Academy retains right to determine the optimal length of the Program such that students achieve learning outcomes and job preparation skills, but will collaborate with the District to ensure the length achieves successful student employment outcomes. Currently the length of each Program is as follows:

Class A Truck Driver's License	4 weeks	160 hours
Class B Truck Driver's License	2 weeks	70 hours
Class BP Truck Driver's License	2 weeks	80 hours

D. Employment of Instructors / Substitutes for Program

The Academy will select and hire all instructors and ensure that instructors meet the minimum qualifications and industry expertise to provide course instruction required for the Program. All instructors will be exclusive employees of the Academy and will be subject solely to its direction, control, compensation, and discharge. The Academy will bear all liabilities and expenses imposed by law or contract for such employment, including, but not limited to, workers' compensation insurance, unemployment insurance, Social Security contributions, and tax withholdings. The Academy will hire all substitutes, ensure they meet the minimum qualifications and pay them accordingly.

E. Coordinator for the Program

The Academy will provide a program coordinator/director that will serve as the contact to the District and work with the identified District administrator to ensure the Program operates smoothly and all requirements for the Program are met.

F. Enrollment in the Program

The minimum enrollment for the Program is 10 students and the maximum enrollment is 15. Less than 10 students enrolled, the Academy reserves the right to cancel a scheduled session of the Program. The Academy agrees to take on the primary responsibilities for marketing and finding students to enroll in the Program and hold the District harmless and does not hold the District in any way whatsoever responsible for scheduled Program sessions not meeting minimum enrollment. Any future changes to minimum or maximum enrollment for the Program must be made by mutual written agreement and made a part of this Agreement as an amendment.

- G. Student Materials, Fees and Training Equipment
The Academy agrees to provide any and all student materials, student fees, and equipment required to train students to complete learning objectives for Program, and prepare students for employment in the trucking industry. This would include, but is not limited to: textbooks, LiveScan, license application fees, and license exam fees.
- H. Location for Program Classes
The exact location for Program classes has not been determined. However, the Academy and the District will collaborate on the location of the Program to maximize enrollment for regional residents.
- I. Daily Attendance
The Academy is required to keep course attendance using its designated attendance management solution. Attendance sheets must be signed by the Academy instructor and every enrolled student to verify daily attendance hours and attendance total for the Program session. The Academy agrees to provide the District with properly signed attendance records for all students in the Program on a weekly basis.
- J. Application and Registration
The Academy will provide enrollment application guidelines and training to District staff so that only students who qualify for the Program are registered by the District.
- K. Invoicing for Reimbursement / Agree to Reduced Prices
The Academy will provide one invoice to the District for providing Program services. The invoice will be for 100% of total amount due and must be submitted after students complete the Program.
- Reimbursement amounts for each student in the Program are noted in Article II, Section B of the Agreement. However, the District and the Academy both acknowledge that, in some instances, the District will need to provide the America's Job Centers of California (AJCC) who fund student participation in the Program with financial aid in order to procure Workforce Innovation and Opportunity Act (WIOA) funding for Program students. When the District agrees to invoice below the Program price listed in the California Employee Training Provider List (ETPL), the Academy agrees to invoice at 85% of the discounted price the District has agreed upon with the AJCC. The Academy reserves the right to not provide Program services, if the District has offered too large amount of financial aid and the Program is not financially feasible.
- L. Documentation
The Academy will provide the District with all required documentation and forms in a timely manner, when requested, including, but not limited to: course outlines of record, applications, registration materials, attendance sheets, instructor credentials, and other documents as required by American Job Centers of California or any other regulatory body.
- M. Instructor Supervision of Program Students
The Academy will ensure that all District students in the Program are under the immediate supervision of the Academy's instructors at all times during class.
- N. Public Access
The Academy will ensure that Program courses offered pursuant to this Agreement are fully open to the public, are so advertised and are held during hours in which the campus is not specifically closed to the public.

II. DISTRICT RESPONSIBILITIES

A. District Administrator

The District will name an administrator to serve as the contact to the Academy and help with Program administration.

B. Reimbursement

The District agrees to reimburse the Academy the following amounts:

Class A Truck Driver's License	\$5,995
Class B Truck Driver's License	\$3,595
Class B Truck Driver's License	\$3,995

The District agrees to reimburse the Academy for every District student in each of the Program who:

- i) meets the Academy application qualifications and District registration requirements
- ii) completes Program and receives a Certificate of Completion
- iii) has met American Job Center of California (AJCC) requirements for enrollment

As noted in Article I, Section K of the Agreement, the District and the Academy both acknowledge that, in some instances, the District will need to provide the America's Job Centers of California (AJCC) who fund student participation in the Program with financial aid in order to procure Workforce Innovation and Opportunity Act (WIOA) funding for Program students. When the District agrees to invoice below the Program price listed in the California Employee Training Provider List (ETPL), the Academy agrees to invoice at 85% of the discounted price the District has agreed upon with the AJCC. The District agrees to consult with the Academy with regards to amount of financial aid being provided for each student in the Program and confirm that the reimbursement amount for the Academy allows for the financial feasibility of the Program.

District assures the Academy invoices will be paid in a timely fashion.

C. Registration

The District agrees to take responsibility for initial registration of all Program students. The District ensures that, after proper Academy training, District employees will ensure that students meet the Academy application qualifications and will be properly enrolled. The District agrees to provide timely Program enrollment records so that the Academy can get students registered in its attendance management system.

III. GENERAL PROVISIONS

A. School District Policies and Procedures

The Academy will ensure that each student is aware of and understands all applicable School District policies and procedures and will require each student to conform to all such School District policies, procedures, regulations, standards for health, safety, cooperation, ethical behavior, and any additional requirements and restrictions agreed upon by representatives of School District and the Academy.

B. Confidentiality

All verbal and written information exchanges, as well as proprietary information relating to business practices, procedures or methods of the School District and the Academy will remain strictly confidential and will not be disclosed without prior written consent of the other party.

The Academy is responsible for respecting and maintaining the privacy and confidentiality of all student information and records which it may receive or have access to pursuant to this Agreement. The Academy will notify Program students that the school complies with the terms and conditions of all applicable confidentiality laws, including but not limited to the Family Educational Rights and Privacy Act ("FERPA") and the Regulations promulgated thereunder (20 U.S.C. §12329; 34 C.F.R. Part 99); California Education Code §49060 et seq. (pupil records); California Welfare & Institutions Code §§ 300 and 600 et seq.; §827 Juvenile justice system records); California Welfare & Institutions Code §5328.6 and §5328.7 (Mental Health Records); and 42 U.S.C. §§290dd-2: (iv) Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Regulations promulgated thereunder (42 U.S.C. Sections 1320d-2 and 1320d-4; 45 C.F.R. Subtitle A, Subchapter C, Parts 160 -164), as amended from time to time.

C. Entire Agreement: Amendment

This Agreement contains the complete and full agreement between the parties with respect to the subject matter hereof and will supersede all other agreements relative to the subject matter hereof by and between the parties. This Agreement may be amended but only by an instrument in writing signed by both parties to the Agreement.

D. Indemnification

Except as otherwise may be provided in this Agreement, each party will indemnify, hold harmless and defend the other party from any and all loss, liability, claim, lawsuit, injury, expense or damage whatsoever including but not limited to attorneys' fees and court costs, arising out of, incident to or in any manner occasioned by the performance or nonperformance by such indemnifying party, its officers, directors, regents, agents, employees, students, or subcontractors, of any covenant or condition of this Agreement or by the negligence, improper conduct or intentional acts or omissions of such indemnifying parties, its officers, directors, regents, agents, employees, students, or subcontractors.

E. Governing Law

This Agreement will be governed by and interpreted in accordance with the laws of the State of California. Any action arising out of this Agreement will be instituted and prosecuted only in a court of proper jurisdiction in Los Angeles County, California.

F. Non-Discrimination

Neither party will discriminate against any Program students on the basis of race, age, religion, sex, color, creed, national origin, handicap, disability or sexual preference. In addition, the parties will fully comply with any and all applicable local, state and federal anti-discrimination regulations, statutes and judicial decisions.

IV. DATES AND RESPONSIBLE PERSONNEL

- A. Once the Agreement is signed and executed, District and the Academy agree to collaborate to create schedule of dates with actionable items to facilitate enrollment in Program for November, 2022 class start.
- B. After initial November, 2022 Program start, the District and the Academy will collaborate to provide additional Program starts through June 30, 2025 and mutually agreed upon dates moving forward.

Date of First Program	November, 2022
SGV Trucking Academy Program Administrator	Hamlet Abramian, SGV Trucking Academy Chief Operating Officer
District Administrator	Flint Fertig, Director

This Memorandum of Understanding is effective beginning November 1, 2022 and effective until June 30, 2025.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the Effective Date of _____.

MONROVIA UNIFIED SCHOOL DISTRICT

SAN GABRIEL VALLEY TRUCKING ACADEMY

_____ Date _____
 Dana Smith
 Assistant Superintendent of Business Services

_____ Date _____
 Hamlet Abramian
 San Gabriel Valley Trucking Academy

_____ Date _____
 Ryan Smith
 Superintendent

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

4. 22/23-1037 - PRODUCTION CONTRACT WITH MUSIC THEATRE INTERNATIONAL

RECOMMENDATION

The Board of Education is requested to approve the production contract with Music Theatre International to provide royalty, materials fee, and show kit for the fall production of Willy Wonka Jr. at Wild Rose School of Creative Arts.

Motion by _____, seconded by _____, Vote _____

Board Member Travanti____, Board Member Hammond ____, Board Member Anderson____,

Board Member Gholar _____, Board President Lockerbie _____

Rationale:

Each year, Wild Rose School of Creative Arts selects two (2) musicals/plays to perform. One is in the fall and the other is in the spring. The Performing Arts team at Wild Rose annually reviews and votes on the shows they feel are best for the school to perform. This year, they have voted to perform Willy Wonka Jr. for the fall production as it is a fun and spirited show that our third through fifth grade students will truly enjoy, and our community would enjoy attending.

Background:

Music Theatre International (MTI) is the company that was recommended by Disney Musicals in Schools and their services have been utilized for the past three (3) years. Wild Rose has had great success using their materials and would like to continue this partnership.

Budget Implication (\$ Amount):

Ticket sales from the previous shows are deposited into the school's art account that then funds the costs of the next production. The estimate cost of showkit, royalties, and material fees will not exceed \$800.

Legal References:

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

Additional Information:

A copy of the production contract is attached.

ATTACHMENTS

- [Music Theatre International Quote - Wild Rose - 20220914.pdf](#)

COVID-19 LICENSING FAQ/GUIDELINES

Streaming Royalties

All streaming royalties will be collected via SHOWTIX4U (www.ShowTix4U.com), unless prior arrangements have been made with MTI.

On the contract confirmation page (page 2) *only* enter royalties for any performances in front of a live audience. For STREAMING performances, you need not enter any amount, and should leave the line blank.

Postponements

Postponing a show (including COVID-19 postponements):

- Log into your MyMTI account at <https://account.mtishows.com>
- Click on [Change Booking](#)
- Make the appropriate selection(s) to adjust your date and click [Submit](#)
- You will receive an email confirmation that the change request was received, and it will include a summary of the changes you requested

Cancellations

Cancelling a show (including COVID-19 cancellations):

- Log into your MyMTI account at <https://account.mtishows.com>
- Click on [Change Booking](#)
- Select [I'd Like to Cancel My Booking](#) and click [Submit](#)
- Once you have received the email confirming that your cancellation was processed, you can access your invoice through your MyMTI account by clicking [Booking Details](#), and then clicking [My Invoice](#).

Refunds/Keeping Funds on Account

Refund checks will be distributed as soon as administratively possible. Processing delays due to fluctuating COVID-19 restrictions in New York City, where the MTI offices are located, may occur.

If you prefer to leave your funds On Account, you can log in to your MyMTI account and select whether you wish to:

- a) leave your funds On Account with MTI for your future use with any MTI-licensed productions
- b) leave your funds On Account temporarily, with MTI processing your refund at a later date (e.g., if you do not currently have access to the location/office where the payment will be mailed)
- c) request that your refund be processed and mailed as soon as possible

Material Returns

Rental material returns: Our materials library is open and able to receive rental material returns. If you have safe access and if possible, please return any rented MTI materials to our library at your earliest convenience.

Your MTI Rep: BARBARA MORGAN
 Your MTI Account Number: 0076337
 Contract Number: 9747797

Licensee:

WILD ROSE SCHOOL OF CREATIVE ARTS
 C/O: SHARON NAUGLE
 232 Jasmine Ave
 Monrovia, CA 91016-2919

TELE#: 626-471-2500 FAX:
 E-MAIL: SNAUGLE@MONROVIASCHOOLS.NET

Contract Issue Date: 06/06/22
 Contract Expiration Date: 07/18/22
 Valid For Performances From:
 Actual Performance Dates: 06/06/22 - 06/06/23
 MTI Access Code: WIL1802627

PRODUCTION CONTRACT for ROALD DAHL'S WILLY WONKA JR.
 CONTRACT PROVISIONS:

ALL PERFORMERS MUST BE IN THE 9TH GRADE AND UNDER. THIS LICENSE INCLUDES THE RIGHTS FOR UNLIMITED PERFORMANCES WITHIN *ONE* YEAR AS RECORDED IN THE DATES ABOVE.

AMOUNT ENCLOSED

SHOWKIT™ (See *Additional Materials Order Form* for a list of ShowKit™ contents)

Royalty	\$	139.00
Non-Refundable Materials Fee	\$	556.00
SHOWKIT SHIPPING (Rush Delivery available for \$90.00 in U.S.):	\$	45.00
<small>Rush Delivery available in Canada for \$115.00. Canadian Shipments are by most efficient carrier, unless otherwise instructed.</small>			
SALES TAX (where applicable):	\$	_____
ADDITIONAL MATERIALS TOTAL (from <i>Additional Materials Order Form</i> — please attach):	\$	_____
TOTAL AMOUNT ENCLOSED (Payable in U.S. Funds):	\$	_____

PAYMENT

CHECK or MONEY ORDER (No personal checks accepted. Make payable to MUSIC THEATRE INTERNATIONAL)

CREDIT CARD: (circle one) VISA MASTERCARD AMERICAN EXPRESS

Card Number: _____ Expiration Date: _____

Name on card: _____

Signature: _____ Amount: _____

PURCHASE ORDERS: For schools and government agencies only, a signed, authorized purchase order is acceptable payment.

SHIPPING

Shipping Address: _____

(No P.O. Boxes) _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Note: The ShowKit™ materials will be shipped upon receipt of a signed copy of the Production Contract and the full applicable fees. Please allow approximately ten (10) days for processing.

ACCEPTANCE

ShowKits™ are non-transferable and non-refundable.
 With this contract you are agreeing to produce ROALD DAHL'S WILLY WONKA JR.
 By signing below, you agree to the terms and conditions set forth in the Dramatic Performing Rights License.

Print Your Name: _____ Title: _____

Authorized Signature: _____ Date: _____

Email: _____ Day Phone: (_____) _____

PLEASE COMPLETE, SIGN AND RETURN ONE (1) COPY OF THIS PRODUCTION CONTRACT WITH FULL PAYMENT. BE SURE TO RETURN THE ADDITIONAL RESOURCES ORDER FORM AND/OR RIDER(S) IF APPLICABLE.

Your MTI Rep: BARBARA MORGAN
 Your MTI Account Number: 0076337
 Contract Number: 9747797

Licensee:

WILD ROSE SCHOOL OF CREATIVE ARTS
 C/O: SHARON NAUGLE
 232 Jasmine Ave
 Monrovia, CA 91016-2919

TELE#: 626-471-2500 FAX:
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Contract Issue Date: 06/06/22
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 Valid For Performances From:
 Actual Performance Dates: 06/06/22 - 06/06/23
 MTI Access Code: WIL1802627

PRODUCTION CONTRACT for ROALD DAHL'S WILLY WONKA JR.

CONTRACT PROVISIONS:

ALL PERFORMERS MUST BE IN THE 9TH GRADE AND UNDER. THIS LICENSE INCLUDES THE RIGHTS FOR UNLIMITED PERFORMANCES WITHIN *ONE* YEAR AS RECORDED IN THE DATES ABOVE.

AMOUNT ENCLOSED

SHOWKIT™ (See *Additional Materials Order Form* for a list of ShowKit™ contents)

Royalty \$ 139.00
 Non-Refundable Materials Fee \$ 556.00

SHOWKIT SHIPPING (Rush Delivery available for \$90.00 in U.S.): \$ 45.00
Rush Delivery available in Canada for \$115.00. Canadian Shipments are by most efficient carrier, unless otherwise instructed.

SALES TAX (where applicable): \$

ADDITIONAL MATERIALS TOTAL (from *Additional Materials Order Form* — please attach): \$

TOTAL AMOUNT ENCLOSED (Payable in U.S. Funds): \$

PAYMENT

CHECK or MONEY ORDER (No personal checks accepted. Make payable to MUSIC THEATRE INTERNATIONAL)
 CREDIT CARD: (circle one) VISA MASTERCARD AMERICAN EXPRESS
 Card Number: _____ Expiration Date: _____
 Name on card: _____
 Signature: _____ Amount: _____
 PURCHASE ORDERS: For schools and government agencies only, a signed, authorized purchase order is acceptable payment.

SHIPPING

Shipping Address: _____
 (No P.O. Boxes) _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Note: The ShowKit™ materials will be shipped upon receipt of a signed copy of the Production Contract and the full applicable fees. Please allow approximately ten (10) days for processing.

ACCEPTANCE

ShowKits™ are non-transferable and non-refundable.
 With this contract you are agreeing to produce ROALD DAHL'S WILLY WONKA JR.
 By signing below, you agree to the terms and conditions set forth in the Dramatic Performing Rights License.

Print Your Name: _____ Title: _____
 Authorized Signature: _____ Date: _____
 Email: _____ Day Phone: () _____

STANDARD MATERIALS

Your ShowKit™ Will Consist of the Following:

- 30 ACTOR'S BOOK
- 1 DIRECTOR'S GUIDE
- 1 PIANO VOCAL SCORE
- 1 CHOREOGRAPHY VIDEOS DIGITAL
- 1 DOWNLOADABLE RESOURCES AND MEDIA
- 1 GUIDE VOCAL AND PERF TRACKS DIGITAL

ADDITIONAL MATERIALS

ADDITIONAL MATERIALS ORDER FORM

You can order additional materials and theatrical resources at the following rates.

To order, simply indicate the quantity of each item you would like and add the Grand Total to the Confirmation Page of this Production Contract.

ITEM	QUANTITY	COST EACH	TOTAL
ADDITIONAL MATERIALS			
ACTOR'S BOOK	_____ x	\$ 10.00=	\$ _____
DIRECTOR'S GUIDE	_____ x	\$ 100.00=	\$ _____
PIANO VOCAL SCORE	_____ x	\$ 40.00=	\$ _____
THEATRICAL RESOURCES			
ACTOR'S BOOK TENPACK	_____ x	\$ 75.00=	\$ _____
CUSTOMIZABLE SHOW POSTERS AND ARTWORK	_____ x	\$ 175.00=	\$ _____
HOW DOES THE SHOW GO ON?	_____ x	\$ 21.00=	\$ _____
LOGO PACK DIGITAL	_____ x	\$ 75.00=	\$ _____
PRODUCTIONPRO-DIGITAL SCRIPT/SCORE	_____ x	\$ 199.00=	\$ _____
SCENIC PROJECTIONS PRO 2.0	_____ x	\$ 1,795.00=	\$ _____
SCENIC PROJECTIONS 2.0	_____ x	\$ 399.00=	\$ _____
SOCIAL MEDIA MARKETING KIT	_____ x	\$ 150.00=	\$ _____
STAGE WRITE APPLICATION	_____ x	\$ 150.00=	\$ _____
LOGO TEES SIX-PACK ADULT LARGE	_____ x	\$ 80.00=	\$ _____
LOGO TEES SIX-PACK ADULT MEDIUM	_____ x	\$ 80.00=	\$ _____
LOGO TEES SIX-PACK ADULT SMALL	_____ x	\$ 80.00=	\$ _____
LOGO TEES SIX-PACK ADULT X-LARGE	_____ x	\$ 80.00=	\$ _____
LOGO TEES SIX-PACK ADULT XX-LARGE	_____ x	\$ 80.00=	\$ _____
LOGO TEES SIX-PACK CHILD LARGE	_____ x	\$ 80.00=	\$ _____
LOGO TEES SIX-PACK CHILD MEDIUM	_____ x	\$ 80.00=	\$ _____
LOGO TEES SIX-PACK CHILD SMALL	_____ x	\$ 80.00=	\$ _____

Add total for all items here.

ADDITIONAL MATERIALS TOTAL: \$ _____

ADDITIONAL MATERIALS SHIPPING: \$ _____

(do not apply shipping charge for Video License, Logo Packs, or RehearScore):

Add. Materials Total	Ground	Rush	Add. Materials Total	Ground	Rush
\$0 - \$100	\$15.00	\$44.00	\$401 - 500	\$31.00	\$120.00
\$101 - \$200	\$19.00	\$60.00	\$501 - 600	\$35.00	\$140.00
\$201 - \$300	\$23.00	\$80.00	\$601 - 700	\$39.00	\$160.00
\$301 - \$400	\$27.00	\$100.00	\$700 and up	(call for shipping rates)	

Make sure to enter (above) the appropriate Additional Materials Shipping Charge based on the tables on the left. US and Canada only. Customers in other countries must contact MTI for exact shipping fees.

SALES TAX (where applicable): \$ _____

ADDITIONAL MATERIALS GRAND TOTAL (add this total to Contract Confirmation Page) \$ _____

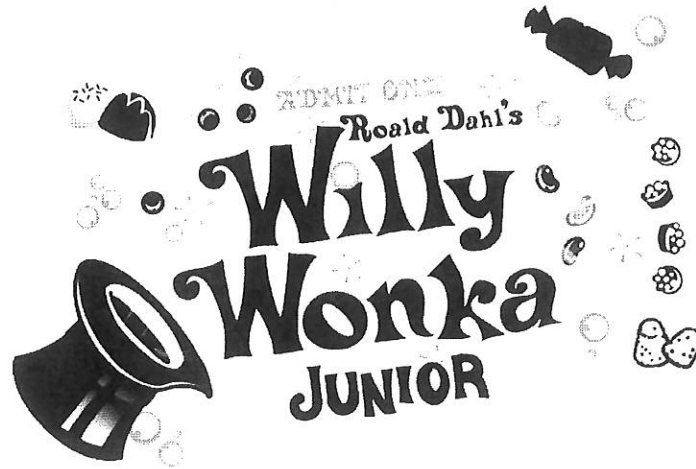
You MUST return this form along with your contract to receive materials. All sales are final. No refunds or exchanges.

*** Customized Poster requires purchase of Logo Pack. If you order a Customized Poster without ordering a Logo Pack, a Logo Pack (at \$75) will automatically be added to your order.***

AUTHOR BILLING - ROALD DAHL'S WILLY WONKA JUNIOR

In accordance with the Dramatic Performing Rights License, all advertising, such as posters and program covers, must include the show logo as provided in the ShowKit™ Director's Guide and all of the following author billing. It is a violation of your contract if you crop or edit this logo in any way.

[Name of School]
Production of



Words and Music by
Leslie Bricusse & Anthony Newley

Adapted for the Stage by
Leslie Bricusse & Timothy A. McDonald

Based on the book
Charlie and the Chocolate Factory
By **Roald Dahl**

The billing to you must be in the form specified above, including the words "Production of" below your billing, which shall be visually contiguous with the title, all so that the audience is informed that you are the producer. Your billing shall be no less than 50% of the size of the logo or artwork title, as measured by the proportion of the average size your billing to the largest letter in the logo or artwork title.

The size of credits to the authors shall be no less than 20% of the artwork or logo title as measured by the proportion of the average size of their names to the largest letter in the logo or artwork title.

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

MTI BILLING CREDIT

In accordance with the Dramatic Performing Rights License, all publicity materials (posters, programs, etc.) MUST include the following credit:

ROALD DAHL'S WILLY WONKA JR.

is presented through special arrangement with Music Theatre International (MTI).
All authorized performance materials are also supplied by MTI.
www.MTIShows.com

VIDEOTAPING WARNING

This license does NOT grant you the right** to make, use and/or distribute a mechanical recording (rehearsal, performance or otherwise) of the Play or any portion of it by any means whatsoever, including, but not limited to, audiocassette, videotape, film, CD, DVD and other digital sequencing. You agree to inform all parents, students and attendees of the above prohibitions against recording the show By means of both a program note and a pre-show announcement.

In compliance with the above condition, you MUST include the following warning in your program:

The videotaping or other video or audio recording of this production is strictly prohibited.

**except with Disney titles, where a limited video license is available for \$75.00

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

DRAMATIC PERFORMING RIGHTS LICENSE

YOUR SIGNATURE IN THE ACCEPTANCE SECTION OF THE PRODUCTION CONTRACT WILL ACKNOWLEDGE THAT:

- a) you have read and understood the terms, conditions and provisions set forth below;**
b) you are authorized to enter into the Dramatic Performing Rights License on behalf of Licensee; and
c) you agree to the terms, conditions and provisions contained herein on behalf of the Licensee.

1. Your authorized ShowKit™ will consist of the following:

- | | | | |
|----|-----------------------------|---|-------------------------------------|
| 30 | ACTOR'S BOOK | 1 | DOWNLOADABLE RESOURCES AND MEDIA |
| 1 | DIRECTOR'S GUIDE | 1 | GUIDE VOCAL AND PERF TRACKS DIGITAL |
| 1 | PIANO VOCAL SCORE | | |
| 1 | CHOREOGRAPHY VIDEOS DIGITAL | | |

2. You agree that

- Ticket prices for any performance of the show shall not exceed \$10.00 per ticket and
- No performance shall take place for any audience exceeding 750 people unless such performances are free of any admission charge, donations or contributions. Any deviation from the foregoing restrictions requires the prior written permission of Music Theatre International.

3. This License grants you the right to perform the "Play" as many times as you would like within the licensed dates listed on the front of this license. In any event it is a violation of this license and copyright laws to use ShowKit™ Materials in part or in whole past license date.

4. All advertising, such as posters and program covers, must include the show logo as provided in the ShowKit™ Director's Guide. You will not make or sell merchandise bearing this logo, with the exception of t-shirts if purchased from MTI. You will inform the parents and students that they are also bound by this prohibition.

5. The student books are to be distributed to the performers and are theirs to keep. All performers in the show must be in 9th grade or younger, unless otherwise authorized in writing in advance by MTI.

6. The performance rights granted by this license apply only to the organization named on this license through special arrangement with Music Theatre International, exclusive licensing agent for live stage performances of this play.

7. You understand that this play is fully protected by Federal and International Copyright laws, and therefore:

- You will properly credit the Authors of the play, credit Music Theatre International and reproduce the play logo and trademark on all posters and in all programs exactly as provided.
- You will perform this show from MTI's Broadway Junior Collection® exactly as it has been provided to you in the ShowKit™ materials and you will not add or delete any music or lyrics, alter any music or lyrics or make changes of any kind in the text of the play, including changes to the characters and characterizations.
- You will not reproduce, post or electronically transmit on the Internet, rent or sell any of the materials contained in the ShowKit™. However, to aid in the rehearsal of your junior production, you do have permission to make limited individual practice tapes from the performance CD to provide some students as needed which may contain up to a maximum of three (3) songs each per student. Such tapes may not be otherwise disseminated in any way.
- Recording: This license does not grant you the right** to make, use and/or distribute a mechanical recording (rehearsal, performance or otherwise) of the Play or any portion of it by any means whatsoever, including, but not limited to, audiocassette, videotape, film, CD, DVD and other digital sequencing. You agree to inform all parents, students and attendees of the above prohibitions against recording the show by means of both a program note and a pre-show announcement.

**except with Disney titles, where a limited video license is available for \$75.00

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

RESTRICTIONS ON CHANGES TO PLAY AND USE OF REPLICA ELEMENTS

By signing the Production Contract to which this Rider is attached, the individual signing on behalf of Licensee (the "Authorized Signatory") acknowledges, on behalf of Licensee, that under federal copyright law and the terms of the Production Contract, the Licensee may not (a) make any changes to the Play or any additional materials purchased or rented from MTI (the "MTI Rental Materials") or (b) use any choreography, direction or design elements from any prior production or film version of the Play except as set forth below under **Permitted Uses**. Without limiting the foregoing, Licensee acknowledges that it **may not**:

- Make changes of any kind, including changes of music, lyrics, dialogue, sequence of songs and/or scenes, time period, setting, characters or characterizations or gender of characters in the Play, regardless of whether the authors have approved any similar changes for a prior production of the Play.
- Add music, dialogue, lyrics, scenes, scenarios, characters, framing devices or anything to the text or structure of the Play as embodied in the MTI Rental Materials, including adding any songs or dialogue from any film version of the Play or from any other version of the Play.
- Delete, in whole or in part, any material (including music, lyrics or text) from the Play as embodied in the MTI Rental Materials.
- Use any of the designs, direction, choreography, logos or artwork, or other intellectual property from any Broadway, London, or touring productions or from any film version of the Play, except as set forth below under **Permitted Uses**. The rights to all of these elements are owned by third parties and are not granted as part of this Performance License.

Permitted Uses: Notwithstanding the foregoing restrictions, Licensee may use production elements such as choreography, direction, designs and/or logos when (i) any such elements are specifically authorized for use by MTI, either as part of MTI's standard rental package (or ShowKit®, for Broadway Junior® titles), or (ii) a license to use any such element is purchased separately by Licensee, where available.

If Licensee violates any of these restrictions, Licensee acknowledges and agrees that MTI may revoke Licensee's contract and cancel the production without advance notice and without Licensee recourse of any kind, that Licensee will forfeit any prepaid fees and/or royalties in full and that Licensee may be sued for breach of contract and federal copyright infringement to the full extent of the law.

By signing the Production Contract, which incorporates by reference the terms of this Rider, the Authorized Signatory acknowledges that the Authorized Signatory:

- a. has read and understands the terms above regarding changes to the Play and use of replica elements;
- b. has reviewed, or will review, the terms of this Production Contract regarding changes to the Play and use of replica elements with the director and entire creative team of Licensee's production; and
- c. represents and warrants that the director and creative team have been or will be instructed that (i) no changes may be made to the Play without the written consent of the Rightsholders and (ii) they shall not copy or replicate any of the creative elements of prior productions or film version of the Play.

MTI CONTRACT CHECKLIST

Before sending anything back to MTI, make sure you have completed all of the following steps!

Did you remember to....

- Order Additional Materials (if applicable)?
- Transfer the Additional Materials Total to Page 2?
- Determine and Total the "Amount Enclosed" on Page 2?
- Fill out Payment information completely on Page 2?

Make sure to return ALL of the following to MTI:

- Completed and Signed Production Contract (Page 2)
- Completed Additional Materials Order Form — if applicable
- FULL Payment



cindy ripley



Get Expert Advice and Solutions from ShowSupport!

Show Support is our free online support feature where you can pose questions and offer solutions to the entire Broadway Junior community.

Along with your fellow teachers, our educational expert Cindy Ripley is always available to help you with any challenge.



Celebrate Your Production with our Recognition and Publicity Program

As a special way of saying "Thank You" for presenting a Broadway Junior musical, we're happy to offer FREE professional assistance in publicizing your upcoming production and rewarding your students' accomplishments.

Elements include:

- Official Press Release to Your Local Media
- "Break a Leg" Message on Facebook
- A "takeover" of MTI's Instagram on your opening night

learn more @ mtishows.com/broadwayjunior

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. MTI Enterprises Inc.		
	2 Business name/disregarded entity name, if different from above Music Theatre International		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C- C corporation, S- S corporation, P- Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____		
	5 Address (number, street, and apt. or suite no.) See instructions. 423 West 55th Street, 2nd Floor		Requester's name and address (optional)
	6 City, state, and ZIP code New York, NY 10019		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
1	3	-	2	9	7	6	4	6	8

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ <u>1/3/2022</u>
------------------	----------------------------	------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

5. 22/23-1038 - AGREEMENT WITH HATCHING RESULTS

RECOMMENDATION

The Board of Education is requested to approve an two-year agreement with Hatching Results for professional development for Monrovia Unified School District counselors and administrators.

Motion by _____, seconded by _____, Vote _____

Board Member Travanti____, Board Member Hammond ____, Board Member Anderson____,

Board Member Gholar _____, Board President Lockerbie _____

Rationale:

Hatching Results is the premier organization for designing and delivering high-quality, evidence-based professional learning for school counselors and administrators on the school counselor's role in a multi-tiered system of supports, conducting root-cause analysis, the delivery of evidence-based tiered interventions, effective districtwide systems, and leadership practices. School counselors are uniquely trained to work within a framework of multi-tiered system of supports that is inclusive of their role in students' academic, college and career, and social-emotional development. School counselors support the development of all students with particular focus on the needs of special populations and collaborate with key stakeholders to facilitate learning success. Through the delivery of a comprehensive school counseling program that reaches all students, school counselors provide preventative Tier 1 instruction while also supporting students who are experiencing trauma, mental/emotional/social unwellness, academic challenge, and postsecondary planning struggles via Tier 2 and 3 interventions and systems change advocacy.

Budget Implication (\$ Amount):

The total cost of the two-year service plan is \$141,000 that will be paid from the ESSER II funding.

Legal References:

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

Additional Information:

A copy of the agreement is attached.

ATTACHMENTS

- [HATCHING RESULTS Proposal 2022-24 - 20220914.pdf](#)

HATCHING RESULTS PROPOSAL FOR SERVICES 2022-2024

MONROVIA UNIFIED SCHOOL DISTRICT, CALIFORNIA



Prepared By: Lisa De Gregorio, Executive Director
September 2, 2022

Thank you for your interest and investment in improving school counseling programs! The work of designing a comprehensive data-driven school counseling program requires an intensive commitment of time and talent. Hatching Results contracts with state and national leaders in school counseling to personalize your district's professional learning (PL), evaluation, strategic planning, and/or coaching services.

School counselors are uniquely trained to work within a framework of a [multi-tiered system of supports](#) that is inclusive of their role in students' academic, college and career, and social-emotional development. School counselors support the development of *all* students with particular focus on the needs of special populations and collaborate with key stakeholders to facilitate learning success. Through the delivery of a comprehensive school counseling program that reaches all students, school counselors provide preventative Tier 1 instruction, while also supporting students who are experiencing trauma, mental/emotional/social unwellness, academic challenge, and postsecondary planning struggles via Tier 2 and 3 interventions and systems change advocacy.

Hatching Results is the [premier organization](#) for designing and delivering high-quality, evidence-based professional learning for school counselors and administrators on the school counselors' role in a multi-tiered systems of support, conducting root-cause analysis, the delivery of evidence-based tiered interventions, effective district-wide systems, and leadership practices. We have the experience to train staff, conduct school counseling program assessment districtwide and at individual school sites, and provide consultation and executive coaching needed to assist in hiring, project planning, and strategic planning to shape and execute plans for long-term sustainability. Learn more about our expert team of Professional Learning Specialists [here](#).

Professional Learning Outcomes

Typically, full implementation of a school counseling program aligned with the [ASCA National Model](#), a [Multi-Tiered, Multi-Domain System of Supports](#), the use of data, and evidenced-based practices takes a minimum of three years. Early in the process it will be important to guide school counselors and administrators regarding the transformed school counseling program and to collect vital baseline data relative to the goals that the district hopes to achieve. The ongoing evaluation process will contribute to future professional learning recommendations and guide the implementation of the service plan throughout. Together we will create measurable objectives, determine intervention strategies, and clearly define measurable outcomes. View a Sample Professional Learning Schedule [here](#).

By the end of the professional learning series, participants will be able to:

- Serve students and families more proactively and efficiently through a multi-tiered system of supports
- Utilize more specific data to drive their program, curriculum, and interventions
- Build a robust districtwide school counseling Tier 1 curriculum that aligns with state and national standards
- Experience greater consistency and equity in access across schools in what students receive from the school counseling program
- Witness more legitimacy and understanding of the role of school counselors

Specific to **supporting increases in A-G completion rates and other post-secondary outcomes**, we work with counselors and administrators in areas that include:

- Providing **professional development** on topics including interpreting the data, developing and implementing comprehensive advising plans, analyzing transcripts, and shifting mindsets to support A-G completion increases.
- **Disaggregating A-G data** by student groups to identify successes and areas for improvement.
- Consulting with district and site administrators, counselors, and other education leaders to **identify and modify structures and systems that may be inhibiting A-G completion rates**.
- Understanding **why A-G completion is important for all students**, regardless of their postsecondary goals.
- Supporting districts and schools to understand the [College](#) and [Career](#) Readiness Indicators measures in order to optimize performance on the **California Dashboard**.
- Supporting the development of a comprehensive, equity-focused **A-G Completion Improvement Grant Plan**.

Service Plan Proposal

The service plan proposal that follows has been drafted based on our discussion about desired services and objectives. It can be modified to meet the challenges of these uncertain times or budget parameters. Fees are related to the level of direct services provided by Hatching Results, the number of participants, and level of data analysis and reporting.

Our solutions can be funded through ESSER to help your district maintain a high-quality learning environment to mitigate learning loss as a result of COVID-19. Learn more about what's available for TK-12 schools [HERE](#).

Service Plan Costs

Based on approximately 12 school counselors in attendance, the pricing structure is unique to your district and the scope of work indicated. School administrators are strongly encouraged to attend--we will collaborate with you to determine how best to include them in this service plan. Costs are inclusive of travel, time for preparation, planning, and delivery of services by up to **two Professional Learning Specialists** as well as online access to training materials and resources.

NOTE: Pricing is subject to change. This proposal is valid for 60 days from this date.

The professional learning service plan proposed here can be further customized to meet your needs and budget simply by increasing/decreasing the amount of professional learning and consultation provided or adding other services. View the **Overview of Services Guide** [here](#).

We look forward to working with you and supporting your efforts to improve the delivery of data-driven, comprehensive school counseling programs in your schools. We are confident that we can meet the challenges ahead, and stand ready to partner with you in delivering effective professional learning and consultation services. If you have questions on this proposal or wish to proceed with discussing a contract, contact **Lisa De Gregorio**, Executive Director, at your convenience at office@hatchingresults.com or **(707) 497-4395**.

PROPOSED SERVICE PLAN SY22-24

	SY22-23	SY23-24
Professional Learning (PL)	4 days of In-Person Professional Learning for school counselors, administrators, and other partners on comprehensive data-driven programs.	5 days of In-Person Professional Learning for school counselors, administrators, and other partners on comprehensive data-driven programs.
Program Assessment & Audit	Baseline Qualtrics Survey (see sample) to be distributed to all school counselors, district leads, and administrators with an overall report of trends and patterns. Designed to address the organizational, institutional, and political factors along with current beliefs and behaviors.	School Counseling Program Implementation Survey to assess the current fidelity of a data-driven comprehensive program delivered within a tiered service model.
Consultation & Coaching	5 hours of virtual consultation with the district school counseling leadership team for strategic planning, thought partnership, coaching, feedback, and discussion of systems and/or internal review of artifacts via Zoom or Google Meet.	5 hours of virtual consultation with the district school counseling leadership team for strategic planning, thought partnership, coaching, feedback, and discussion of systems and/or internal review of artifacts via Zoom or Google Meet.
Materials & Tools	School Counseling Program Handbook (sample contents) with support for co-constructed development. 15 copies of The Use of Data in School Counseling 2e textbook.	School Counseling Program Handbook with continued support for co-constructed development.
Online Learning	Cost Per Academic Year: \$68,000	Cost Per Academic Year: \$73,000

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

6. 2022/23-2036 2021-22 UNAUDITED ACTUALS FINANCIAL REPORTS

RECOMMENDATION

The Board of Education is requested to approve the Unaudited Actuals Financial Reports of the revenue, expenditures and the ending fund balances for all district funds for the 2021-22 fiscal year.

Motion by _____, seconded by _____, Vote _____

Board Member Travanti____, Board Member Hammond ____, Board Member Anderson____,

Board Member Gholar _____, Board President Lockerbie _____

Rationale:

The Board of Education is required by Education Code to approve a report of the actual revenue, expenditures and ending fund balances for the prior fiscal year by September 15th.

Background:

The Unaudited Actuals Financial Reports are prepared using the SACS Financial Reporting Software, as required by the Superintendent of Public Instruction, the California Department of Education (CDE), and the Los Angeles County Office of Education (LACOE). After the Board of Education's approval, the completed reports and the accompanying narrative and fund summaries will be forwarded to LACOE. They will review and certify the reports, and transmit them to the CDE by October 15th.

Budget Implication (\$ Amount):

There is no cost to the District for the reports.

Legal References:

Education Code Section 42100 (a) – “On or before September 15th, the governing board of each school district shall approve, in a format prescribed by the Superintendent of Public Instruction, an annual statement of all receipts and expenditures of the district for the preceding fiscal year and shall file the statement ... with the county superintendent of schools.”

Additional Information:

The attached 2021-22 Unaudited Actuals Financial Reports begins with a narrative explaining differences between the Estimated and the Unaudited Actuals for all funds of the District. Following the narrative are summary reports for each fund showing the 2021-22 Unaudited Actuals and the 2022-23 Budget, with the adjustment to the 2022-23 Beginning Fund Balances. The last reports are the complete 2021-22 Unaudited Actuals Financial Reports in the state prescribed SACS Financial

Reporting Software, including the Certification and all other supplemental forms.

ATTACHMENTS

- [2021-22 Unaudited Actuals - Narrative.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT

2021-22 ANNUAL STATEMENTS

Attached are the Unaudited Actual statements for 2021-22, and the budget for 2022-23. The adjustments to the 2021-22 Ending Fund Balances (and 2022-23 Beginning Fund Balances) represent the difference between actual 2021-22 ending balances and the projections made at the end of the 2021-22 school year.

The 2022-23 General Fund Budget summary presented on Page 5 is the Adopted Budget approved by the Board of Education on June 22, 2022.

UNRESTRICTED GENERAL FUND

The 2021-22 Unrestricted General Fund actual ending fund balance is \$2,043,086 more than the 2021-22 Estimated Actuals presented with the 2022-23 Adopted Budget in June. This difference includes the following:

REVENUE - \$156,043 NET INCREASE

- \$33,397 in decreased Local Control Funding Formula (LCFF) revenue for a decrease in Los Angeles County ADA credited to Monrovia USD, and a correction to prior year LCFF funding
- \$59,295 for increased Lottery revenue due to a projected increase in Unrestricted Lottery income from \$163 per ADA to \$176.94 per ADA
- \$130,145 increase in miscellaneous Local Income:
 - \$22,478 for additional interest income
 - \$11,520 for additional rental income
 - \$59,532 for Medi-Cal Administrative Services (MAA) income
 - \$17,299 for flexible spending account reimbursements
 - \$19,316 for other miscellaneous income received in June

EXPENDITURES, CONTRIBUTIONS AND TRANSFERS OUT - \$1,887,043 NET DECREASE

- \$1,943,050 for less than projected expenditure of Supplemental & Concentration Grant funds
 - These funds are reserved for expenditure in 2022-23
- \$56,007 in miscellaneous expenditure increases

The \$2,266,981 Designated for Economic Uncertainties represents 3% of actual Combined General Fund expenditures.

2021-22 ANNUAL STATEMENTS

RESTRICTED GENERAL FUND

Programs in this fund are restricted, with the revenue supporting allowable expenditures. Because State and Federal Special Education funding is inadequate, the District Unrestricted General Fund needs to contribute to the Special Education program. The Routine Restricted Maintenance Program receives no outside funding and is supported entirely by a District General Fund contribution as part of the requirement for having received State Facilities Funding. The 2021-22 ending balance of \$4,196,671 represents carryover in the following programs:

- \$1,091,525 – Expanded Learning Opportunity Program
- \$674,246 – Educator Effectiveness Grant
- \$436,460 - Restricted Lottery
- \$78,133 – Special Education Dispute Prevention and Resolution
- \$256,087 – Special Education Learning Recovery
- \$247,344 – Special Education Early Intervention
- \$165,745 – Kitchen Infrastructure Upgrade Grant
- \$42,346 – Food Services Staff Training Grant
- \$25,767 – Classified Professional Development Block Grant
- \$209,747 – A – G Success Grant
- \$78,634 – A-G Learning Loss Mitigation Grant
- \$220,557 – Expanded Learning Opportunities Grant
- \$171,085 – After School Program
- \$21,955 – Arts for All Grant
- \$7,249 – Art of Teaching Grant
- \$14,667 – Technology Enhanced Arts Learning Grant
- \$1,040 – Recreational Reading Grant
- \$787 – Scholar Dollars Grant (Plymouth)
- \$5,244 – Scale Up! Grant
- \$620 – Sport2 Grant
- \$2,000 – Edible Garden Grant
- \$1,450 – Outdoor Discovery Science Grant
- \$7,281 – Promising Learners Project Grant
- \$500 – ESSA Sports Grant
- \$99,721 – Medi-Cal Claims Program
- \$1,715 – ASCIP Safety Credits
- \$109,573 – District-Wide Donations and Other Local
- \$225,193 – Rental of Facilities (reserved for facilities improvements)

2021-22 ANNUAL STATEMENTS

ADULT EDUCATION FUND

The net increase of \$184,562 in the 2021-22 Ending Fund Balance (and 2022-23 Beginning Fund Balance) is because of greater than projected fee and interest income, and savings in salaries and benefits.

CHILD DEVELOPMENT FUND

The Child Development Fund covers the State Preschool and Tuition-Based Preschool programs. The decrease of \$13,979 in the 2021-22 Ending Fund Balance (and 2022-23 Beginning Fund Balance) is mostly due to the receipt of less than projected State revenues.

FOOD SERVICES FUND

This Fund includes the regular food services program at all sites as well as the summer feeding program and the Adult and Child Care Feeding Program (ACCFP). The increase of \$1,359,088 in the 2021-22 Ending Fund Balance (and 2022-23 Beginning Fund Balance) is mostly because of increased Federal reimbursements for grab and go meals for MUSD students, and for additional meals served to the community during COVID-19. In addition, \$566,717 of Capital Outlay projects budgeted for expenditure in 2021-22 were completed and paid for in the July and August of 2022.

DEFERRED MAINTENANCE FUND

The increase of \$205,438 in the 2021-22 Ending Fund Balance (and 2022-23 Beginning Fund Balance) is for an additional \$200,000 transferred in from the General Fund for future repair projects, and for less than projected costs for repairs.

CAPITAL FACILITIES FUND - (DEVELOPER FEES)

Developer fees collected and the appropriate capital expenditures are contained within this fund. The increase of \$29,563 in the 2021-22 Ending Fund Balance (and 2022-23 Beginning Fund Balance) is for the receipt of additional developer fee income in June. The \$3,109,858 ending fund balance is available this year for projects at schools that experience enrollment growth.

2021-22 ANNUAL STATEMENTS

SPECIAL RESERVE FUND – (REDEVELOPMENT FUNDS)

The increase of \$678,056 in the 2021-22 Ending Fund Balance (and 2022-23 Beginning Fund Balance) is mostly due to revenue received from the Redevelopment Successor Agency in June, 2022. The ending fund balance of \$6,997,577 will be available for future Board approved district facilities projects.

DEBT SERVICE FUND

The Debt Service Fund is used to cover semi-annual principal and interest payments for the Certificates of Participation (COP) that were used for the purchase and renovation of the Mountain Avenue campus in 1998. The debt service payments are covered by transfers in from the General Fund and the Adult Education fund. The 2021-22 ending fund balance is zero.

FEE BASED FUND

The Fee Based Fund includes revenues and expenditures from the following programs: catering operations of the Food Services Department, the International Student Program (ISP), and the Louise K. Taylor Performing Arts Center (LKT PAC).

The 2021-22 ending fund balance is \$198,844. The increase over projection of \$66,032 in the 2021-22 Ending Fund Balance (and 2022-23 Beginning Fund Balance) is due to additional rental income and donations received.

SELF-INSURANCE FUND FOR WORKERS' COMPENSATION

The Self-Insurance Fund for Workers' Compensation was established in 2018-19. The fund contains the District's Workers' Compensation premium reserve transferred from the San Gabriel Valley Self Insurance Authority Joint Powers Agency (JPA) for Workers' Compensation due to its dissolution. Revenues are for interest earnings.

The 2021-22 ending fund balance is \$998,949. The increase of \$1,121 in the 2021-22 Ending Fund Balance (and 2022-23 Beginning Fund Balance) is due to greater than projected interest income.

MONROVIA UNIFIED SCHOOL DISTRICT
GENERAL FUND
UNAUDITED ACTUALS AND OPERATING BUDGET
2021-22/2022-23

	2021-22 ACTUAL		2022-23 OPERATING BUDGET	
	UNRESTRICTED	RESTRICTED	UNRESTRICTED	RESTRICTED
ESTIMATED ACTUALS BEGINNING BALANCE	\$11,602,377	\$2,617,945	\$10,204,095	\$2,451,024
ADJUSTMENT TO 2021-22 BEGINNING BALANCE			\$2,043,086	\$1,745,647
UNAUDITED ACTUALS BEGINNING BALANCE	\$11,602,377	\$2,617,945	\$12,247,181	\$4,196,671
REVENUE SOURCES				\$16,443,852
LOCAL CONTROL FUNDING FORMULA (LCFF)	\$53,665,085	\$53,665,085	\$55,751,003	\$55,751,003
TRANSFER OUT TO ADULT EDUCATION	(\$250,000)	(\$250,000)	(\$250,000)	(\$250,000)
FEDERAL INCOME	\$5,732,088	\$5,732,088	\$3,440,729	\$3,440,729
OTHER STATE INCOME	\$11,317,221	\$12,383,826	\$1,024,961	\$7,756,109
OTHER LOCAL REVENUES	\$745,383	\$5,513,213	\$391,342	\$5,265,058
TOTAL FUND REVENUES	\$55,227,073	\$22,562,522	\$56,917,306	\$16,461,896
EXPENDITURES				\$73,379,202
CERTIFICATED SALARIES	\$22,550,695	\$6,445,023	\$23,277,135	\$6,476,884
CLASSIFIED SALARIES	\$6,898,566	\$4,171,901	\$6,798,359	\$4,029,471
EMPLOYEE BENEFITS	\$11,481,149	\$9,255,902	\$12,195,014	\$8,306,611
BOOKS & SUPPLIES	\$914,372	\$3,320,867	\$5,025,053	\$2,038,238
SERVICES & OTHER OPERATING COST	\$4,419,677	\$4,870,335	\$4,547,608	\$4,199,275
CAPITAL OUTLAY	\$20,113	\$75,289	\$0	\$0
OTHER OUTGO/DEBT SERVICE	\$48,020	\$661,052	\$51,615	\$666,621
INTERPROGRAM/FUND COSTS	(\$1,606,292)	\$1,331,791	(\$1,399,337)	\$1,069,943
TOTAL EXPENDITURES	\$44,726,300	\$30,132,160	\$50,495,447	\$26,787,043
REVENUE OVER EXPENDITURES	\$10,500,773	(\$7,569,638)	\$6,421,859	(\$10,325,147)
TRANSFERS OUT TO DEBT SERVICE (COP AND BUSES)	\$73,469	\$134,136	\$72,988	\$134,136
TRANSFERS OUT TO DEFERRED MAINTENANCE		\$500,000		\$300,000
CONTRIBUTIONS TO RESTRICTED PROGRAMS	\$9,782,500	(\$9,782,500)	\$10,396,607	(\$10,396,607)
NET INCREASE (DECREASE)	\$644,804	\$1,578,726	(\$4,047,736)	(\$362,676)
ENDING BALANCE JUNE 30	\$12,247,181	\$4,196,671	\$8,199,445	\$3,833,995
COMPONENTS OF ENDING FUND BALANCE				\$12,033,440
NONSPENDABLE:				
REVOLVING CASH	\$20,000		\$20,000	\$20,000
STORES	\$222,819		\$200,000	\$200,000
ASSIGNED:				
PERSONNEL COMMISSION RESERVE	\$2,000	\$2,000	\$2,000	\$2,000
3% RESERVE FOR ECONOMIC UNCERTAINTIES	\$2,266,981	\$2,266,981	\$2,333,658	\$2,333,658
RESERVE FOR CARRYOVER EXPENDITURES		\$3,971,478	\$3,608,802	\$3,608,802
RESERVE FOR LCFF S & C CARRYOVER	\$5,701,732	\$5,701,732		\$0
FACILITIES RESERVE FROM FACILITIES RENTALS		\$225,193	\$225,193	\$225,193
UNAPPROPRIATED RESERVE	\$4,033,649	\$0	\$5,643,787	\$0

**MONROVIA UNIFIED SCHOOL DISTRICT
ADULT EDUCATION FUND
UNAUDITED ACTUALS AND OPERATING BUDGET
2021-22/2022-23**

	ACTUAL 2021-22	BUDGET 2022-23
ESTIMATED ACTUALS BEGINNING BALANCE	\$543,970	\$674,460
ADJUSTMENT TO 2021-22 BEGINNING BALANCE		\$184,562
UNAUDITED ACTUALS BEGINNING BALANCE	\$543,970	\$859,022
REVENUE SOURCES		
LOCAL CONTROL FUNDING FORMULA (LCFF)		
FEDERAL INCOME	\$223,151	\$213,756
OTHER STATE INCOME	\$1,580,336	\$1,603,092
OTHER LOCAL REVENUES	\$440,653	\$256,000
TRANSFER IN FROM GENERAL FUND	\$250,000	\$250,000
TOTAL FUND REVENUES	\$2,494,140	\$2,322,848
EXPENDITURES		
CERTIFICATED SALARIES	\$907,397	\$986,827
CLASSIFIED SALARIES	\$109,267	\$112,413
EMPLOYEE BENEFITS	\$484,837	\$550,330
BOOKS & SUPPLIES	\$80,930	\$66,027
SERVICES & OTHER OPR EXPENSE	\$364,465	\$331,330
CAPITAL OUTLAY		
OTHER OUTGO/DEBT SERVICE		
INTERPROGRAM/FUND COSTS	\$85,253	\$89,264
TOTAL EXPENDITURES	\$2,032,149	\$2,136,191
REVENUE OVER EXPENSE	\$461,991	\$186,657
TRANSFERS OUT TO DEBT SERVICE (COP)	\$146,939	\$145,983
NET INCREASE (DECREASE)	\$315,052	\$40,674
ENDING BALANCE JUNE 30	\$859,022	\$899,696

**MONROVIA UNIFIED SCHOOL DISTRICT
CHILD DEVELOPMENT CENTER FUND
UNAUDITED ACTUALS AND OPERATING BUDGET
2021-22/2022-23**

	ACTUAL 2021-22	BUDGET 2022-23
ESTIMATED ACTUALS BEGINNING BALANCE	\$267,226	\$365,298
ADJUSTMENT TO 2021-22 BEGINNING BALANCE		(\$13,979)
UNAUDITED ACTUALS BEGINNING BALANCE	\$267,226	\$351,319
REVENUE SOURCES		
LOCAL CONTROL FUNDING FORMULA (LCFF)		
FEDERAL INCOME	\$67,800	
OTHER STATE INCOME	\$1,210,107	\$1,299,245
OTHER LOCAL REVENUES	\$50,517	\$43,322
TOTAL FUND REVENUES	\$1,328,424	\$1,342,567
EXPENDITURES		
CERTIFICATED SALARIES	\$357,366	\$394,914
CLASSIFIED SALARIES	\$355,470	\$378,450
EMPLOYEE BENEFITS	\$328,237	\$364,221
BOOKS & SUPPLIES	\$101,119	\$60,974
SERVICES & OTHER OPR EXPENSE	\$22,636	\$27,209
CAPITAL OUTLAY		
OTHER OUTGO/DEBT SERVICE		
INTERPROGRAM/FUND COSTS	\$79,503	\$76,896
TOTAL EXPENDITURES	\$1,244,331	\$1,302,664
REVENUE OVER EXPENSE	\$84,093	\$39,903
INTERFUND TRANSFERS OUT		
CONTRIBUTIONS TO RESTRICTED PROGRAMS		
NET INCREASE (DECREASE)	\$84,093	\$39,903
ENDING BALANCE JUNE 30	\$351,319	\$391,222

**MONROVIA UNIFIED SCHOOL DISTRICT
FOOD SERVICES FUND
UNAUDITED ACTUALS AND OPERATING BUDGET
2021-22/2022-23**

	ACTUAL 2021-22	BUDGET 2022-23
ESTIMATED ACTUALS BEGINNING BALANCE	\$1,171,197	\$2,067,150
ADJUSTMENT TO 2022-23 BEGINNING BALANCE		\$1,359,088
UNAUDITED ACTUALS BEGINNING BALANCE	\$1,171,197	\$3,426,238
REVENUE SOURCES		
LOCAL CONTROL FUNDING FORMULA (LCFF)		
FEDERAL INCOME	\$5,892,319	\$4,905,366
OTHER STATE INCOME	\$279,754	\$343,040
OTHER LOCAL REVENUES	\$40,325	\$22,500
TOTAL FUND REVENUES	\$6,212,398	\$5,270,906
EXPENDITURES		
CERTIFICATED SALARIES		
CLASSIFIED SALARIES	\$1,185,967	\$1,290,081
EMPLOYEE BENEFITS	\$517,372	\$591,885
BOOKS & SUPPLIES	\$1,737,922	\$1,738,188
SERVICES & OTHER OPR EXPENSE	\$73,067	\$67,656
CAPITAL OUTLAY	\$333,283	\$1,066,717
OTHER OUTGO/DEBT SERVICE		
INTERPROGRAM/FUND COSTS	\$109,746	\$163,234
TOTAL EXPENDITURES	\$3,957,357	\$4,917,761
REVENUE OVER EXPENSE	\$2,255,041	\$353,145
INTERFUND TRANSFERS OUT		
CONTRIBUTIONS TO RESTRICTED PROGRAMS		
NET INCREASE (DECREASE)	\$2,255,041	\$353,145
ENDING BALANCE JUNE 30	\$3,426,238	\$3,779,383
COMPONENTS OF ENDING FUND BALANCE		
STORES	\$48,466	\$40,000
ASSIGNED FOR CAPITAL OUTLAY	\$566,717	
UNAPPROPRIATED RESERVE	\$2,811,055	\$3,739,383

MONROVIA UNIFIED SCHOOL DISTRICT
DEFERRED MAINTENANCE FUND
UNAUDITED ACTUALS AND OPERATING BUDGET
2021-22/2022-23

	ACTUAL 2021-22	BUDGET 2022-23
ESTIMATED ACTUALS BEGINNING BALANCE	\$318,602	\$610,202
ADJUSTMENT TO 2021-22 BEGINNING BALANCE		\$205,438
UNAUDITED ACTUALS BEGINNING BALANCE	\$318,602	\$815,640
REVENUE SOURCES		
LOCAL CONTROL FUNDING FORMULA (LCFF)		
FEDERAL INCOME		
OTHER STATE INCOME		
OTHER LOCAL REVENUES	\$1,938	\$1,600
TRANSFER IN FROM GENERAL FUND	\$500,000	\$300,000
TOTAL FUND REVENUES	\$501,938	\$301,600
EXPENDITURES		
CERTIFICATED SALARIES		
CLASSIFIED SALARIES		
EMPLOYEE BENEFITS		
BOOKS & SUPPLIES		
SERVICES & OTHER OPR EXPENSE	\$4,900	\$30,000
CAPITAL OUTLAY		
OTHER OUTGO/DEBT SERVICE		
INTERPROGRAM/FUND COSTS		
TOTAL EXPENDITURES	\$4,900	\$30,000
REVENUE OVER EXPENSE	\$497,038	\$271,600
INTERFUND TRANSFERS OUT		
CONTRIBUTIONS TO UNRESTRICTED GENERAL FUND		
NET INCREASE (DECREASE)	\$497,038	\$271,600
ENDING BALANCE JUNE 30	\$815,640	\$1,087,240

**MONROVIA UNIFIED SCHOOL DISTRICT
CAPITAL FACILITIES FUND
(DEVELOPER FEES)
UNAUDITED ACTUALS AND OPERATING BUDGET
2021-22/2022-23**

	ACTUAL 2021-22	BUDGET 2022-23
ESTIMATED ACTUALS BEGINNING BALANCE	\$1,860,131	\$3,080,395
ADJUSTMENT TO 2021-22 BEGINNING BALANCE		\$29,563
UNAUDITED ACTUALS BEGINNING BALANCE	\$1,860,131	\$3,109,958
REVENUE SOURCES		
LOCAL CONTROL FUNDING FORMULA (LCFF)		
FEDERAL INCOME		
OTHER STATE INCOME		
OTHER LOCAL REVENUES	\$1,287,952	\$112,000
TOTAL FUND REVENUES	\$1,287,952	\$112,000
EXPENDITURES		
CERTIFICATED SALARIES		
CLASSIFIED SALARIES		
EMPLOYEE BENEFITS		
BOOKS & SUPPLIES		
SERVICES & OTHER OPR EXPENSE	\$38,125	\$3,000
CAPITAL OUTLAY		
OTHER OUTGO/DEBT SERVICE		
INTERPROGRAM/FUND COSTS		
TOTAL EXPENDITURES	\$38,125	\$3,000
REVENUE OVER EXPENSE	\$1,249,827	\$109,000
INTERFUND TRANSFERS OUT		
NET INCREASE (DECREASE)	\$1,249,827	\$109,000
ENDING BALANCE JUNE 30	\$3,109,958	\$3,218,958

**MONROVIA UNIFIED SCHOOL DISTRICT
SPECIAL RESERVE FUND
(CAPITAL OUTLAY FUNDS)
UNAUDITED ACTUALS AND OPERATING BUDGET
2021-22/2022-23**

	ACTUAL 2021-22	BUDGET 2022-23
ESTIMATED ACTUALS BEGINNING BALANCE	\$5,839,512	\$6,319,521
ADJUSTMENT TO 2021-22 BEGINNING BALANCE		\$678,056
UNAUDITED ACTUALS BEGINNING BALANCE	\$5,839,512	\$6,997,577
REVENUE SOURCES		
LOCAL CONTROL FUNDING FORMULA (LCFF)		
FEDERAL INCOME		
OTHER STATE INCOME		
OTHER LOCAL REVENUES	\$1,023,929	\$31,200
TRANSFER IN FROM GENERAL FUND	\$134,136	\$134,136
TOTAL FUND REVENUES	\$1,158,065	\$165,336
EXPENDITURES		
CERTIFICATED SALARIES		
CLASSIFIED SALARIES		
EMPLOYEE BENEFITS		
BOOKS & SUPPLIES		
SERVICES & OTHER OPR EXPENSE		
CAPITAL OUTLAY		
OTHER OUTGO/DEBT SERVICE		
INTERPROGRAM/FUND COSTS		
TOTAL EXPENDITURES	\$0	\$0
REVENUE OVER EXPENSE	\$1,158,065	\$165,336
INTERFUND TRANSFERS OUT		
NET INCREASE (DECREASE)	\$1,158,065	\$165,336
ENDING BALANCE JUNE 30	\$6,997,577	\$7,162,913

**MONROVIA UNIFIED SCHOOL DISTRICT
DEBT SERVICING FUND
UNAUDITED ACTUALS AND OPERATING BUDGET
2021-22/2022-23**

	ACTUAL 2021-22	BUDGET 2022-23
ESTIMATED ACTUALS BEGINNING BALANCE	\$0	\$0
ADJUSTMENT TO 2021-22 BEGINNING BALANCE		\$0
UNAUDITED ACTUALS BEGINNING BALANCE	\$0	\$0
REVENUE SOURCES		
LOCAL CONTROL FUNDING FORMULA (LCFF)		
FEDERAL INCOME		
OTHER STATE INCOME		
OTHER LOCAL REVENUES	\$2	\$0
TOTAL FUND REVENUES	\$2	\$0
EXPENDITURES		
CERTIFICATED SALARIES		
CLASSIFIED SALARIES		
EMPLOYEE BENEFITS		
BOOKS & SUPPLIES		
SERVICES & OTHER OPR EXPENSE		
CAPITAL OUTLAY		
OTHER OUTGO/DEBT SERVICE	\$220,410	\$218,975
INTERPROGRAM/FUND COSTS		
TOTAL EXPENDITURES	\$220,410	\$218,975
REVENUE OVER EXPENSE	(\$220,408)	(\$218,975)
INTERFUND TRANSFERS IN	\$220,408	\$218,975
INTERFUND TRANSFERS OUT		
NET INCREASE (DECREASE)	\$0	\$0
ENDING BALANCE JUNE 30	\$0	\$0

**MONROVIA UNIFIED SCHOOL DISTRICT
FEE BASED FUND
UNAUDITED ACTUALS AND OPERATING BUDGET
2021-22/2022-23**

	ACTUAL 2021-22	BUDGET 2022-23
ESTIMATED ACTUALS BEGINNING BALANCE	\$201,583	\$132,812
ADJUSTMENT TO 2021-22 BEGINNING BALANCE		\$66,032
UNAUDITED ACTUALS BEGINNING BALANCE	\$201,583	\$198,844
REVENUE SOURCES		
LOCAL CONTROL FUNDING FORMULA (LCFF)		
FEDERAL INCOME		
OTHER STATE INCOME	\$17,170	
OTHER LOCAL REVENUES	\$323,465	\$242,384
TOTAL FUND REVENUES	\$340,635	\$242,384
EXPENDITURES		
CERTIFICATED SALARIES	\$95,063	\$95,063
CLASSIFIED SALARIES	\$106,696	\$85,486
EMPLOYEE BENEFITS	\$77,497	\$68,927
BOOKS & SUPPLIES	\$18,690	\$5,489
SERVICES & OTHER OPR EXPENSE	\$45,428	\$62,087
CAPITAL OUTLAY		
OTHER OUTGO/DEBT SERVICE		
INTERPROGRAM/FUND COSTS		
TOTAL EXPENDITURES	\$343,374	\$317,052
REVENUE OVER EXPENSE	(\$2,739)	(\$74,668)
INTERFUND TRANSFERS OUT		
NET INCREASE (DECREASE)	(\$2,739)	(\$74,668)
ENDING BALANCE JUNE 30	\$198,844	\$124,176

**MONROVIA UNIFIED SCHOOL DISTRICT
 SELF-INSURANCE FUND FOR WORKERS' COMPENSATION
 UNAUDITED ACTUALS AND OPERATING BUDGET
 2021-22/2022-23**

	ACTUAL 2021-22	BUDGET 2022-23
ESTIMATED ACTUALS BEGINNING BALANCE	\$992,828	\$997,828
ADJUSTMENT TO 2021-22 BEGINNING BALANCE		\$1,121
UNAUDITED ACTUALS BEGINNING BALANCE	\$992,828	\$998,949
REVENUE SOURCES		
LOCAL CONTROL FUNDING FORMULA (LCFF)		
FEDERAL INCOME		
OTHER STATE INCOME		
OTHER LOCAL REVENUES	\$6,121	\$4,000
TOTAL FUND REVENUES	\$6,121	\$4,000
EXPENDITURES		
CERTIFICATED SALARIES		
CLASSIFIED SALARIES		
EMPLOYEE BENEFITS		
BOOKS & SUPPLIES		
SERVICES & OTHER OPR EXPENSE		
CAPITAL OUTLAY		
OTHER OUTGO/DEBT SERVICE		
INTERPROGRAM/FUND COSTS		
TOTAL EXPENDITURES	\$0	\$0
REVENUE OVER EXPENSE	\$6,121	\$4,000
INTERFUND TRANSFERS OUT		
NET INCREASE (DECREASE)	\$6,121	\$4,000
ENDING BALANCE JUNE 30	\$998,949	\$1,002,949

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

7. 22/23-2037 RESOLUTION TO ESTABLISH GANN LIMIT

RECOMMENDATION

The Board of Education is requested to adopt Resolution No. 2223-04 to approve the recalculated Gann Appropriations Limit on "Proceeds of Taxes" for 2021-22, and the estimated Gann Appropriations Limit on "Proceeds of Taxes" for 2022-23.

Motion by _____, seconded by _____, Vote _____
Board Member Travanti____, Board Member Hammond _____, Board Member
Anderson____,
Board Member Gholar _____, Board President Lockerbie _____

Rationale:

The Board of Education shall, by resolution, establish appropriations limits for each fiscal year as required by Article XIII B of the State Constitution and Division 9 of Title I of the Government Code.

Background:

The Appropriations limits have been calculated according to the Department of Education's Guidelines - as amended - that passed in 1989-90 to implement Proposition 98. The calculations were performed by the SACS State Software and were included as Form GANN in the Unaudited Actual reports. The calculated District Gann Appropriations Limit has no impact on the District's funding, with any difference used to adjust the State's Gann limit.

Budget Implication (\$ Amount):

There is no cost to the District.

Legal References:

Government Code Section 7910 – "Each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit and make other necessary determinations for the following fiscal year pursuant to Article XIII B at a regularly scheduled meeting or noticed special meeting."

Additional Information:

A copy of the Resolution and Form GANN are attached.

ATTACHMENTS

- [Form GANN.pdf](#)

- [Gann Appropriations Resolution - 2021-22.pdf](#)

	2021-22 Calculations			2022-23 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
A. PRIOR YEAR DATA (2020-21 Actual Appropriations Limit and Gann ADA are from district's prior year Gann data reported to the CDE)	2020-21 Actual			2021-22 Actual		
1. FINAL PRIOR YEAR APPROPRIATIONS LIMIT (Preload/Line D11, PY column)	38,967,233.64		38,967,233.64			37,508,531.10
2. PRIOR YEAR GANN ADA (Preload/Line B3, PY column)	5,140.28		5,140.28			4,679.94
ADJUSTMENTS TO PRIOR YEAR LIMIT	Adjustments to 2020-21			Adjustments to 2021-22		
3. District Lapses, Reorganizations and Other Transfers						
4. Temporary Voter Approved Increases						
5. Less: Lapses of Voter Approved Increases						
6. TOTAL ADJUSTMENTS TO PRIOR YEAR LIMIT (Lines A3 plus A4 minus A5)		0.00				0.00
7. ADJUSTMENTS TO PRIOR YEAR ADA (Only for district lapses, reorganizations and other transfers, and only if adjustments to the appropriations limit are entered in Line A3 above)						
B. CURRENT YEAR GANN ADA (2021-22 data should tie to Principal Apportionment Software Attendance reports and include ADA for charter schools reporting with the district)	2021-22 P2 Report			2022-23 P2 Estimate		
1. Total K-12 ADA (Form A, Line A6)	4,679.94		4,679.94	4,732.44		4,732.44
2. Total Charter Schools ADA (Form A, Line C9)	0.00		0.00	0.00		0.00
3. TOTAL CURRENT YEAR P2 ADA (Line B1 plus B2)			4,679.94			4,732.44
C. CURRENT YEAR LOCAL PROCEEDS OF TAXES/STATE AID RECEIVED	2021-22 Actual			2022-23 Budget		
TAXES AND SUBVENTIONS (Funds 01, 09, and 62)						
1. Homeowners' Exemption (Object 8021)	56,749.38		56,749.38	68,651.00		68,651.00
2. Timber Yield Tax (Object 8022)	0.00		0.00	0.00		0.00
3. Other Subventions/In-Lieu Taxes (Object 8029)	0.00		0.00	45.00		45.00
4. Secured Roll Taxes (Object 8041)	12,012,297.97		12,012,297.97	14,446,101.00		14,446,101.00
5. Unsecured Roll Taxes (Object 8042)	213,477.19		213,477.19	429,018.00		429,018.00
6. Prior Years' Taxes (Object 8043)	351,967.50		351,967.50	246,575.00		246,575.00
7. Supplemental Taxes (Object 8044)	290,615.73		290,615.73	341,491.00		341,491.00
8. Ed. Rev. Augmentation Fund (ERAF) (Object 8045)	3,367,646.11		3,367,646.11	1,399,483.00		1,399,483.00
9. Penalties and Int. from Delinquent Taxes (Object 8048)	10,896.59		10,896.59	14,976.00		14,976.00
10. Other In-Lieu Taxes (Object 8082)	0.00		0.00	0.00		0.00
11. Comm. Redevelopment Funds (objects 8047 & 8625)	1,336,457.36		1,336,457.36	66,762.00		66,762.00
12. Parcel Taxes (Object 8621)	0.00		0.00	0.00		0.00
13. Other Non-Ad Valorem Taxes (Object 8622) (Taxes only)	0.00		0.00	0.00		0.00
14. Penalties and Int. from Delinquent Non-LCFF Taxes (Object 8629) (Only those for the above taxes)	0.00		0.00	0.00		0.00
15. Transfers to Charter Schools in Lieu of Property Taxes (Object 8096)						
16. TOTAL TAXES AND SUBVENTIONS (Lines C1 through C15)	17,640,107.83	0.00	17,640,107.83	17,013,102.00	0.00	17,013,102.00
OTHER LOCAL REVENUES (Funds 01, 09, and 62)						
17. To General Fund from Bond Interest and Redemption Fund (Excess debt service taxes) (Object 8914)	0.00		0.00	0.00		0.00
18. TOTAL LOCAL PROCEEDS OF TAXES (Lines C16 plus C17)	17,640,107.83	0.00	17,640,107.83	17,013,102.00	0.00	17,013,102.00

	2021-22 Calculations			2022-23 Calculations		
	Extracted Data	Adjustments*	Entered Data/Totals	Extracted Data	Adjustments*	Entered Data/Totals
EXCLUDED APPROPRIATIONS						
19a. Medicare (Enter federally mandated amounts only from objs. 3301 & 3302; do not include negotiated amounts)			0.00			0.00
19b. Qualified Capital Outlay Projects						
19c. Routine Restricted Maintenance Account (Fund 01, Resource 8150, Objects 8900-8999)	2,012,512.17		2,012,512.17	2,238,893.00		2,238,893.00
OTHER EXCLUSIONS						
20. Americans with Disabilities Act						
21. Unreimbursed Court Mandated Desegregation Costs						
22. Other Unfunded Court-ordered or Federal Mandates						
23. TOTAL EXCLUSIONS (Lines C19 through C22)	2,012,512.17	0.00	2,012,512.17	2,238,893.00	0.00	2,238,893.00
STATE AID RECEIVED (Funds 01, 09, and 62)						
24. LCFF - CY (objects 8011 and 8012)	36,074,610.00		36,074,610.00	38,737,901.00		38,737,901.00
25. LCFF/Revenue Limit State Aid - Prior Years (Object 8019)	(49,632.45)		(49,632.45)	0.00		0.00
26. TOTAL STATE AID RECEIVED (Lines C24 plus C25)	36,024,977.55	0.00	36,024,977.55	38,737,901.00	0.00	38,737,901.00
DATA FOR INTEREST CALCULATION						
27. Total Revenues (Funds 01, 09 & 62; objects 8000-8799)	77,789,595.48		77,789,595.48	73,379,202.00		73,379,202.00
28. Total Interest and Return on Investments (Funds 01, 09, and 62; objects 8660 and 8662)	92,478.43		92,478.43	50,000.00		50,000.00
D. APPROPRIATIONS LIMIT CALCULATIONS						
PRELIMINARY APPROPRIATIONS LIMIT						
1. Revised Prior Year Program Limit (Lines A1 plus A6)			38,967,233.64			37,508,531.10
2. Inflation Adjustment			1.0573			1.0755
3. Program Population Adjustment (Lines B3 divided by [A2 plus A7]) (Round to four decimal places)			0.9104			1.0112
4. PRELIMINARY APPROPRIATIONS LIMIT (Lines D1 times D2 times D3)			37,508,531.10			40,792,237.96
APPROPRIATIONS SUBJECT TO THE LIMIT						
5. Local Revenues Excluding Interest (Line C18)			17,640,107.83			17,013,102.00
6. Preliminary State Aid Calculation						
a. Minimum State Aid in Local Limit (Greater of \$120 times Line B3 or \$2,400; but not greater than Line C26 or less than zero)			561,592.80			567,892.80
b. Maximum State Aid in Local Limit (Lesser of Line C26 or Lines D4 minus D5 plus C23; but not less than zero)			21,880,935.44			26,018,028.96
c. Preliminary State Aid in Local Limit (Greater of Lines D6a or D6b)			21,880,935.44			26,018,028.96
7. Local Revenues in Proceeds of Taxes						
a. Interest Counting in Local Limit (Line C28 divided by [Lines C27 minus C28] times [Lines D5 plus D6c])			47,039.64			29,341.06
b. Total Local Proceeds of Taxes (Lines D5 plus D7a)			17,687,147.47			17,042,443.06
8. State Aid in Proceeds of Taxes (Greater of Line D6a, or Lines D4 minus D7b plus C23; but not greater than Line C26 or less than zero)			21,833,895.80			25,988,687.90
9. Total Appropriations Subject to the Limit						
a. Local Revenues (Line D7b)			17,687,147.47			
b. State Subventions (Line D8)			21,833,895.80			
c. Less: Excluded Appropriations (Line C23)			2,012,512.17			
d. TOTAL APPROPRIATIONS SUBJECT TO THE LIMIT (Lines D9a plus D9b minus D9c)			37,508,531.10			

MONROVIA UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 2223-04

DISTRICT APPROPRIATIONS LIMITS FOR 2021-22 AND 2022-23

WHEREAS, in November of 1979, the California electorate did adopt Proposition 4, commonly called the Gann Amendment, which added Article XIII-B to the California Constitution; and

WHEREAS, the provisions of that Article establish maximum appropriation limitations, commonly called "Gann Limits", for public agencies, including school districts; and

WHEREAS, the District must establish a revised Gann limit for the 2021-22 fiscal year and a projected Gann Limit for the 2022-23 fiscal year in accordance with the provisions of Article XIII-B and applicable statutory law.

NOW, THEREFORE, BE IT RESOLVED that this Board does provide public notice that the Gann limit for the 2021-22 fiscal year is \$37,508,531.10, and the projected Gann limit for the 2022-23 fiscal year is \$40,792,237.96 and that the calculations are made in accord with applicable constitutional and statutory law; and

BE IT FURTHER RESOLVED that this Board does hereby declare that the appropriations in the Budget for the 2021-22 and 2022-23 fiscal years do not exceed the limitations imposed by Proposition 4; and

BE IT FURTHER RESOLVED that the Superintendent provides copies of this Resolution along with the appropriate attachments to interested citizens of this district.

Date: September 14, 2022

BOARD OF EDUCATION:

Selene Lockerbie, President

Traci Gholar, Vice President

Jennifer Anderson, Clerk

Rob Hammond, Member

Maritza Travanti, Member

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

8. 22/23-3019 - APPROVAL OF JOB DESCRIPTION, EXECUTIVE DIRECTOR OF SPECIAL EDUCATION

RECOMMENDATION

The Board of Education is requested to approve a new job description, *Director of Special Education*.

Motion by _____, seconded by _____, Vote _____

Board Member Travanti____, Board Member Hammond____, Board Member Anderson____,

Board Member Gholar____, Board President Lockerbie____

Rationale:

It is recommended that the Board approve the new job description of Executive Director of Special Education. The position of Executive Director of Special Education serves and leads the Monrovia Unified School District in the service of students with special needs. This position requires candidates that are highly qualified, trained, and experienced in the administration of Special Education programs, law, and instruction to ensure the highest quality of services for our students, families, and overall district compliance with both state and federal Special Education requirements.

Background:

Under the Direction of the Deputy Superintendent, the Executive Director of Special Education administers the district's special education program, coordinates student placements in programs, and articulates the district program with other schools and agencies. The Executive Director of Special Education leads a large team of Special Education experts to coordinate multiple partnerships with the Special Education Local Planning Area (SELPA) and ensures district compliance with Special Education Law and best educational practices for students with special needs. Monrovia Unified School District seeks to attract high quality and technically skilled candidates to fill this challenging role through the creation of the new position of Executive Director of Special Education.

Budget Implication (\$ Amount):

Annual salary: Administrative Scale 59: \$157,420. - \$167,081., plus Health Benefits.

Additional Information:

A copy of the new job description is attached.

ATTACHMENTS

- [Executive_Director_SPED_092022.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT

JOB TITLE: EXECUTIVE DIRECTOR, SPECIAL EDUCATION

DIVISION: Certificated Management

REPORTS TO: Deputy Superintendent

The Monrovia Unified School District exists to provide all students with an exceptional education, ensuring all graduate fully prepared for college, career, and life. We are looking to add talented, dedicated people to help accomplish that mission at every level of education. Every position has an important role in our district family and we are excited to grow that family to better serve our students.

BRIEF DESCRIPTION OF POSITION

Monrovia Unified School District is seeking a highly-qualified person with strong leadership and organizational ability for the position of Executive Director, Special Education. The Executive Director, Special Education position would serve as the leader for the District's Special Education Programs Department.

DISTINGUISHING CHARACTERISTICS:

The Board, Staff, and Community have high expectations for achievement of students and service for our students and community. Under the supervision of the Deputy Superintendent, Educational Services, guided by the policies of the Board of Education, administrative regulations and the State Education Code, the Executive Director, Special Education will evaluate the needs of special education students within the district to support the instructional programs to meet students' educational goals; to provide coordination and management of all special education programs and support teachers, special education students and parents in such a manner as to assure students have a full, appropriate educational opportunity. By collaborating with all the stakeholders, the Executive Director, Special Education ensures that each student has adequate support by creating and monitoring systems that promote success.

ESSENTIAL RESPONSIBILITIES:

- Provide leadership in the design and implementation of district-wide special education initiatives, and assist in planning programs, policies, and goals for the office of Educational Services including establishing and maintaining high standards of performance for special education staff.
- Represent the Special Education Programs Division to the Board of Education, Superintendent and Executive Cabinet. Provide leadership and direction for training of site administrators in legal requirements for special education.
- Oversee and direct the allocation of special education staff to schools in accordance with state and local standards and student needs.

- Maintain open lines of communication regarding special education with all stakeholders; respond to concerns of parents, teachers, administrators and community members.
- Develop, monitor and supervise all aspects of the annual budget; analyze and review budget data, control and authorize expenditures in accordance with established limitations; coordinate budget requests with individual schools relative to instructional programs.
- Selects, supervises, and evaluates itinerant specialists such as psychologists, occupational therapists, physical therapists, speech and language pathologists, adaptive physical education teachers, program specialists, special education clerical and classified staff.
- Develop, update, and revise policies and procedures related to assigned functions; and interpret district policies; review federal and state legislation/regulations related to special education; identify and share the impact of changes and ensure compliance.
- Coordinates and oversees programs and curriculum for special education students aligned with California Common Core State Standards, 21st Century Teaching and Learning, State Curriculum Frameworks, and instructional practices including intervention techniques and Multi-Tiered Systems of Support coordinates curricular resources in the areas of special education, psychological, health, wellness, and mental health services.
- Plan, implement and facilitate professional development/in-services for school staff both certificated and classified employees assigned the responsibility of delivering and overseeing the special education services/process at their site.
- Develop and present reports to the Board of Education, executive committee and principal groups.
- Conduct ongoing needs assessments, collect and analyze data to refine and improve department standard operational functions and services; evaluate special education program initiatives.
- Maintain a communication network with other special education directors both locally and in the state.
- Administer and direct the Adult Transition Program.
- Administration of the Transition Partnership Program and coordinate district partnership with the Los Angeles Department of Rehabilitation.
- Administration of the Workability Program and district representative to the regional program.
- Facilitate all Local Educational Area (LEA) budgeting, billing and vendor coordination.
- Collaborate with the Canyon Early Learning Center staff to facilitate all referrals to Special Education.
- Alternative Dispute Resolution Administration.
- Research and respond to all California Department of Education complaints related to Special Education.
- Oversee all Office of Administrative Hearings filings.
- Monitoring and supervision of all students placed in Non-Public and Residential Treatment Center settings.

- Supervision and direction of the Special Education Local Planning Area (SELPA) Nurse.
- Manage Home Hospital Instruction (HHI) and collaborate with Educational Services staff as needed in relation to HHI.
- Performs other tasks and assumes other responsibilities that may be assigned by the Deputy Superintendent or Governing Board.

KNOWLEDGE AND ABILITIES:

- Applicable laws, codes, regulations, policies and procedures.
- General curriculum standards and strategies for adapting and modifying curriculum.
- Appropriate accommodations for standardized testing for students with disabilities and alternative assessments.
- Interpersonal skills, using tact, patience, and courtesy.
- Basic math, including calculations using fractions, percentages, and /or ratios.
- Basic research procedures and principles, including problem solving and research techniques.
- English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills to effectively deal with the public, prospective employees, district administrators and other employees on a variety of sensitive issues.
- Operation of a computer and assigned software, such as but not limited to district applications such as Aeries, and SEIS; and computer software involving word processing, spreadsheets and databases.
- Oral and written communication skills.
- Principles and practices of administration, supervision, and training.
- Principles and techniques of budget preparation and control.
- State-of-the-art theories, techniques and methodologies of instruction and district operation.

EDUCATION/EXPERIENCE:

- Master's Degree in Special Education or a related field.
- Valid California Administrative Credential.
- At least ten school years of successful full-time service in a certificated position(s), no fewer than three years of which must have been in a management position(s).
- Valid California driver's license required.

SALARY AND BENEFITS

- Salary Range 59 on the certificated manager salary schedule (\$157,420 - \$167,081)

TERM OF ASSIGNMENT

- Full time -12 months
- 226 days

ABILITY TO

- Work collaboratively with the Deputy Superintendent and staff to establish and reach clear goals and objectives.
- Communicate effectively in oral and written form.
- Work creatively to solve problems and effectively promote change. Work with and appreciate a diverse community, student population and staff.
- Assimilate and evaluate data and prepare sound recommendations.
- Develop and keep the trust and confidence of others; deal effectively with different personalities and styles.
- Motivate others, manage staff to maximize their skills and talents, and establish and maintain effective working relationships.
- Understand and carry out oral and written directions with minimal professional direction.
- Establish and maintain effective and cooperative organizational, public and community relationships.
- Train and evaluate the performance of assigned staff.
- Interpret, apply, and explain rules, regulations, policies and procedures
- Analyze situations accurately and adopt an effective course of action; meet schedules and timelines.
- Demonstrate strong organizational skills.
- Conduct meetings, facilitate groups and workshops.
- Develop and administer a comprehensive program work plan, budget, and outcomes.
- Establish and maintain collaborative working relationships with industry, faculty, staff, students, and the public.
- Be sensitive and committed to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student/community population.
- Use computer software for word processing, spreadsheets, databases, presentations, and information sharing and communication.
- Travel to off-campus functions and transport presentation materials and equipment.
- Organize and conduct special events in conjunction with other departments and programs.
- Meet schedules and timelines
- Analyze situations accurately and adopt an effective course of action
- Facilitate groups of employees and parents
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and professional working relationships with individuals, groups,
- public and private agency personnel.
- Work independently under broad organizational policies to achieve organizational objectives

ENVIRONMENT: Office environment. Constant interruptions. Outside and office environment; driving a vehicle to District sites to conduct work.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform functions of this job. Reasonable accommodation may be made to enable individuals with a disability to perform the essential functions.

- Mental ability and knowledge required to interpret and implement policies, rules and regulations, and make determinations relative to the effective performance of the essential responsibilities of the position.
- Ability to sit or stand for extended periods of time.
- Ability to see and read printed matter with or without vision aids.
- Ability to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to carry out the functions of the above essential responsibilities.
- Ability to speak in audible tones so that others may understand clearly.
- Ability to bend, reach and mobility sufficient to circulate freely around campus.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

GENERAL CERTIFICATES, LICENSES, REGISTRATIONS:

Appropriate teaching, administrative credential as required by the State of California.

CLAD/BCLAD Certification Preferred.

California Driver's License.

Computer skills in Microsoft Office and Google platform.

SUBJECT TO BOARD APPROVAL: September 2022

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

9. 22/23-3020 - APPROVAL OF JOB DESCRIPTION, *SOCIAL WORKER*.

RECOMMENDATION

The Board of Education is requested to approve a new job description, *Social Worker*.

Motion by _____, seconded by _____, Vote _____

Board Member Travanti____, Board Member Hammond____, Board Member Anderson____,

Board Member Gholar____, Board President Lockerbie____

Rationale:

It is recommended that the Board approve the new job description of Social Worker.

Background:

Under the direction of the Deputy Superintendent, the Social Worker will be a vital part of the total educational process by helping students and parents obtain the help and resources available to achieve their goals. Not only will the Social Worker collaborate with school psychologists, teachers, and the entire educational staff to remove barriers to academic success, they will also work with community agencies to provide tools for students and their families to function and be productive in every phase of school and social life.

Additional Information:

A copy of the new job description is attached.

ATTACHMENTS

- [School Social Worker _092022.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT

JOB TITLE: SCHOOL SOCIAL WORKER

DIVISION: Certificated Management

REPORTS TO: Deputy Superintendent

The Monrovia Unified School District exists to provide all students with an exceptional education, ensuring all graduate fully prepared for college, career, and life. We are looking to add talented, dedicated people to help accomplish that mission at every level of education. Every position has an important role in our district family and we are excited to grow that family to better serve our students.

BRIEF DESCRIPTION OF POSITION

Monrovia Unified School District is seeking highly qualified School Social Workers to provide students, families, and school systems the resources and tools to overcome the barriers that create challenges for students accessing high levels of learning and achievement

DISTINGUISHING CHARACTERISTICS:

This will be achieved through the use of assessment, counseling, consultation, coordination of school and community resources, and program development across the TK-12 grade span of MUSD. Under the supervision of the Deputy Superintendent of Educational Services, the School Social Worker utilizes knowledge of human behavior, social, cultural, and community influences to help create a positive learning climate for MUSD students. The School Social Worker functions as a mental health professional on multi-disciplinary teams and provides case management services.

ESSENTIAL RESPONSIBILITIES:

- Provides assessments to determine the social, emotional, behavioral needs of students for the purpose of providing effective intervention strategies for students and their families.
- Collects and records information to share and collaborate with appropriate personnel as a component of case studies.
- Serves on and collaborates with multi-disciplinary team(s) to address needs of students with or without disabilities to assure implementation of appropriate services, programming and/or placement.
- Contributes special knowledge of human behavior and relationships to staff.
- Provides consultation to administrators and teachers on broad areas of mental health.
- Consults with administrators, faculty, and staff on school and student needs.

- Consults and collaborates with parents regarding ways they can help their child become more successful in school.
- Consults with students and families to provide a broad range of community resources.
- Provides crisis intervention services.
- Evaluates students to determine their need for school social work or other services.
- Employs appropriate social work methods in situations affecting the student's educational progress.
- Provides direct services to students and parents.
- Supports and collaborates with teams that implement the school's PBIS/MTSS programs
- Supports and enhances a positive school climate.
- Provides classroom and student behavior supports to teachers.
- Serves as liaison between school, families, and community agencies.
- Effectively utilizes community resources and collaborates with providers to serve family and student needs.
- Serves as school liaison to DCFS, Family Court, and other government agencies.
- Provides input to assure that student's educational, social, emotional, and material needs are met in accordance with established laws, rules, and regulations.
- Collaborates with MUSD schools in planning programs that prevent, reduce or alleviate situations that interfere with the learning process of students.
- Provides input, as requested, regarding district-wide and departmental policy and planning decisions.
- Develops new evidence-based programs based on students' needs
- Organizes time, resources, and services to meet workload demands.
- Maintains accurate, complete, and punctual records as required by law, district policy, and administrative directions.
- Abides by NASW's Professional Code of Ethics.
- Participates in professional growth activities.
- Promotes public awareness regarding school social work services.
- Conducts or participates in periodic needs assessments.
- Develops, implements, and evaluates the school social work program.
- Supervises school social work interns.
- Plans and/or provides in-service training programs.
- Performs related professional responsibilities.
- Uses appropriate channels of communication.
- Understands and works within one's role in the district and contributes to the total efforts of school social work services.
- Adheres to established regulations, policies, rules, and laws.
- Performs other tasks and assumes other responsibilities that may be assigned by the Deputy Superintendent.

KNOWLEDGE AND ABILITIES:

- Ability to work effectively and cooperatively with colleagues, other District personnel, and community representatives and agencies.
- Knowledge of the growth and development of children and adolescents, learning theory, and mental health concepts.
- Knowledge of uses, interpretation, and limitations of standardized individual and group tests.
- Ability to communicate effectively with students, parents, and District personnel verbally and in writing.
- Ability to work effectively with students in an advisory capacity and with adults in a consultative role.
- Understanding of the relationship between the total education program and counseling/guidance services.
- Understanding of the physical, intellectual, social, and emotional growth patterns of students.
- Ability to work effectively with all racial, ethnic, linguistic, disability, and socioeconomic groups.
- Ability to compose and comprehend written communication.
- Ability to travel to other sites/locations.
- Mobility to traverse all areas of the worksite.
- Ability to use word processing, spreadsheet, and presentation software.

EDUCATION/EXPERIENCE:

- Master's Degree in Social Work or related field plus experience with school-age children, school- based, and/or school-related mental health programs.
- Possession of a valid California Pupil Personnel Services Credential.
- Bilingual, Spanish preferred.

TERM OF ASSIGNMENT

- Full time -10 months
- 206 days
- Counselor Salary Schedule

ABILITY TO

- Work collaboratively with the Deputy Superintendent and staff to establish and reach clear goals and objectives.
- Communicate effectively in oral and written form.
- Work creatively to solve problems and effectively promote change. Work with and appreciate a diverse community, student population and staff.
- Assimilate and evaluate data and prepare sound recommendations.
- Develop and keep the trust and confidence of others; deal effectively with different personalities and styles.
- Motivate others, manage staff to maximize their skills and talents, and establish and maintain effective working relationships.
- Understand and carry out oral and written directions with minimal professional

direction.

- Establish and maintain effective and cooperative organizational, public and community relationships.
- Train and evaluate the performance of assigned staff.
- Interpret, apply, and explain rules, regulations, policies and procedures
- Analyze situations accurately and adopt an effective course of action; meet schedules and timelines.
- Demonstrate strong organizational skills.
- Conduct meetings, facilitate groups and workshops.
- Develop and administer a comprehensive program work plan, budget, and outcomes.
- Establish and maintain collaborative working relationships with industry, faculty, staff, students, and the public.
- Be sensitive and committed to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the student/community population.
- Use computer software for word processing, spreadsheets, databases, presentations, and information sharing and communication.
- Travel to off-campus functions and transport presentation materials and equipment.
- Organize and conduct special events in conjunction with other departments and programs

ENVIRONMENT: Office environment. Constant interruptions. Outside and office environment; driving a vehicle to District sites to conduct work.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform functions of this job. Reasonable accommodation may be made to enable individuals with a disability to perform the essential functions.

- Mental ability and knowledge required to interpret and implement policies, rules and regulations, and make determinations relative to the effective performance of the essential responsibilities of the position.
- Ability to sit or stand for extended periods of time.
- Ability to see and read printed matter with or without vision aids.
- Ability to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to carry out the functions of the above essential responsibilities.
- Ability to speak in audible tones so that others may understand clearly.
- Ability to bend, reach and mobility sufficient to circulate freely around campus.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

GENERAL CERTIFICATES, LICENSES, REGISTRATIONS:

California Driver's License.

Computer skills in Microsoft Office and Google platform.

SUBJECT TO BOARD APPROVAL: September 2022

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

10. 22/23-3022- REAPPOINTMENT OF JEANNE TYLER, PERSONNEL COMMISSIONER

RECOMMENDATION

The Board of Education is requested to publicly announce Jeanne Tyler as the California School Employee Association (CSEA) nominee to the Personnel Commission, and to set October 26, 2022, as the date for a public hearing regarding the reappointment of Ms. Tyler to the Personnel Commission.

Motion by _____, seconded by _____, Vote _____

Board Member Travanti____, Board Member Hammond____, Board Member Anderson____,

Board Member Gholar____, Board President Lockerbie____

Rationale:

The Monrovia Unified School District Personnel Commission consists of three members. One member of the Commission is appointed by the Board of Education; one is appointed by the Board of Education upon the recommendation of the recognized classified employee organization; and the third is appointed by the other two members of the Commission. By law, the term of office for each Commissioner is for a three-year period and expires at Noon on December 1 of the third year. The terms of office have been scheduled so that the term of one Commissioner expires each December 1.

Background:

Ms. Tyler has served as CSEA's appointee to the Personnel Commission since December 1, 2001. Her current term of office expires on December 1, 2022. Ms. Tyler has indicated a willingness to serve another term. On August 11, 2022, CSEA announced its intention to reappoint her. Per PC rules, a public hearing must be held at a regularly scheduled Board meeting after thirty (30) and within forty-five (45) days of the Board's public announcement of the classified employee organization's nominee, and shall provide the public, employees, Board, and Commission an opportunity to express their views on the qualifications of the appointee.

Budget Implication (\$ Amount):

There are no costs associated with this appointment.

Legal References:

Education Code 45245 and 45246 provide the procedures to be followed in appointing Commissioners to the Personnel Commission.

ATTACHMENTS

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

11. 22/23-5016 - RESOLUTION NO. 2223-02, RECOGNIZING THE MONTH OF SEPTEMBER 2022, AS “SUICIDE PREVENTION AWARENESS MONTH”

RECOMMENDATION

The Board of Education is requested to approve Resolution No. 2223-02, recognizing the month of September 2022, as "Suicide Prevention Awareness Month."

Motion by _____, seconded by _____ Vote _____

Board Member Travanti ____, Board Member Hammond ____, Board Member Anderson ____,

Board Member Gholar ____, Board President Lockerbie _____

Rationale:

This year, September 2022 is recognized as Suicide Prevention Awareness Month. Millions of people around the world join their voices to share a message of hope and healing. Preventing suicide requires the efforts of many, from individual friends, families, neighbors, and co-workers, to government agencies and community organizations from a wide range of sectors.

Background:

Monrovia Unified School District is committed to saving and supporting life, through the work of our flagship Wellness Center, and in conjunction with our community partners like Care Solace, D’Veal, and Healing Connections, bring about awareness, education and outreach, and treatment. The District commits to providing mental health supports to those who need it, and urges all citizens to recognize and participate in its observance.

Budget Implication (\$ Amount):

Additional Information:

A copy of the Resolution is attached.

ATTACHMENTS

- [Suicide_Awareness_Resolution.pdf](#)

**MONROVIA UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 2223-02, RECOGNIZING THE MONTH OF
SEPTEMBER 2022, AS “SUICIDE PREVENTION AWARENESS MONTH”**

WHEREAS, the month of September 2022, is Suicide Prevention Awareness Month, when millions of people around the world join their voices to share a message of hope and healing; and

WHEREAS, preventing suicide requires the efforts of many, from individual friends, families, neighbors, and co-workers, to government agencies and community organizations from a wide range of sectors; and

WHEREAS, in these challenging times messages of hope and healing are more needed than ever; and

WHEREAS, suicidal thoughts can affect anyone regardless of age, gender, or background; and

WHEREAS, many of those who struggle with thoughts of suicide have not received effective behavioral health services for many reasons, including the difficulty of accessing services, the stigma of behavioral health treatment and the stigma associated with losing a loved one to suicide; and

WHEREAS, the Monrovia Unified School District is committed to saving and supporting life, through the work of our flagship Wellness Center, and in conjunction with our community partners like Care Solace, D’Veal, and Healing Connections, bring about awareness, education and outreach, and treatment; and

WHEREAS, the Monrovia Unified School District urges all Californians to play a role in suicide prevention and promoting health and wellness; and

WHEREAS, the benefits of preventing and overcoming mental health challenges, suicide attempts, and loss, are significant and valuable to individuals, families, and our community at large; and

WHEREAS, it is essential that we educate students about suicide, mental health, and the ways they affect all people in the community; and

WHEREAS, we must encourage relatives, friends, co-workers, and providers to recognize the signs of a problem, and guide those in need to appropriate services and supports; and

WHEREAS, Suicide Prevention Week inspires millions of Americans to raise awareness, build resiliency, and find hope.

**MONROVIA UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 2223-02, RECOGNIZING THE MONTH OF
SEPTEMBER 2022, AS “SUICIDE PREVENTION AWARENESS MONTH”**

THEREFORE, BE IT RESOLVED, the Monrovia Unified School District Board of Education the month of September 2022, as “Suicide Prevention Awareness Month,” and commits to providing mental health supports to those who need it, and urges all citizens to recognize and participate in its observance.

Signed by the Monrovia Unified School District Governing Board of Education, this 14th day of September, 2022:

Selene Lockerbie, President

Traci Gholar, Vice-President

Jennifer Anderson, Clerk

Rob Hammond, Board Member

Maritza Travanti, Board Member

Ryan D. Smith, Superintendent

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

12. 22/23-5017 - RESOLUTION NO. 2223-03, RECOGNIZING SEPTEMBER 15, 2022, THROUGH OCTOBER 15, 2022, AS "HISPANIC HERITAGE MONTH"

RECOMMENDATION

The Board of Education is requested to approve Resolution No. 2223-03, recognizing September 15, 2022, through October 15, 2022, as "*Hispanic Heritage Month*."

Motion by _____, seconded by _____ Vote _____

Board Member Travanti ____, Board Member Hammond ____, Board Member Anderson ____,

Board Member Gholar ____, Board President Lockerbie _____

Rationale:

This year, September 15, 2022, through October 15, 2022, the United States celebrates "National Hispanic Heritage Month," enacted in Public Law 100-402 on August 17, 1988, with this year's theme being, "Unidos: Inclusivity for a Stronger Nation." The MUSD Board of Education recognizes the economic, cultural, spiritual, and political development of Hispanic-Americans in Monrovia, and encourages schools, staff, and students, to honor the historic contribution of Hispanics/Latinos through research, classroom lesson plans, guest speakers, displays, lectures, practical activities, and cultural celebrations.

Background:

Budget Implication (\$ Amount):

Additional Information:

A copy of the resolution is attached.

ATTACHMENTS

- [Hispanic_Heritage_Resolution.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT RESOLUTION NO. 2223-02, RECOGNIZING SEPTEMBER 15, 2022, THROUGH OCTOBER 15, 2022, AS “HISPANIC HERITAGE MONTH”

WHEREAS, the United States commemorates the heritage and culture of all Americans whose ancestors came from Spain, Mexico, the Caribbean, and Central and South America; and

WHEREAS, beginning on September 15, 2022, and ending October 15, 2022, the United States celebrates National Hispanic Heritage Month as enacted in Public Law 100-402 on August 17, 1988, with this year's theme, "Unidos: Inclusivity for a Stronger Nation"; and

WHEREAS, Hispanic Americans have contributed to the economic, cultural, spiritual, and political development of Monrovia; and

WHEREAS, Hispanic Americans value knowledge and learning; and

WHEREAS, the diverse student body of the Monrovia Unified School District includes Hispanic American students; and

WHEREAS, Hispanic American exempt and classified staff support all students' learning; and

WHEREAS, Hispanic American administrators lead their schools with vision; and

WHEREAS, Hispanic Americans have served on the school board with distinction; and

WHEREAS, all citizens will benefit from an accurate portrayal of Hispanic heritage and culture; and

WHEREAS, research findings suggest that presenting Hispanic American culture, history, and perspective in the classroom promotes academic success for Hispanic American students;

NOW, THEREFORE, BE IT RESOLVED, the Monrovia Unified School District Board of Education proclaims September 15, 2022, through October 15, 2022, as “Hispanic Heritage Month,” and encourages schools, staff, and students to honor the historic contribution of Hispanics/Latinos through research, classroom lesson plans, guest speakers, displays, lectures, practical activities, and cultural celebrations.

Signed by the Monrovia Unified School District Governing Board of Education, this 14th day of September, 2022:

MONROVIA UNIFIED SCHOOL DISTRICT RESOLUTION NO. 2223-02, RECOGNIZING SEPTEMBER 15, 2022, THROUGH OCTOBER 15, 2022, AS “HISPANIC HERITAGE MONTH”

Selene Lockerbie, President

Traci Gholar, Vice-President

Jennifer Anderson, Clerk

Rob Hammond, Board Member

Maritza Travanti, Board Member

Ryan D. Smith, Superintendent

Agenda Item Details

Meeting Date: 2022-09-14 18:30:00

AGENDA ITEM TITLE:

13. 22/23-5018 - BOARD DISCUSSION REGARDING SUPPORT FOR THE PUBLIC LANDS ACT

RECOMMENDATION

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

Motion by _____, seconded by _____ Vote _____

Board Member Travanti ____, Board Member Hammond ____, Board Member Anderson ____,

Board Member Gholar ____, Board President Lockerbie _____

ATTACHMENTS

Subject: PENDING BOARD ISSUES

Prepared by: Ryan Smith, Ed. D., Superintendent

Action desired:

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

Rationale:

This agenda item affords an opportunity for the Board of Education to review the status of items that have been scheduled for Board consideration, raise issues or questions that have not been scheduled for discussion, and place issues in priority order for attention, consistent with the Board Vision.

Issue/Question/Request	Status	Next steps
Cyclical Reports		
Supt. Performance Objectives	Establish performance objectives for Superintendent Evaluation.	To be conducted annually by September 30
Superintendent Evaluation	Review Superintendent performance objectives for formal evaluation	To be conducted annually by June 30, 2023
Review of Vision & Goals	Review Vision & Goals and progress on the Strategic Plan.	Prior year goals to continue as assumed
Inter-district transfers	Report on number of transfers in and out of the district at Board Meeting and, if needed, in a Study Session.	Next update Oct/Nov 2022

Information Item K.5
September 14, 2022

Issue/Question/Request	Status	Next steps
Cyclical Reports (continued)		
<p>Student Achievement: standards & plans for closing the achievement gap; investigation of model practices, demographic data, and multiple measures of achievement.</p>	<p>Educational Services Board Meeting Reports:</p> <ul style="list-style-type: none"> 10/12/22 • Textbook certify sufficiency/ public hearing 12/09/22 • Gold Ribbon Schools Eligible (Board Update) 12/14/22 • Single Plans Student Achievement all sites 1/18/23 • SARC Board approval 2/8/23 • Mid-Year Review – Multiple Measures Report 4/12/23: • CELC Program Report <ul style="list-style-type: none"> • Carl Perkins Application 4/26/23 • Village Program Report <ul style="list-style-type: none"> • Dual Immersion Program Report 5/26/23 • Homeless & Foster Youth Report (Board Update) 6/14/23: • Annual LCAP Public Review <ul style="list-style-type: none"> • Multiple Measures Report w/ LCAP data 6/23/23 • GATE Program Report (Board Update) 6/28/23: • Music/Art Community Theater Report 	
CGI Math Update	Provide a program update to the Board of Education	September 2022
Technology Projects	Staff technology standards & teaching plan – working with Educational Services.	December 2022
E-Rate	E-rate funding approval annually.	Jan/Feb/Mar
Safety, Emergency Prep, & Discipline	Update information: Safety, Emergency Preparedness Annually Oct /Nov/Dec.	Next report Fall 2022
Athletic Coach Certification & Training	Athletic coach certification and concussion training annually. Next training: August 2022	Annually in September

Issue/Question/Request	Status	Next steps
	Cyclical Reports (Continued)	
Budget/ Enrollment/Staffing	<p><u>2022-23 Budget Preparation Calendar:</u></p> <ul style="list-style-type: none"> • Sept. 14, 2022: Unaudited Actuals Annual Report – Revenue, Expenditures & Ending Fund Balances • Oct. 26, 2022: 2022-23 October Enrollment Report based on Census Day Enrollment • December 14, 2022: 2022-23 First Interim Budget Report • Jan. 18, 2023: 2021-22 Audit Report • Jan. 18, 2023: 2022-23 P-1 Student Attendance Report • Feb. 8, 2023: 2022-23 Budget based on Governor’s January Budget Proposals • Feb. 22, 2023: 2022-23 Enrollment & Staffing Report • Mar. 8, 2023: 2022-23 Second Interim Budget Rpt • April 26, 2023: 2022-23 P-2 Student Attendance Rpt • May 24, 2023: 2023-24 Governor’s May Budget Revision (Board Update) • June 14, 2023: 2023-24 Adopted Budget Public Hearing • June 28, 2023: 2023-24 Budget Adoption 	
Board Walks (Board site visits)	Elementary schools will be visited in the 2022-23 SY; MHS annually	Dates to be determined
Adult Ed Update	Update on status of Adult Education program. Next report Fall 2022	Annually in fall
Redevelopment/ Pass Through Funds	Board update after District receives information from the County.	Upon receipt of funds
Village Extended Day Program	Board Report on Village Program - Even years in Spring.	Next report Spring 2024
Class Size Report / Staffing	Report on Class Size/Staffing annually in Spring:	Next report Spring 2023

Information Item K.5
September 14, 2022

Issue/Question/Request	Status	Next steps
	Long Range Plans	
Legislative Policy	<ul style="list-style-type: none"> Review legislative policy changes/updates Special Education funding 	2022-23
MUSD Marketing	<ul style="list-style-type: none"> Receive guidelines on how to focus marketing efforts 	2022-23
Facilities Needs Assessment Prioritized List	<ul style="list-style-type: none"> Receive recommendations about the Facilities Master Plan needs assessment 	Facilities Advisory Committee will convene in Fall
Jt. Meeting with Monrovia City Council	<ul style="list-style-type: none"> To collaborate and discuss matters of importance to both the City of Monrovia and the District 	Dates to be determined
State of the Schools	<ul style="list-style-type: none"> Plans underway 	October 19, 2022
Solar Panel Options	<ul style="list-style-type: none"> Revisit solar panel options throughout the District 	Determining feasibility and seeking funding options
Amigos de los Rios	<ul style="list-style-type: none"> Status report on the results of the Prop 68 grant 	Progress reports continuously throughout the SY
Lobbyist Efforts for MUSD	<ul style="list-style-type: none"> Discuss efforts of lobbyist group on behalf of the District 	Continue to seek grant opportunities
CELC/ Cognitive Toolbox Update	<ul style="list-style-type: none"> Receive update on the status of the program 	End of 2022-23 SY
Safety Corridor Plans for MUSD schools	<ul style="list-style-type: none"> Plans to create a “safety corridor” in and around school sites are being discussed with MPD 	Plan has been developed and is posted on District & City website
Positive Behavior Intervention & Supports (PBIS) implementation	<ul style="list-style-type: none"> Update on the implementation of PBIS at school sites; including how planning and restorative practices are woven into implementation 	Status update to be provided throughout the year

Issue/Question/Request	Status	Next steps
	Long Range Plans	
Regular Policy Review	District Vision – 0000; Community Relations – 1000; Administration – 2000; Board Operations – 8000; Board Bylaws – 9000	2022-23
	Business Policies	2022-23
	Human Resources Policies	2022-23
	Educational Services Policies	2022-23
	Pupil Personnel Services	2022-23