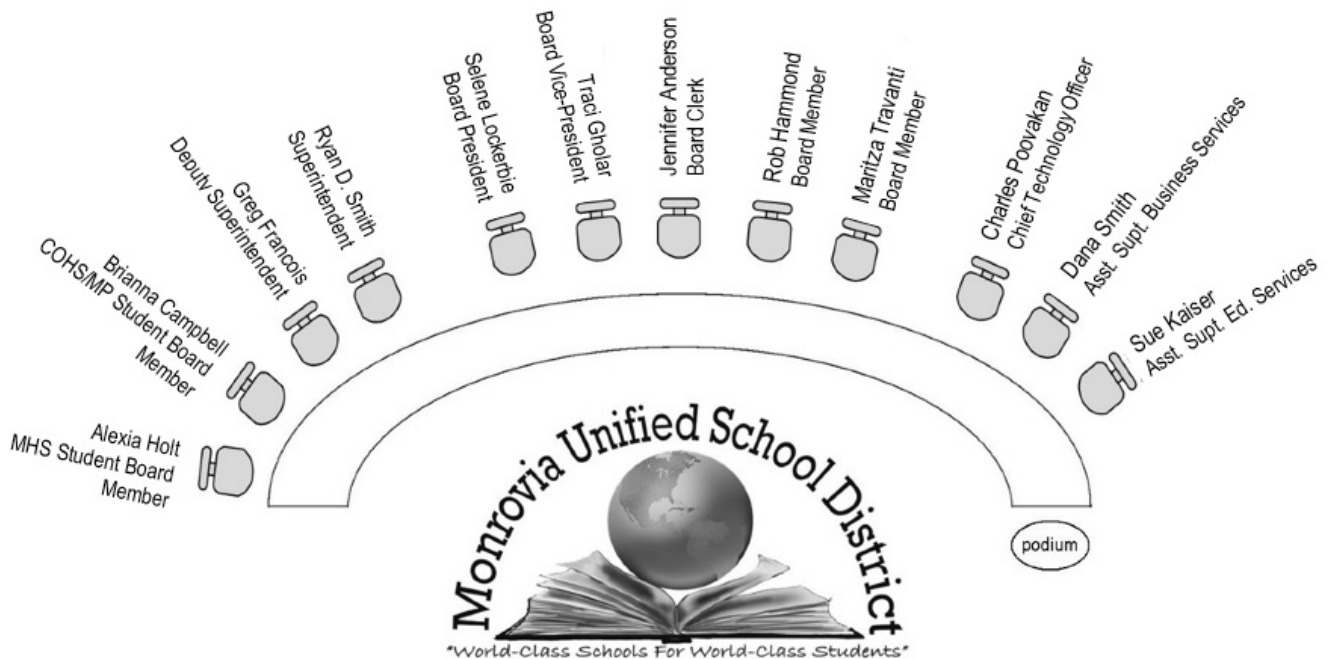




In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Superintendent's Office (626) 471-2010, twenty-four hours prior to the meeting so that reasonable arrangements can be made. The Administration Center Board Room is wheelchair 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, May 25, 2022

5:00 p.m. - Superintendent's Office

BOARD OF EDUCATION OPEN SESSION MEETING

Wednesday, May 25, 2022

6:30 p.m. - Board Room

A. CONVENE BOARD OF EDUCATION OPEN SESSION MEETING (5:00 p.m.)

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

B. CONVENE BOARD OF EDUCATION CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release (Government Code Section 54957)
2. Conference with legal counsel regarding anticipated litigation (Government Code Section 54956.9)
3. Public Employee Appointment - *Director of Secondary Educational Services* (Government Code Section 54957)
4. Superintendent's evaluation (Government Code Section 54957)

C. ADJOURN BOARD OF EDUCATION CLOSED SESSION

D. RECONVENE 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 Monrovia High School - Principal, Adrian Ayala

3. Roll Call:

Selene Lockerbie, Board President _____

Ryan D. Smith, Superintendent _____

Traci Gholar, Board Vice-President _____

Gregoire Francois, Deputy Supt. _____

Jennifer Anderson, Board Clerk _____

Sue Kaiser, Asst. Supt. Ed. Svcs. _____

Rob Hammond, Board Member _____

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

Maritza Travanti, Board Member _____

Leslie Lockhart, Int. Asst. Supt. of HR _____

COHS/MP Student Board Member

Charles Poovakan, CTO _____

Brianna Campbell _____

4. Report out on Closed Session

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 May 11, 2022.

Motion by _____, seconded by _____, Vote _____

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

Board Member Gholar _____, Board President Lockerbie _____

[BM Mins - 051122.pdf](#)

F. RECOGNITIONS AND COMMUNICATIONS

1. The Board of Education would like to congratulate the **CIF Championship sports teams of Monrovia High School** on a championship season.

2. The Board of Education would like to congratulate the **Robotics teams of Clifton MS, Santa Fe CSMS, & Monrovia High School** on a successful year.

3. The Board of Education would like to thank **Alexia Holt of Monrovia High School, and Brianna Campbell of Canyon Oaks High School/ Mountain Park School**, for their service as Student Board Members for the Board of Education.

4. The Board of Education **wishes to honor those Monrovia Unified School District employees who have retired or will be retiring this school year:**

- **Sheri Bignell, RSP Teacher - 4 years**
- **Dorothy Brown, School Office Manager - 37 years**
- **Samuel Brown, Campus Security Officer - 32 years**
- **Sherrill Clapsaddle, Clerical Assistant I - 24 years**
- **Janet Harding, Clerical Assistant III - 28 years**
- **Randy Hare, MHS PE Teacher - 31 years**
- **Carter James, Teacher - 15 years**
- **Karen (Sue) Kaiser, Asst. Supt of Ed Services - 9 years**
- **Paula Langdale, Teacher - 25 years**
- **Amy Morrison, Teacher - 19 years**
- **Roger Wu, Teacher - 13 years**

- 5. Board Member Reports
- 6. Student Board Member Report
- 7. Report from the Superintendent

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

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

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

2. Public Comments for items on the Open Session Agenda

H. STAFF PRESENTATIONS

1. 2021-22 PERIOD 2 (P-2) STUDENT ATTENDANCE REPORT. (Dana Smith, Asst. Supt. of Business Svcs.).

The Board of Education will hear receive an informational report on Period 2 (P-2) Student Attendance for the 2021-22 school year and Governor Newsom's May Budget Revision.
[2021-22 P-2 ADA Report.pdf](#)
[2021-22 P-2 Student Attendance Report for 05-25-22.pdf](#)

I. CONSENT AGENDA

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

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

Approval of Consent Agenda:

Motion by _____, seconded by _____ Vote _____

Board Member Travanti___, Board Member Hammond___, Board Member Anderson___,

Board Member Gholar___, Board President Lockerbie___

EDUCATIONAL SERVICES

1. 21/22-1108 - SAN GABRIEL VALLEY ECONOMIC PARTNERSHIP PROPOSAL FOR INDUSTRY INTERMEDIARY AGREEMENT WITH MONROVIA UNIFIED SCHOOL DISTRICT

The Board of Education is requested to approve a service agreement with the San Gabriel Valley Economic Partnership (SGVEP) for July 1, 2022, through June 30, 2023.

[SGVEP Agreement 2022-2023 Rev 20220519.pdf](#)

BUSINESS SERVICES

2. 21/22-2141 - PURCHASE ORDERS AND PAYMENT OF BILLS

The Board of Education is requested to ratify purchase orders in the amount of \$494,560.98, issued April 22, 2022, through May 5, 2022, and payments in the amount of \$5,944,131.04, issued April 27, 2022, through May 11, 2022.

[BA Item 2141\(b-e\) Purchase Order Rpt 5-25-22.pdf](#)

3. 21/22-2142 - DISTRICT CASH RECEIPTS

The Board of Education is requested to receive District cash receipts; Deposit Report No. 39 through No. 40, deposited May 2, 2022 through May 9, 2022, for a total amount of \$214,526.60.

[BA Item 2142\(b\) Deposit Rpts #39-40 5-25-22.pdf](#)

4. 21/22-2143 - BUDGETARY TRANSFERS AND REVISIONS

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

[BA Item 2143\(b\) Budgetary Transfers 5-25-22.pdf](#)

5. 21/22-2144 - CUMULATIVE OBJECT SUMMARY REPORTS

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

[BA Item 2144\(b\) Cumulative Object Summary Rpt \(April 2022\) 5-25-22.pdf](#)

6. 21/22-2146- PROFESSIONAL SERVICE AGREEMENTS

The Board of Education is requested to approve the Professional Service Agreements Report #16 for the Monrovia Unified School District 2021-22 SY.

[Professional Service Agmts #16 - 052522.pdf](#)

7. 21/22-2147 - CONTRACT FOR CONSULTANT SERVICES RELATED TO THE CALIFORNIA SCHOOLS STORM WATER COMPLIANCE GROUP

The Board of Education is requested to approve a contract with the Los Angeles County Office of Education (LACOE) and Wood Environmental & Infrastructure Solutions, Inc. to provide technical services to Monrovia Unified School District.

[BA Item 2147\(b\) Contract for Consultant Services Related to the California Schools Storm Water Compliance Grp 5-25-22.pdf](#)

8. 21/22-2148 - SERVICE AGREEMENT WITH BLACKWATER PUBLIC SAFETY

The Board of Education is requested to approve a service agreement with Blackwater Public Safety for security and patrol services.

[BA Item 2148\(b\) Service Agreement with Blackwater Public Safety 5-25-22.pdf](#)

HUMAN RESOURCES

9. 21/22-4032 - PERSONNEL ASSIGNMENTS

The Board of Education is requested to approve Personnel Assignments Report #19.

[2022-05-25 Personnel Report 19.pdf](#)

10. 21/22-4033 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL

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

[05252022TravelConference.pdf](#)

BOARD BUSINESS

11. 21/22-5097- BOARD POLICY 4112.8, *EMPLOYMENT OF RELATIVES*

The Board of Education is requested to adopt Board Policy 4112.8, Employment of Relatives, as recommended by the California School Boards Association (CSBA).

[BP 4112.8 Employment of Relatives.pdf](#)

12. 21/22- 5098 - BOARD POLICY 4030, *NONDISCRIMINATION IN EMPLOYMENT, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION*

The Board of Education is requested to adopt Board Policy 4030, Nondiscrimination in Employment, and its accompanying administrative regulation as recommended by the

J. ACTION ITEMS (Non-Consent)

EDUCATIONAL SERVICES – Sue Kaiser, Ed.D., Asst. Supt. of Educational Svcs.

1. 21/22-1097 - MONROVIA HIGH SCHOOL 2022 GRADUATES

The Board of Education is requested to approve Monrovia High School students for graduation.

Motion by _____, seconded by _____ Vote _____

Board Member Travanti____, Board Member Hammond____, Board Member Anderson____

Board Member Gholar____, Board President Lockerbie____

[MHS 2022 Graduates.pdf](#)

2. 21/22-1098 - CANYON OAKS HIGH SCHOOL 2022 GRADUATES

The Board of Education is requested to approve Canyon Oaks High School students for graduation.

Motion by _____, seconded by _____ Vote _____

Board Member Travanti____, Board Member Hammond____, Board Member Anderson____

Board Member Gholar____, Board President Lockerbie____

[Canyon Oaks High School 2022 Graduates.pdf](#)

3. 21/22-1099 - MOUNTAIN PARK SCHOOL 2022 GRADUATES

The Board of Education is requested to approve Mountain Park School students for graduation.

Motion by _____, seconded by _____ Vote _____

Board Member Travanti____, Board Member Hammond____, Board Member Anderson____

Board Member Gholar____, Board President Lockerbie____

[Mountain Park School 2022 Graduates.pdf](#)

4. 21/22-1100 - MONROVIA COMMUNITY ADULT SCHOOL 2022 GRADUATES

The Board of Education is requested to approve Monrovia Community Adult School students for graduation.

Motion by _____, seconded by _____ Vote _____

Board Member Travanti____, Board Member Hammond____, Board Member Anderson____

Board Member Gholar____, Board President Lockerbie____

[MCAS 2022 Graduates.pdf](#)

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

5. 21/22-2149 - AGREEMENT WITH SPYGLASS

The Board is requested to approve an agreement with Spyglass to analyze the District's primary telecommunications service accounts to seek recovery, service elimination and cost reduction recommendations.

Motion by _____, seconded by _____ Vote _____

Board Member Travanti____, Board Member Hammond____, Board Member Anderson____

Board Member Gholar____, Board President Lockerbie____

[BA Item 2149\(b\) Agreement with Spyglass 5-25-22.pdf](#)

HUMAN RESOURCES – Gregoire Francois, Ed.D., Deputy Superintendent

6. 21/22-4034 - DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

The Board of Education is requested to adopt the Declaration of Need for Fully Qualified Educators for the 2022-23 school year.

Motion by _____, seconded by _____ Vote _____

Board Member Travanti____, Board Member Hammond____, Board Member Anderson____

Board Member Gholar __, Board President Lockerbie __
[cl500 22-23.pdf](#)

7. 21/22 4038- APPROVAL OF CONTRACT WITH SYTECH SOLUTIONS

The Board of Education is requested to approve a contract with Sytech Solutions to provide records management services for the District.

Motion by _____, seconded by _____, Vote _____

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

[SyTech Proposed Contract - 052522.pdf](#)

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

8. 21/22-5099- APPROVAL OF EMPLOYMENT CONTRACT, ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES

The Board of Education is requested to approve the employment contract for the Assistant Superintendent of Human Resources of Monrovia Unified School District.

Motion by _____, seconded by _____ Vote _____

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

K. INFORMATION ITEMS

These items require no vote and are for the information of the Board. The Board may discuss them and give direction on how they would like for these items to proceed.

1. BOARD POLICY 0100, PHILOSOPHY

The Board of Education is requested to receive for first reading Board policy 0100, *Philosophy*, as recommended by the California School Boards Association (CSBA).

[BP 0100 Philosophy - rev 052522.pdf](#)

2. BOARD POLICY 0200, GOALS FOR THE DISTRICT

The Board of Education is requested to receive for first reading Board policy 0200, *Goals for the District*, as recommended by the California School Boards Association (CSBA).

[BP 0200 Goals for the School District - rev 052522.pdf](#)

3. 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 - 052522.pdf](#)

L. FUTURE MEETING DATES

- June 9, 2022; 6:30 p.m. - Regular Board of Education Meeting
- June 22, 2022; 6:30 p.m. - Regular Board of Education Meeting

M. NEW BUSINESS

Open House:

- Santa Fe CSMS - May 26, 2022; 5pm

Graduations & Promotions:

- Monrovia Community Adult School @ Clifton MS - June 1, 2022; 6pm
- Plymouth ES - June 6, 2022; 8:30 am

- Santa Fe CSMS - June 7, 2022; 8:30 am
- Clifton MS - June 7, 2022; 9am
- COHS/MP @ Clifton MS - June 7, 2022; 5:00pm
- Bradoaks ESA - June 8, 2022; 8:15am
- CELC - June 8, 2022
- Mayflower ES - June 8, 2022; 8:30am
- Monroe ES - June 8, 2022; 8:15am
- Wild Rose SOCA - June 8, 2022; 9am
- Monrovia High School - June 8, 2022; 5pm

Other Dates to Calendar:

- Memorial Day (All Sites Closed) - May 30, 2022
- Last Day of School - June 8, 2022

N. ADJOURN REGULAR BOARD OF EDUCATION OPEN SESSION MEETING



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

BOARD OF EDUCATION CLOSED SESSION

Wednesday, May 11, 2022

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

BOARD OF EDUCATION OPEN SESSION MEETING

Wednesday, May 11, 2022

6:30 p.m. - Board Room

UNADOPTED MINUTES

A. CONVENED BOARD OF EDUCATION OPEN SESSION MEETING (5:15 p.m.)

1. Called to Order at 5:16 p.m.
2. Public Comments for items on the Closed Session Agenda
There were none.

B. CONVENED BOARD OF EDUCATION CLOSED SESSION at 5:20 p.m.

1. Collective Bargaining Session (Government Code Section 54957.6) - for the purpose of discussing matters within the scope of representation and instructing its designated representatives for negotiations with the California School Employees Association (CSEA) and the Monrovia Teachers' Association (MTA).
2. Public Employee Discipline/Dismissal/Release (Government Code Section 54957)
3. Public Employee Appointment - *Assistant Superintendent of Human Resources* (Government Code Section 54957)
4. Conference with legal counsel regarding anticipated litigation (Government Code Section 54956.9)
5. Superintendent's evaluation (Government Code Section 54957)

C. RECESSED BOARD OF EDUCATION CLOSED SESSION at 6:15 p.m.

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

1. Meeting was called to order by Board President Lockerbie at 6:30 p.m.
2. Pledge of Allegiance was led by Plymouth ES - Principal, Dr. Greg Gero
3. Roll Call

Selene Lockerbie, President	Present	Ryan D. Smith, Superintendent	Present
Traci Gholar, Vice President	Present	Greg Francois, Deputy Superintendent	Present
Jennifer Anderson, Clerk	Present	Sue Kaiser, Asst. Supt. Ed Svcs.	Present
Rob Hammond, Member	Present	Dana Smith, Asst. Supt. Bus. Svcs.	Present
Maritza Travanti, Member	Present	Leslie Lockhart, Int. Asst. Supt. HR	Present
MHS Student Board Member		Charles Poovakan, CTO	Present
Alexia Holt	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.

There were no changes to the order.

2. Approve the Minutes of the Regular Board of Education Meeting on April 27, 2022.

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

F. RECOGNITIONS AND COMMUNICATIONS

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

- **Karla Galindo, Teacher - Monroe ES**
- **Lydia Sanchez, Instructional Aide - Monroe ES**
- **Heather Gac, Teacher - Santa Fe CSMS**
- **Araceli Paez, Campus Assistant - Santa Fe CSMS**

2. Board Member Reports

- **Board Member Travanti** recognized **Student Board Member Alexia Holt**, as she was recognized at Monrovia High School's "Sign on the Line" event. **Board Member Travanti** also shared on a "Students vs. Teachers" soccer match, hosted by Monrovia High School's Spanish Club.
- **Board Clerk Anderson** provided an update on the MHS Boys Volleyball Semifinals which occurred on May 7, 2022. **Board Clerk Anderson** also shared on Wild Rose SOCA's "Worlds Fair" event which occurred on May 6, 2022. Finally, **Board Clerk Anderson** provided an update on Plymouth Elementary Schools' "Spring Fling."
- **Board Vice-President Gholar** provided an update on the "Restorative Practices" training which occurred on April 28-29, 2022.

3. Student Board Member Report

4. Report from the Superintendent

- **Dr. Smith** shared with the community that May 11, 2022, was "National School Nurse Day," and thanked all of our health professionals for all of the work they do for our students and staff. **Dr. Smith** also shared with the community the three winners of the Monrovia Rotary Club's essay contest. **Dr. Smith** also invited the community out to Monrovia Days Parade & Festival, which occurred May 13-15, 2022. **Dr. Smith** shared with the community Board identified focus areas for the District, which will be instrumental in the development of the District's strategic plan. Finally, **Dr. Smith** introduced **Dr. Greg Gero**, as the District's **new Director of Elementary Educational Services**.

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.

- **MHS students Christabelle Marbun & Ethan Clark** addressed the Board of Education regarding the upcoming production of Percy Jackson: The Lightning Thief, taking place on May 19-21, 2022, at Monrovia High School.

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

H. STAFF PRESENTATIONS

1. DUAL IMMERSION PROGRAM REPORT. *(Dr. Sue Kaiser, Asst. Supt. of Ed. Services).*

The Board of Education received an update on the District's Dual Immersion program for the 2021-22 school year.

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: **There were none.**

Approval of Consent Agenda:

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

EDUCATIONAL SERVICES

1. 21/22-1101 - MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN CHARTER OAK UNIFIED SCHOOL DISTRICT REGARDING THE CALIFORNIA CAREER TECHNICAL EDUCATION INCENTIVE GRANT

The Board of Education approved a Memorandum of Understanding (MOU) between Charter Oak Unified School District and the Monrovia Unified School District concerning the award, allocation, and required use of funds confirmed in the California Technical Education Incentive Grant (CTEIG) from July 1, 2022, through December 31, 2023. [CA Career Technical Education Incentive Grant MOU 2022-23.pdf](#)

2. 21/22-1102 - MEMORANDUM OF UNDERSTANDING BETWEEN CHARTER OAK UNIFIED SCHOOL DISTRICT REGARDING THE K12 STRONG WORKFORCE PROGRAM

The Board of Education approved a Memorandum of Understanding (MOU) between Charter Oak Unified School District (COUSD) and Monrovia Unified School District concerning the award, allocation, and required use of funds confirmed in the K12 Strong Workforce Program Grant.

[K12 Strong Workforce Program MOU 22-23.pdf](#)

3. 21/22-1104 - FINAL SETTLEMENT AGREEMENT

The Board of Education ratified a Final Settlement agreement in regards to Student No. 7121848724 dated April 28, 2022.

[Settlement Agreement Report 8.pdf](#)

4. 21/22-1106 - CAREER TECHNICAL EDUCATION APPLICATION FOR 2022-23 FUNDING (CARL D. PERKINS GRANT)

The Board of Education approved the Career Technical Education Application for 2022-23 Funding (Carl D. Perkins Grant).

[Perkins Application 2022-23 Revised.pdf](#)

BUSINESS SERVICES

5. 21/22-2135 - PURCHASE ORDERS AND PAYMENT OF BILLS

The Board of Education ratified purchase orders in the amount of \$479,565.40, issued April 8, 2022, through April 22, 2022, and payments in the amount of \$315,420.46, issued April 15, 2022, through April 26, 2022.

[BA Item 2135\(b-e\) Purchase Order Rpt 5-11-22.pdf](#)

6. 21/22-2136 - DISTRICT CASH RECEIPTS

The Board of Education received District cash receipts; Deposit Report No. 37 through No. 38, deposited April 19, 2022 through April 25, 2022, for a total amount of \$198,785.73.

[BA Item 2136\(b\) Deposit Rpt #37-38 5-11-22.pdf](#)

7. 21/22-2137 - BUDGETARY TRANSFERS AND REVISIONS

The Board of Education approved the budgetary adjustments as submitted.

[BA Item 2137\(b\) Budgetary Transfers 5-11-22.pdf](#)

8. 21/22-2138 - ACCEPTANCE OF GIFTS

The Board of Education accepted the gifts as described in Acceptance of Gifts Report No. 2122-11.

[Acceptance of Gifts #2022-11-05-11-22.pdf](#)

9. 21/22-2139- PROFESSIONAL SERVICE AGREEMENTS

The Board of Education approved the Professional Service Agreements Report #15 for the Monrovia Unified School District 2021-22 SY.

[Professional Service Agmts #15 - 051122.pdf](#)

10. 21/22-2140 - AGREEMENT FOR TRANSPORTATION SERVICES WITH ELITE SCHOOL TRANSIT

The Board of Education approved an agreement with Elite School Transit for school pupil activity and special trip transportation.

[BA Item 2140\(b\) Agreement for Transportation Services \(Elite School Transit\) 5-11-22.pdf](#)

HUMAN RESOURCES

11. 21/22-4023 - PERSONNEL ASSIGNMENTS

The Board of Education approved Personnel Assignments Report #18.

[2022-05-11 Personnel Report 18.pdf](#)

12. 21/22-4024 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL

The Board of Education approved Travel and Conference Report #9.

[05112022TravelConference.pdf](#)

TECHNOLOGY

13. 21/22-4014 - EDLIO INC., WEB HOSTING RENEWAL

The Board of Education approved a one (1) year renewal with Edlio Inc., from June 30, 2022, through June 30, 2023.

[Edlio Invoice - Monrovia USD 22-23.pdf](#)

14. 21/22 - 4015 - MICROSOFT SOFTWARE SUBSCRIPTION RENEWAL, ENROLLMENT FOR EDUCATION SOLUTIONS (EES)

The Board of Education approved the renewal of a Microsoft Enrollment for Education Solutions (EES) subscription from Softchoice Corporation, effective June 1, 2022, through May 31, 2023.

[MUSD Microsoft Enterprise Agmt. - 051122.pdf](#)

J. ACTION ITEMS (Non-Consent)

EDUCATIONAL SERVICES – Sue Kaiser, Ed.D., Asst. Supt. of Educational Svcs.

1. 21/22-1103 - MEMORANDUM OF UNDERSTANDING (MOU) WITH CAL POLY POMONA AND SAN DIEGO STATE UNIVERSITY COLLEGE OF ENGINEERING FEMINEER SCHOOL PROGRAM FOR THE 2022-23 SCHOOL YEAR

The Board of Education approved a Memorandum of Understanding (MOU) between Cal Poly Pomona, San Diego State University, and Monrovia Unified School District for the purpose of providing the College of Engineering Femineer School Program at Santa Fe Computer Magnet Science School, Bradoaks Elementary Science Academy, Mayflower Elementary School, Monroe Elementary School, Plymouth Elementary School, and Wild Rose School of the Creative Arts for the 2022-23 school year.

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
[FEMINEER MOUs - 20220429.pdf](#)

2. 21/22-1105 - PUBLIC REVIEW OF RECOMMENDED TEXTBOOK

The Board of Education accepted for public review prior to adoption the textbook, "*Human Geography A Spatial Perspective, AP Edition*," for use in the high school history social science program beginning in the 2022-23 school year.

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

BUSINESS SERVICES - Dana Smith, Asst. Supt. of Business Svcs.

3. 21/22-2141 - PUBLIC DISCLOSURE OF PROPOSED COLLECTIVE BARGAINING AGREEMENT

The Board of Education received for public disclosure, as required by AB 1200, the summary of a tentative agreement with the Monrovia Teachers' Association (MTA), California School Employees Association (CSEA), Monrovia Association of School Administrators (MASA), and Confidential/Classified Management (CCM) for 2021-22 school year.

[AB 1200 Public Disclosure of Proposed Collective Bargaining Agreement - 2021-22 - signed.pdf](#)

HUMAN RESOURCES – Gregoire Francois, Ed.D., Deputy Superintendent

4. 21/22- 4029 - APPROVAL OF CONTRACT WITH CAPTURING KIDS' HEARTS

The Board of Education approved a contract with Capturing Kids' Hearts for the professional development needs of district staff for the 2022-23 school year.

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
[MUSD CKH's Contract Agreement - 042722.pdf](#)

5. 21/22 - 4030 - APPROVAL OF VACCINE PHARMACY SERVICES WITH ALBERTSONS COMPANIES

The Board of Education approved a contract with Albertsons Companies for vaccine pharmacy services for MUSD middle schools.

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
[2021-22 Albertsons Vaccine Pharmacy Services Agmt - 051122.pdf](#)

6. 21/22-4031 - APPROVAL OF JOB DESCRIPTION, *ELEMENTARY SCHOOL COUNSELOR*

The Board of Education approved an updated job description, *Elementary School Counselor*.

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

[School Counselor, Elementary 2022.pdf](#)

7. 21/22-4032 - MUSD SCHOOL CALENDARS FOR THE 2022-2023 AND 2023-2024 SCHOOL YEARS

The Board of Education approved the updated calendars for the 2022-2023 and 2023-2024 school years.

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

[2022-2023 MUSD District Calendar.pdf](#)

[2023-2024 MUSD District Calendar.pdf](#)

8. 21/22-4033 - APPROVAL OF COLLECTIVE BARGAINING AGREEMENT WITH THE MONROVIA TEACHERS ASSOCIATION (MTA)

The Board of Education approved a 3.5% increase to salary and longevity schedules for MTA, Confidential/Classified Managers (CCM), Monrovia Association of School Administrators (MASA), and Governing Board members, retroactive to July 1, 2021.

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

[MTA Tentative Agreement signed - 042622.pdf](#)

9. 21/22- 4034 - APPROVAL OF COLLECTIVE BARGAINING AGREEMENT WITH THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) AND NEW CONTRACT TERM

The Board of Education approved a 3.5% increase to salary and longevity schedules retroactive to July 1, 2021. This includes a retroactive increase for unrepresented Classified employees paid on the Classified Salary Schedule. It is also recommended that the Board approve the new contract term of July 1, 2021, to June 30, 2024, along with its provisions.

Motion by Board Member Travanti, 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

[CSEA Tentative Agreement Salary for 21.22 and Contract for 2021-2024 signed 05022022.pdf](#)

10. 21/22- 4035 - APPROVAL OF CONTRACT FOR RIDESHARE SERVICES WITH HOP SKIP DRIVE, INC

The Board of Education approved a contract with HopSkipDrive Inc. for rideshare services for school-aged children.

Motion by Board Member Travanti, 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

[MUSD Transportation Coordination Services Agmt.pdf](#)

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

11. 21/22-5096- BOARD DISCUSSION TO PEN A LETTER OF SUPPORT FOR GIRL SCOUT TROOP 2851

The Board of Education discussed whether or not to pen a letter of support for Monrovia Duarte Girl Scout Troop #2851, promoting equitable access to feminine hygiene products for women. **The Board of Education chose not to pen a letter of support at this time.**

K. INFORMATION ITEMS

These items require no vote and are for the information of the Board. The Board may discuss them and give direction on how they would like for these items to proceed.

1. BOARD POLICY 4112.8, EMPLOYMENT OF RELATIVES

The Board of Education received for first reading Board Policy 4112.8, *Employment of Relatives*, as recommended by the California School Boards Association (CSBA).

[BP 4112.8 Employment of Relatives.pdf](#)

2. BOARD POLICY 4030, NONDISCRIMINATION IN EMPLOYMENT, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION

The Board of Education received for first reading Board Policy 4030, *Nondiscrimination in Employment*, and its accompanying administrative regulation as recommended by the California School Boards Association (CSBA).

[BP 4030 Nondiscrimination in Employment.pdf](#)

[AR 4030 Nondiscrimination in Employment.pdf](#)

3. ADMINISTRATIVE REGULATION, 4119.12, TITLE IX SEXUAL HARASSMENT COMPLAINT PROCEDURES AND EXHIBIT E

The Board of Education received for first reading Administrative Regulation 4119.12, Exhibit E, *Title IX Sexual Harassment Complaint Procedures*, as recommended by the California School Boards Association (CSBA).

[AR 4119.12 Title IX Sexual Harassment Complaint Procedures.pdf](#)

[E4119.12 Title IX Sexual Harassment Complaint Procedures.pdf](#)

4. PENDING BOARD ISSUES

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

[Pending Board Issues - 051122.pdf](#)

L. FUTURE MEETING DATES

- May 19, 2022; 4pm - Jt. Personnel Comm./ Board of Education Mtg.
- May 25, 2022; 6:30 p.m. - Regular Board of Education Meeting
- June 9, 2022; 6:30 p.m. - Regular Board of Education Meeting
- June 22, 2022; 6:30 p.m. - Regular Board of Education Meeting

M. NEW BUSINESS

Open Houses:

- Santa Fe CSMS - May 26, 2022; 5pm

Other Dates to Calendar:

- SELPA Prom - May 12, 2022; 11am @ South El Monte HS
- Superstars of Music Showcase @ Taylor Performing Arts Center - May 12, 2022; 6:30 p.m.
- Monrovia Days Parade & Festival - May 13-15, 2022
- Memorial Day (All Sites Closed) - May 30, 2022

- N. RECESSED the REGULAR BOARD OF EDUCATION OPEN SESSION MEETING at 8:42 p.m.**
- O. RECONVENED the BOARD OF EDUCATION CLOSED SESSION at 8:45 p.m.**
- P. ADJOURNED the BOARD OF EDUCATION CLOSED SESSION at 9:15 p.m.**
- Q. RECONVENED THE BOARD OF EDUCATION OPEN SESSION**
1. Meeting was Called to order at 9:16 p.m.
 2. Report out of Closed Session:
 - **Board President Lockerbie reported that in Closed Session the Board voted unanimously to terminate the employment of permanent classified employee, # RY6512523, effective May 12, 2022.**
 - **Board President Lockerbie also reported that the Board voted unanimously in favor of the appointment of Greg Puccia to the position of Assistant Superintendent of Human Resources, effective July 1, 2022.**
- R. Board President Lockerbie ADJOURNED the BOARD OF EDUCATION CLOSED SESSION at 9:19 p.m.**

Ryan D. Smith, Superintendent & Secretary of the Board

Jennifer Anderson, Board Clerk

Agenda Item Details

Meeting Date: 2022-05-25 18:30:00

AGENDA ITEM TITLE:

1. 2021-22 PERIOD 2 (P-2) STUDENT ATTENDANCE REPORT.*(Dana Smith, Asst. Supt. of Business Svcs.).*

RECOMMENDATION

The Board of Education will hear receive an informational report on Period 2 (P-2) Student Attendance for the 2021-22 school year and Governor Newsom's May Budget Revision.

Rationale:

A majority of the District's revenue is determined by student P-2 Average Daily Attendance (ADA). The attached report on student attendance is for regular education for the eight school months of attendance from the first day of school on August 18, 2021 through March 25, 2022.

Background:

The District goal is to increase student attendance. The attached report outlines the results of cumulative regular education student attendance through eighth school month of the year. The 2021-22 District P-2 ADA is 4,676.58, a decrease of 330.60 compared to 2020-21 P-2 ADA of 5,007.18, and a decrease of 456.40 ADA compared to 2019-20 P-2 ADA of 5,132.98. The final P-2 ADA will be slightly higher once we receive additional ADA information for Non-Public School students. The District will prepare an amended P-2 ADA report when that information is final.

Budget Implication (\$ Amount):

The District will realize a decrease in 2022-23 Local Control Funding Formula (LCFF) revenue for a decrease of 67.06 P-2 ADA below our Second Interim Budget projection.

Legal References:

None.

Additional Information:

A copy of the P-2 Attendance Report and the Status Report on 2021-22 Student Attendance are attached.

ATTACHMENTS

- [2021-22 P-2 ADA Report.pdf](#)
- [2021-22 P-2 Student Attendance Report for 05-25-22.pdf](#)

Regular ADA

Data ID	87E378D4					
Regular ADA	TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total	
Regular ADA (includes Opportunity Classes, Home and Hospital, Special Day Class, and Continuation Education)	A-1	1,469.98	992.7	677.62	1,513.36	4,653.66
Extended Year Special Education [EC 56345 (b)(3)] (Divisor 175)	A-2	4.04	2.29	2.42	1.97	10.72
Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	A-3	0.82	0.89	0.96	8.47	11.14
Extended Year Special Education - Nonpublic, Nonsectarian Schools [EC 56366 (a)(7)] and/or Nonpublic, Nonsectarian Schools - Licensed Children's Institutions (Divisor 175)	A-4	0.09	0.22	0.13	0.62	1.06
Community Day School [EC 48660] (Divisor 70/135/180)	A-5	0	0	0	0	0
ADA Totals (Sum of A-1 through A-5)	A-6	1,474.93	996.1	681.13	1,524.42	4,676.58

Other

Other	TK/K-3	Grades 4-6	Grades 7-8	Grades 9-12	Total
Full-Time Traditional Independent Study ADA, pursuant to EC 51747, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-1 52.41	27.7	15.52	71.94	167.57
Full-Time Traditional Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-2 0	0	0	0	0
Course Based Independent Study ADA, pursuant to EC 51749.5, included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-3 0	0	0	0	0
Course Based Independent Study ADA not eligible for general funding, pursuant to EC 51745.6, and not included in Section A or in the Attendance Supplement School District, Attendance Basic Aid Choice/Court-Ordered Voluntary Pupil Transfer, and Attendance Basic Aid Open Enrollment entry screens	B-4 0	0	0	0	0
ADA for Students in Transitional Kindergarten pursuant to EC 46300 included in Section A (Lines A-1 through A-5, TK/K-3 Column, First Year ADA Only)	B-5 67.42				67.42
ADA for Students in Continuation Education included in Section A (Line A-1, Grades 9-12 Column)	B-6			21.93	21.93
ADA for Students in Opportunity Classes included in Section A (Line A-1, Total Column)	B-7				0

MONROVIA UNIFIED SCHOOL DISTRICT

**STATUS REPORT ON 2021-22
STUDENT ATTENDANCE
MAY 25, 2022**

This year, our attendance percentage at traditional school sites decreased by 4.01% compared to 2019-20, and 4.89% compared to 2020-21.

Listed below are the sites and their percentage of student attendance for regular education students from the first day of school on August 18, 2021 through March 25, 2022 - the Period 2 Average Daily Attendance (P-2 ADA) cut-off date.

SCHOOL	17-18	18-19	19-20	20-21	21-22	Change from 2019-20	Change from 2020-21
Bradoaks	96.14%	95.84%	95.88%	96.88%	91.36%	-4.52%	-5.52%
Mayflower	95.90%	96.12%	96.41%	97.94%	93.01%	-3.40%	-4.93%
Monroe	95.18%	95.35%	95.82%	96.81%	92.47%	-3.35%	-4.34%
Plymouth	95.39%	95.53%	95.98%	96.85%	92.12%	-3.86%	-4.73%
Wild Rose	95.82%	95.88%	96.10%	96.14%	92.92%	-3.18%	-3.22%
Clifton	96.24%	96.06%	96.34%	98.95%	92.18%	-4.16%	-6.77%
Santa Fe	96.72%	94.93%	95.23%	95.79%	90.98%	-4.25%	-4.81%
Monrovia High	95.59%	95.08%	95.61%	95.82%	92.35%	-3.47%	-3.26%
Sub-Total Traditional Sites	95.81%	95.49%	95.87%	96.76%	92.24%	-3.63%	-4.52%
Canyon Oaks	85.19%	90.03%	86.78%	84.79%	60.69%	-26.1%	-24.1%
Mountain Park	82.85%	75.44%	86.30%	87.98%	82.61%	-3.69%	-5.37%
District Total	95.57%	95.22%	95.68%	96.56%	91.67%	-4.01%	-4.89%

Agenda Item Details

Meeting Date: 2022-05-25 18:30:00

AGENDA ITEM TITLE:

1. 21/22-1108 - SAN GABRIEL VALLEY ECONOMIC PARTNERSHIP PROPOSAL FOR INDUSTRY INTERMEDIARY AGREEMENT WITH MONROVIA UNIFIED SCHOOL DISTRICT

RECOMMENDATION

The Board of Education is requested to approve a service agreement with the San Gabriel Valley Economic Partnership (SGVEP) for July 1, 2022, through June 30, 2023.

Rationale:

As part of the Monrovia Unified School District College and Careers program, this service agreement is being presented for Board approval. This service agreement provides work-based learning as part of the Career Technical Education (CTE) grant goals and objectives, which includes planning, development, support, exploration, guidance, and business partner recruitment for all aspects of the work-based learning continuum from guest speakers to student internships, teacher externships, development and coordination of CTE advisory board members, teacher support in the form of CTE professional development, the coordination of Career Technical Student Organizations (CTSO) for CTE pathway students and teachers, and CTE-specific marketing strategies to increase enrollment and participation.

Background:

The San Gabriel Valley Economic Partnership (SGVEP) is a regional entity for the purpose of advocating, marketing, and expanding the economic base of the San Gabriel Valley. The SGVEP has expanded its services to meet the needs of the region, help businesses collaborate with educational institutions, and expand the pool of skilled and work-ready graduates and professionals in the growing job sectors of the San Gabriel Valley. Each of the school districts in the Foothill Consortium (Azusa, Charter Oak, Duarte, and Monrovia) contract independently with the SGVEP with their portion of the grant awards.

Budget Implication (\$ Amount):

The SGVEP service agreement for all Monrovia High School pathways (see Exhibit A) totals \$28,125. These costs will be funded through Monrovia's portion of the Career Technical Education Incentive Grant (CTEIG), Round 7.

Legal References:

Education Code 17604 requires the Board of Education to approve or ratify any and all contracts or agreements.

Additional Information:

A copy of the SGVEP service agreement is attached.

ATTACHMENTS

- [SGVEP Agreement 2022-2023 Rev 20220519.pdf](#)

**San Gabriel Valley Economic Partnership
Proposal for Industry Intermediary**

This Agreement is made between San Gabriel Valley Economic Partnership (hereinafter referred to as “Partnership”) and Monrovia Unified School District (hereinafter referred to as “District”).

WHEREAS the District intends to engage the Partnership to perform the services noted in Exhibit A, effective July 1, 2022 under the following terms and conditions:

- I. **Services.** The Partnership agrees to provide the Exhibit A services to the District in support of the Career Technical Education grant objectives (e.g. Career Technical Education Incentive Grant and/or K12 Strong Workforce Program grant) including, but not limited to, educational outreach with local businesses, community organizations, institutions of higher education, secondary schools and other entities seeking workforce development.

- II. **Payment.** In consideration for the services to be performed by the Partnership, the District agrees to pay the Partnership \$28,125 (Exhibit B) for the completion of services performed. The Partnership will be paid in equal quarterly installments. The Partnership shall provide the District with an invoice and report of expenses and fees prior to payment and the District will pay Partnership within five (5) business days of submitted invoice.

- III. **Termination of Agreement.** This Agreement shall terminate on June 30, 2023 and may be renewed with the approval of the Partnership and District. The Partnership and District may terminate this Agreement at any time by providing 30 days’ written notice to the other. Should the District terminate this Agreement, the District agrees to pay the Partnership any and all fees and expenses earned and still outstanding up to the effective date of termination.

- IV. **Entire Agreement.** This Agreement, along with any attachments or addendums, represents the entire agreement between the parties. Therefore, this Agreement supersedes any prior agreements, promises, conditions, or understanding between the Partnership and District.

San Gabriel Valley Economic Partnership

Monrovia Unified School District

Representative Signature

Representative Signature

Print Name

Print Name

Date

Date

Agenda Item Details

Meeting Date: 2022-05-25 18:30:00

AGENDA ITEM TITLE:

2. 21/22-2141 - PURCHASE ORDERS AND PAYMENT OF BILLS

RECOMMENDATION

The Board of Education is requested to ratify purchase orders in the amount of \$494,560.98, issued April 22, 2022, through May 5, 2022, and payments in the amount of \$5,944,131.04, issued April 27, 2022, through May 11, 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 2141\(b-e\) Purchase Order Rpt 5-25-22.pdf](#)

May 12, 2022

SUBMITTED FOR RATIFICATION: May 25, 2022

PRINTED: April 22, 2022 – May 5, 2022

Purchase Order: P22-1279 – P22-1338

Purchase orders printed out of sequence:

Change Orders: P22-0169, P22-0174, P22-0177, P22-0193, P22-0214,
P22-0234, P22-0306, P22-0367, P22-0421, P22-0695, P22-0900, P22-1152,
P22-1194

Purchase orders excluded from sequence:

Fund Summary

General Fund (01)	\$	488,986.17
Adult Education Fund (11)		<u>5,574.81</u>
Total.....	\$	<u>494,560.98</u>

RECOMMENDED: May 25, 2022

Board Report Worksheet
May 25, 2022

<u>Fund</u>		<u>PO</u>	<u>CHANGE</u>	<u>OLD</u>	<u>NEW</u>
Fund 01					
156,168.36					
		P22-0169	10,000.00	30,000.00	40,000.00
		P22-0174	25,000.00	175,000.00	200,000.00
		P22-0177	150,000.00	650,000.00	800,000.00
		P22-0193	1,000.00	4,000.00	5,000.00
		P22-0214	500.00	1,750.00	2,250.00
		P22-0234	40,000.00	80,000.00	120,000.00
		P22-0306	1,137.81	16,948.07	18,085.88
		P22-0367	5,000.00	4,000.00	9,000.00
		P22-0421	180.00	2,000.00	2,180.00
		P22-0695	100,000.00	75,000.00	175,000.00
	488,986.17	Total	332,817.81		
Fund 11		<u>PO</u>	<u>CHANGE</u>	<u>OLD</u>	<u>NEW</u>
357.06					
		P22-0900	4,500.00	17,000.00	21,500.00
		P22-1152	639.00	1,500.00	2,139.00
		P22-1194	78.75	787.50	866.25
	5,574.81	Total	5,217.75		
Fund		<u>PO</u>	<u>CHANGE</u>	<u>OLD</u>	<u>NEW</u>
	0.00	Total			
Fund		<u>PO</u>	<u>CHANGE</u>	<u>OLD</u>	<u>NEW</u>
	0.00	Total			
Fund		<u>PO</u>	<u>CHANGE</u>	<u>OLD</u>	<u>NEW</u>
	0.00	Total			
Fund		<u>PO</u>	<u>CHANGE</u>	<u>OLD</u>	<u>NEW</u>
	0.00	Total			
Fund		<u>PO</u>	<u>CHANGE</u>	<u>OLD</u>	<u>NEW</u>
		Total			
156,525.42			338,035.56	Total of change notice amount	
	494,560.98		156,525.42	Total of all funds per Escape report	
			494,560.98	Actual funds spent during the period	

Includes Purchase Orders dated 04/22/2022 - 05/06/2022

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P22-1279	AMAZON.COM	0005	PBIS Incentive Program Item	01-4310	109.15
P22-1280	APPLE COMPUTER, INC.	0022	MacBook Repair - K Galindo @ MON	01-5640	99.00
P22-1281	Cyber Acoustics	0050	Warehouse Inventory - Headphones	01-9320	8,731.80
P22-1282	Stubbies Promotions Inc.	0030	Shirts for HR/Deputy Superintendent	01-4390	70.08
P22-1283	ACSA Attn: Member Services	0030	ACSA membership dues - Deputy Superintendent	01-5310	1,525.00
P22-1284	BOOKS A MILLION.COM	0004	Books for Rm. 2	01-4310	187.68
P22-1285	BOOKS A MILLION.COM	0004	Books for Rm. 20	01-4310	483.04
P22-1286	BOOKS A MILLION.COM	0004	Books for Rm. 16	01-4310	219.44
P22-1287	BOOKS A MILLION.COM	0004	Books for Rm. 22	01-4310	322.77
P22-1288	BOOKS A MILLION.COM	0004	Books for Rm. 14	01-4310	457.52
P22-1289	Aloha Event Services	0005	Graduation Chair Rental - WR	01-5610	349.00
P22-1290	PARTY PRONTO	0007	Graduation Chair Rental - SF	01-5610	1,337.50
P22-1291	PARTY PRONTO	0004	Graduation Chair Rental - PL	01-5610	525.00
P22-1292	PARTY PRONTO	0001	Graduation Chair Rental - BR	01-5610	285.00
P22-1293	AMAZON.COM	0002	Instructional Materials	01-4310	3,533.04
P22-1294	AMAZON.COM	0015	Supplies for Selpa Classrooms	01-4310	268.33
P22-1295	DON PUNGPRECHAWAT	0022	03/2022 Mileage for Don	01-5250	58.50
P22-1296	BOOKS A MILLION.COM	0004	Books for Rm. 15	01-4310	428.19
P22-1297	AMAZON.COM	0004	AMAZON Books for MIURA	01-4310	447.04
P22-1298	WARD'S NATURAL SCIENCE	0008	Science Dept Materials	01-4310	822.63
P22-1299	Paper Direct	0006	Promotion Certificates - CL	01-4390	89.27
P22-1300	AVID CENTER	0014	AVID Clifton Middle School Posters	01-4390	424.47
P22-1301	ORIENTAL TRADING CO., INC. RIC H HOUSLEY	0004	Materials for Classrooms	01-4310	1,196.44
P22-1302	BOOKS A MILLION.COM	0004	Varner BAM Quote # 71784	01-4310	482.65
P22-1303	COLORADO TIME SYSTEMS, INC.	0008	MHS Pool Scoreboard	01-5630	18,954.53
P22-1304	ETR Associates	0014	TUPE-Educational Displays for Health Promotion	01-4310	1,023.25
P22-1305	HEALTH EDCO	0014	TUPE-Educational Items for Health Promotion	01-4310	4,479.82
P22-1306	Megaphone Ink	0014	Mental Health Awareness	01-4390	1,786.05
P22-1307	ESign Services Inc.	0008	Pool Scoreboard Repair	01-5630	3,650.00
P22-1308	Prudential Overall Services	0050	District Uniforms - Warehouse, Custodial and MOT	01-4390	7,762.87
P22-1309	APPLE COMPUTER, INC.	0004	Chargers for MacBook Air - PL	01-4340	1,306.46
P22-1310	PARTY PRONTO	0009	Graduation Ceremony Decorations	01-4390	247.45
P22-1311	SIR SPEEDY	0006	Clifton Information Flyer	01-4390	291.50
P22-1312	U.S. POSTMASTER / POST-OFFICE	0040	Postage to Mail MHS Report Cards	01-5920	722.90
P22-1313	APPLE COMPUTER, INC.	0004	Subscription to JAMF 3yr license	01-5841	702.00
P22-1314	FIRST BOOK	0001	Classroom order Gero / Dickinson	01-4210	1,427.85
P22-1315	AMAZON.COM	0010	Graduation Cords - Adult Ed	11-4390	69.94
P22-1316	AMAZON.COM	0004	Books & DVD for AVILA & BECERRA	01-4310	172.82
P22-1317	FIRST BOOK	0001	Books for Classroom	01-4210	497.84

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

Page 1 of 3

Includes Purchase Orders dated 04/22/2022 - 05/06/2022

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P22-1318	AMAZON.COM	0004	Books for Mata, Robinson & Dols	01-4310	104.30
P22-1319	AMAZON.COM	0005	Instructional supplies	01-4310	44.02
P22-1320	PARTY PRONTO	0010	Balloon Columns for Graduation	11-4390	247.45
P22-1321	AMAZON.COM	0010	Replacement Air Filters	01-4350	648.14
P22-1322	Christy White, Inc.	0040	Electronic Attendance Audit	01-5822	14,000.00
P22-1323	Food Exploration and Discovery	0001	Food Ed Outdoor Science Lab	01-5890	7,255.00
P22-1324	AMAZON.COM	0010	Computer Supplies	11-4350	39.67
P22-1325	HOME DEPOT	0001	Custodial Equipment - BR	01-4370	649.37
P22-1326	Real Volleyball	0008	Athletic Supplies - MHS	01-4310	794.64
P22-1327	Guardian Innovations, LLC	0008	Athletic Supplies - MHS	01-4310	1,423.10
P22-1328	JEFF'S SPORTING GOODS	0008	Athletic Supplies - MHS	01-4310	1,661.12
P22-1329	JEFF'S SPORTING GOODS	0008	Athletic Supplies - MHS	01-4310	4,738.60
P22-1330	Stubbies Promotions Inc.	0014	Stubbies T-Shirt MHS - Paul Dols ASB	01-4390	7,913.38
P22-1331	J & J SPORTS & TROPHIES	0006	All Staff Appreciation T-Shirts - CL	01-4390	716.07
P22-1332	Grand Canyon Education, Inc	0014	Restorative Practices Professional Development	01-5850	6,237.12
P22-1333	SWUN MATH	0014	Summer School Math Materials 2022	01-4310	1,778.06
P22-1334	Stubbies Promotions Inc.	0005	Schoolhouse Rock Jr - cast and crew t-shirts	01-4390	1,459.71
P22-1335	AMAZON.COM	0005	Props & Costumes for Schoolhouse Play	01-4390	163.21
P22-1336	OSI Hardware Inc	0022	Switch District Office	01-4340	4,492.69
P22-1337	California IT in Education	0040	Technology Review	01-5890	35,000.00
P22-1338	CALIFORNIA PARTY RENTALS	0006	Graduation Chair Rental - CL	01-5610	1,611.95
Total Number of POs				60	
				Total	156,525.42

Fund Recap

Fund	Description	PO Count	Amount
01	General Fund	57	156,168.36
11	Adult Education Fund	3	357.06
		Total	156,525.42

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

Includes Purchase Orders dated 04/22/2022 - 05/06/2022

PO Changes

	<u>New PO Amount</u>	<u>Fund/ Object</u>	<u>Description</u>	<u>Change Amount</u>
P22-0169	40,000.00	13-4710	Cafeteria Fund/Food	30,000.00-
P22-0174	200,000.00	13-4710	Cafeteria Fund/Food	175,000.00-
P22-0177	800,000.00	13-4710	Cafeteria Fund/Food	650,000.00-
P22-0193	5,000.00	01-4350	General Fund/Office Supplies	1,000.00
P22-0214	2,250.00	01-4310	General Fund/Materials and Supplies	500.00
P22-0234	120,000.00	01-5821	General Fund/Attorneys fees	80,000.00-
P22-0306	18,085.88	01-4340	General Fund/Computer Software & Relat Exp	1,137.81
P22-0421	2,180.00	01-4350	General Fund/Office Supplies	180.00
P22-0695	175,000.00	01-5110	General Fund/Contract Svcs (Subagreements)	50,000.00-
		01-5810	General Fund/Contracted Services	25,000.00-
			Total PO P22-0695	75,000.00-
P22-0900	21,500.00	01-5810	General Fund/Contracted Services	17,000.00-
P22-1152	2,139.00	01-5890	General Fund/Other Services	1,500.00-
P22-1194	866.25	01-5819	General Fund/Security System, Alarm Monitor	787.50-
			Total PO Changes	1,026,469.69-

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

**RATIFICATION OF WARRANTS
RECOMMENDED FOR BOARD APPROVAL**

May 25, 2022

ACCOUNTS PAYABLE:

DATE ISSUED April 27, 2022 through May 11, 2022

Batch Numbers:	0426-0438	\$831,338.33
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PAYROLL:

FOR THE MONTH OF: April, 2022

Certificated Salaries and Wages	\$	2,603,140.71	
Classified Salaries and Wages	\$	1,067,713.44	
CalSTRS and CalPERS Contributor	\$	642,988.96	
Health & Welfare Contributions	\$	658,903.94	
Employer Payroll Taxes	\$	140,045.66	
Total Salary and Benefit:		\$	5,112,792.71

TOTAL DISTRICT ACCOUNTS:	<u><u>\$ 5,944,131.04</u></u>
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Agenda Item Details

Meeting Date: 2022-05-25 18:30:00

AGENDA ITEM TITLE:

3. 21/22-2142 - DISTRICT CASH RECEIPTS

RECOMMENDATION

The Board of Education is requested to receive District cash receipts; Deposit Report No. 39 through No. 40, deposited May 2, 2022 through May 9, 2022, for a total amount of \$214,526.60.

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 #39-#40 is attached.

ATTACHMENTS

- [BA Item 2142\(b\) Deposit Rpts #39-40 5-25-22.pdf](#)

DEPOSIT REPORT

5/2/2022

DEP #39

ACCOUNT	AMOUNT	
01.0-00000.0-00000-00000-8650-6010040	\$ 10.00	Leases & Rentals
01.0-00000.0-00000-00000-8699-0000000	2,157.27	Other Local Income
01.0-00000.0-00000-82000-8650-6000028	1,170.00	LKT PAC Rental/HVAC
01.0-56400.0-00000-00000-8290-0000000	301.30	Medi-Cal
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
01.0-90501.0-00000-00000-8689-0000000	9,505.29	Village Program/Parent Contributions
Subtotal	<u>15,221.26</u>	General Fund
12.0-90503.0-00000-00000-8673-1650000	2,199.34	Tuition Based Preschool
Subtotal	<u>2,199.34</u>	Child Development Fund
25.0-95500.0-00000-00000-8681-0000000	11,814.00	Developer Fees
Subtotal	<u>11,814.00</u>	Capital Facilities Fund
63.0-90221.0-00000-00000-8650-6000028	18,696.60	LKT PAC Rental
63.0-90221.0-00000-60003-8650-6000028	21,424.00	LKT PAC Rental/Labor
Subtotal	<u>40,120.60</u>	Enterprise Fund
76.0-00000.0-00000-00000-9517-0000000	66.50	Voluntary Deductions
Subtotal	<u>66.50</u>	Payroll Clearance Fund
Total	<u><u>\$ 69,421.70</u></u>	

DEPOSIT REPORT

5/9/2022

DEP #40

ACCOUNT	AMOUNT	
01.0-00000.0-00000-00000-8650-6010040	\$ 20.00	Leases & Rentals
01.0-00000.0-00000-00000-8650-6020022	5,831.51	Leases & Rentals/Tech
01.0-00000.0-00000-00000-8699-0000000	6,886.83	Other Local Income
01.0-00000.0-00000-71100-3412-6010016	415.29	Abate/Reimbursement/H&W
01.0-00000.0-00000-82000-8650-6010040	1,556.25	Leases & Rentals/Utilities
01.0-00000.0-00000-82100-8650-6010040	832.50	Leases & Rentals/Labor
01.0-34100.0-00000-00000-8699-0000000	1,233.38	Workability II
01.0-56400.0-00000-00000-8290-0000000	13,088.74	Medi-Cal
01.0-90210.0-00000-00000-8650-2010000	1.50	Leases & Rentals
01.0-90210.0-00000-00000-8650-2040000	9.00	Leases & Rentals
01.0-90210.0-00000-00000-8650-3060000	161.50	Leases & Rentals
01.0-90210.0-00000-00000-8650-3070000	45.60	Leases & Rentals
01.0-90210.0-00000-00000-8650-4080000	572.00	Leases & Rentals
01.0-90210.0-00000-00000-8650-6000000	7,106.40	Leases & Rentals
01.0-90305.0-00000-00000-8699-3070000	244.00	Materials Contribution/Santa Fe
01.0-90501.0-00000-00000-8689-0000000	180.00	Village Program/Parent Contributions
01.0-90801.0-00000-00000-8689-0000000	1,400.00	Pupil Transportation
Subtotal	<u>39,584.50</u>	General Fund
11.0-00000.0-00000-27000-5882-7100000	(1,930.09)	Bank Fees
11.0-00000.0-41340-00000-8671-0000000	85,945.00	Ad Ed Tuition/Career Ed
11.0-00000.0-41340-10000-4310-7100000	(4,135.00)	Career Ed/Refunds/Supplies
11.0-00000.0-41340-10000-8699-7100000	280.00	Ad Ed Supplies/Career Ed
11.0-00000.0-41360-10000-8699-7100000	2,020.00	Ad Ed Supplies/Adult Literacy
11.0-00000.0-41390-00000-8671-0000000	6,630.00	Ad Ed Tuition/Fee Based
11.0-90109.0-00000-00000-8699-0000000	2,000.00	Donations
Subtotal	<u>90,809.91</u>	Adult Education Fund
12.0-90503.0-00000-00000-8673-1650000	2,824.01	Tuition Based Preschool
Subtotal	<u>2,824.01</u>	Child Development Fund
13.0-53100.0-00000-37000-8634-0000000	1,216.00	Food Service Sales
Subtotal	<u>1,216.00</u>	Food Services Fund
25.0-95500.0-00000-00000-8681-0000000	4,870.48	Developer Fees
Subtotal	<u>4,870.48</u>	Capital Facilities Fund
76.0-00000.0-00000-00000-9518-0000000	5,800.00	Voluntary Deductions
Subtotal	<u>5,800.00</u>	Payroll Clearance Fund
Total	<u>\$ 145,104.90</u>	

Agenda Item Details

Meeting Date: 2022-05-25 18:30:00

AGENDA ITEM TITLE:

4. 21/22-2143 - BUDGETARY TRANSFERS AND REVISIONS

RECOMMENDATION

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

Rationale:

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

Background:

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

Budget Implication (\$ Amount):

No impact on fund balance. (See additional information)

Legal References:

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

Account:

Additional Information:

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

ATTACHMENTS

- [BA Item 2143\(b\) Budgetary Transfers 5-25-22.pdf](#)

**FISCAL SERVICES DEPARTMENT
Fiscal Year 2021 - 2022**

Board Report:
Budget Revision

Board Meeting Date:
5/25/2022

GENERAL FUND #01.0

BUDGET REVISION

<u>DESCRIPTION</u>	<u>AMOUNT BUDGETED</u>	<u>TOTAL ALLOCATION</u>	<u>RATIONALE</u>
RESTRICTED FEDERAL RESOURCES			
# 33100.0 - IDEA LOCAL ASSIST			
Certificated Salaries			
Classified Salaries	\$73,586.00		
Employees' Benefits	\$86,251.00		
Other Outgo	<u>(\$66,788.00)</u>	\$93,049.00	Budget Allocation
Total Restricted Federal Resources	<u>\$93,049.00</u>	<u>\$93,049.00</u>	
RESTRICTED STATE RESOURCES			
# 63870.1 - CTEIG (Round 6)			
Certificated Salaries	\$42,665.00		
Classified Salaries	\$0.00		
Employees' Benefits	\$13,020.00		
Books and Supplies	\$18,205.00		
Services/Other Operations	\$79,858.00	<u>\$153,748.00</u>	Budget Allocation
Total Restricted State Resources	<u>\$153,748.00</u>	<u>\$153,748.00</u>	
TOTAL BUDGET REVISION	<u><u>\$246,797.00</u></u>	<u><u>\$246,797.00</u></u>	

Agenda Item Details

Meeting Date: 2022-05-25 18:30:00

AGENDA ITEM TITLE:

5. 21/22-2144 - CUMULATIVE OBJECT SUMMARY REPORTS

RECOMMENDATION

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

Rationale:

The District Cumulative Object Summary report is presented to keep the Board apprised of all budget encumbrances and expenditures for the General Fund Unrestricted and Restricted Funds.

Additional Information:

The April 2022 Cumulative Object Summary Report is attached.

ATTACHMENTS

- [BA Item 2144\(b\) Cumulative Object Summary Rpt \(April 2022\) 5-25-22.pdf](#)

Object	Object Description	Adopted Budget	Current Budget	Expenditures	Encumbrances	Pre-Encumbrances	Balance	% Left
<i>Totals for Major Object</i>	<i>1000 - 1999</i>	19,862,352.00	19,993,193.00	16,533,306.60	0.00	0.00	3,459,886.40	17.31
<i>Totals for Major Object</i>	<i>2000 - 2999</i>	6,271,990.00	6,310,045.00	4,634,567.67	0.00	0.00	1,675,477.33	26.55
<i>Totals for Major Object</i>	<i>3000 - 3999</i>	11,039,501.00	10,620,989.00	8,349,923.14	0.00	0.00	2,271,065.86	21.38
<i>Totals for Major Object</i>	<i>4000 - 4999</i>	388,116.00	394,059.00	332,830.53	42,944.33	0.00	18,284.14	4.64
<i>Totals for Major Object</i>	<i>5000 - 5999</i>	3,414,596.00	3,380,286.00	2,961,029.26	339,758.34	0.00	79,498.40	2.35
<i>Totals for Major Object</i>	<i>6000 - 6599</i>	0.00	8,088.00	8,087.51	0.00	0.00	0.49	0.01
<i>Totals for Major Object</i>	<i>7100 - 7299</i>	68,830.00	51,615.00	54,476.00	0.00	0.00	-2,861.00	-5.54
<i>Totals for Major Object</i>	<i>7300 - 7399</i>	-1,334,627.00	-1,389,268.00	-263,521.30	0.00	0.00	-1,125,746.70	81.03
<i>Totals for Major Object</i>	<i>7610 - 7629</i>	73,470.00	73,470.00	73,469.16	0.00	0.00	0.84	0.00
<i>Total for Resource Range</i>	<i>00000.0 - 19999.9 U</i>	39,784,228.00	39,442,477.00	32,684,168.57	382,702.67	0.00	6,375,605.76	16.16

Object	Object Description	Adopted Budget	Current Budget	Expenditures	Encumbrances	Pre-Encumbrances	Balance	% Left
<i>Totals for Major Object 1000 - 1999</i>		5,258,373.00	5,647,606.00	4,950,736.29	0.00	0.00	696,869.71	12.34
<i>Totals for Major Object 2000 - 2999</i>		3,846,717.00	3,947,207.00	3,043,141.70	0.00	0.00	904,065.30	22.90
<i>Totals for Major Object 3000 - 3999</i>		7,885,622.00	7,838,174.00	3,219,361.39	0.00	0.00	4,618,812.61	58.93
<i>Totals for Major Object 4000 - 4999</i>		1,131,687.00	2,188,587.00	2,150,536.16	308,518.51	0.00	-270,467.67	-12.36
<i>Totals for Major Object 5000 - 5999</i>		2,760,754.00	4,320,200.00	3,595,742.68	1,586,722.76	0.00	-862,265.44	-19.96
<i>Totals for Major Object 6000 - 6599</i>		0.00	855,289.00	75,288.82	15,000.00	0.00	765,000.18	89.44
<i>Totals for Major Object 7100 - 7299</i>		666,621.00	683,836.00	2,358.50	0.00	0.00	681,477.50	99.66
<i>Totals for Major Object 7300 - 7399</i>		1,061,166.00	1,065,644.00	205,733.58	0.00	0.00	859,910.42	80.69
<i>Totals for Major Object 7610 - 7629</i>		134,136.00	134,136.00	0.00	0.00	0.00	134,136.00	100.00
<i>Total for Resource Range 20000.0 - 99999.9 R</i>		22,745,076.00	26,680,679.00	17,242,899.12	1,910,241.27	0.00	7,527,538.61	28.21

Report ID:	LAGL023C	64790- MONROVIA UNIFIED	Page No.	3
District:	64790	CUMULATIVE OBJECT SUMMARY - ALL EXPENDITURE OBJECTS	Run Date	5/16/2022
Fiscal Year :	2022	Fund :01.0 - General Fund	Run Time	8:43:46 AM
To Period :	10	FINAL	MONTHLY	
Resource Range:	20000.0 - 99999.9 Restricted Resources			

Object	Object Description	Adopted Budget	Current Budget	Expenditures	Encumbrances	Pre-Encumbrances	Balance	% Left
<i>Total for Fund</i>	<i>01.0-General Fund</i>	62,529,304.00	66,123,156.00	49,927,067.69	2,292,943.94	0.00	13,903,144.37	21.03

Object	Object Description	Adopted Budget	Current Budget	Expenditures	Encumbrances	Pre-Encumbrances	Balance	% Left
<i>Totals for Major Object 1000 - 1999</i>		2,418,197.00	2,584,129.00	1,334,200.62	0.00	0.00	1,249,928.38	48.37
<i>Totals for Major Object 2000 - 2999</i>		449,885.00	406,606.00	395,248.57	0.00	0.00	11,357.43	2.79
<i>Totals for Major Object 3000 - 3999</i>		1,050,328.00	1,040,616.00	583,720.43	0.00	0.00	456,895.57	43.91
<i>Totals for Major Object 4000 - 4999</i>		567,571.00	1,267,942.00	298,163.81	60,450.71	0.00	909,327.48	71.72
<i>Totals for Major Object 5000 - 5999</i>		1,912,904.00	1,316,599.00	519,239.17	51,891.48	0.00	745,468.35	56.62
<i>Totals for Major Object 6000 - 6599</i>		0.00	12,026.00	12,025.56	0.00	0.00	0.44	0.00
<i>Total for Resource Range 00000.0 - 19999.9 U</i>		6,398,885.00	6,627,918.00	3,142,598.16	112,342.19	0.00	3,372,977.65	50.89

Report ID:	LAGL023C	64790- MONROVIA UNIFIED	Page No.	5
District:	64790	CUMULATIVE OBJECT SUMMARY - ALL EXPENDITURE OBJECTS	Run Date	5/16/2022
Fiscal Year :	2022	Fund :01.4 - S & C	Run Time	8:43:46 AM
To Period :	10	FINAL	MONTHLY	
Resource Range:	00000.0 - 19999.9 Unrestricted Resources			

Object	Object Description	Adopted Budget	Current Budget	Expenditures	Encumbrances	Pre-Encumbrances	Balance	% Left
<i>Total for Fund</i>	<i>01.4-S & C</i>	6,398,885.00	6,627,918.00	3,142,598.16	112,342.19	0.00	3,372,977.65	50.89

Report ID:	LAGL023C	64790- MONROVIA UNIFIED	Page No.	6
District:	64790	CUMULATIVE OBJECT SUMMARY - ALL EXPENDITURE OBJECTS	Run Date	5/16/2022
Fiscal Year :	2022	Fund :01.6 - S & C - Carryover	Run Time	8:43:46 AM
To Period :	10	FINAL	MONTHLY	
Resource Range:	00000.0 - 19999.9 Unrestricted Resources			

Object	Object Description	Adopted Budget	Current Budget	Expenditures	Encumbrances	Pre-Encumbrances	Balance	% Left
<i>Totals for Major Object</i>	<i>1000 - 1999</i>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<i>Totals for Major Object</i>	<i>3000 - 3999</i>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<i>Totals for Major Object</i>	<i>4000 - 4999</i>	0.00	1,879,341.00	0.00	0.00	0.00	1,879,341.00	100.00
<i>Totals for Major Object</i>	<i>5000 - 5999</i>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<i>Total for Resource Range</i>	<i>00000.0 - 19999.9 U</i>	0.00	1,879,341.00	0.00	0.00	0.00	1,879,341.00	100.00

Report ID:	LAGL023C	64790- MONROVIA UNIFIED	Page No.	7
District:	64790	CUMULATIVE OBJECT SUMMARY - ALL EXPENDITURE OBJECTS	Run Date	5/16/2022
Fiscal Year :	2022	Fund :01.6 - S & C - Carryover	Run Time	8:43:46 AM
To Period :	10	FINAL	MONTHLY	
Resource Range:	00000.0 - 19999.9 Unrestricted Resources			

Object	Object Description	Adopted Budget	Current Budget	Expenditures	Encumbrances	Pre-Encumbrances	Balance	% Left
<i>Total for Fund</i>	<i>01.6-S & C - Carryover</i>	0.00	1,879,341.00	0.00	0.00	0.00	1,879,341.00	100.00

Report ID:	LAGL023C	64790- MONROVIA UNIFIED	Page No.	8
District:	64790	CUMULATIVE OBJECT SUMMARY - ALL EXPENDITURE OBJECTS	Run Date	5/16/2022
Fiscal Year :	2022	Fund :01.6 - S & C - Carryover	Run Time	8:43:46 AM
To Period :	10	FINAL	MONTHLY	
Resource Range:	00000.0 - 19999.9 Unrestricted Resources			

Object	Object Description	Adopted Budget	Current Budget	Expenditures	Encumbrances	Pre-Encumbrances	Balance	% Left
<i>Total for Distric</i>	<i>64790</i>	68,928,189.00	74,630,415.00	53,069,665.85	2,405,286.13	0.00	19,155,463.02	25.67

Agenda Item Details

Meeting Date: 2022-05-25 18:30:00

AGENDA ITEM TITLE:

6. 21/22-2146- PROFESSIONAL SERVICE AGREEMENTS

RECOMMENDATION

The Board of Education is requested to approve the Professional Service Agreements Report #16 for the Monrovia Unified School District 2021-22 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 #16 - 052522.pdf](#)

Monrovia Unified School District
Professional Service Agreements #16

Agenda Item # 21/22-2139
May 25, 2022

Name/Company	Services	Amount	Site	Effective Dates	Funding
NEOGOV	Subscription for recruitment services via Governmentjobs.com	\$1,906.00	Human Resources	5/27/22-5/27/23	General Funds
Kathy Lockard	ASB Accounting Consultant services	\$4,900.00	Business Services	7/1/22-6/30/23	General Funds

Agenda Item Details

Meeting Date: 2022-05-25 18:30:00

AGENDA ITEM TITLE:

7. 21/22-2147 - CONTRACT FOR CONSULTANT SERVICES RELATED TO THE CALIFORNIA SCHOOLS STORM WATER COMPLIANCE GROUP

RECOMMENDATION

The Board of Education is requested to approve a contract with the Los Angeles County Office of Education (LACOE) and Wood Environmental & Infrastructure Solutions, Inc. to provide technical services to Monrovia Unified School District.

Rationale:

LACOE's Division of Business Advisory Services has determined that it is desirable to coordinate the group of school and community college districts listed on Exhibit A, referred to as the California Schools Storm Water Compliance Group (CSSWCG), which Monrovia Unified School District is a part of, for the purpose of preparing plans and documents and conducting analysis required for compliance with provisions of the Federal Clean Water Act (FCWA) and regulations of the California State Water Resources Control Board (SWRCB) as they relate to the requirements of the California Industrial Storm Water Permit (General Permit).

Background:

The District and Contractor have the required background, training, and expertise to perform the work to be done and agree to do so in accordance with the terms and conditions of this Contract. All work shall be coordinated with LACOE's Project Director, Gerald Yarbrough, and the Contractor's representative who is Brent Smith. The District has contracted with LACOE for these services since the 2005 fiscal year.

Budget Implication (\$ Amount):

Cost to the District is \$3,000 per year. Any work performed by the Contractor in excess of this amount shall be done at no additional cost to the District. The District shall also pay LACOE an amount not to exceed \$800 annually for services specified in the Contract. If the number of District's participating in the CSSWCG decreases to 15 members, the District agrees to increase the annual payment to the Contractor to an amount of \$2,000.

Legal References:

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

Additional Information:

A copy of the agreement and Exhibit A is attached.

ATTACHMENTS

- [BA Item 2147\(b\) Contract for Consultant Services Related to the California Schools Storm Water Compliance Grp 5-25-22.pdf](#)

LOS ANGELES COUNTY OFFICE OF EDUCATION

CONTRACT
FOR CONSULTANT SERVICES
RELATED TO
THE CALIFORNIA SCHOOLS STORM WATER
COMPLIANCE GROUP

The LOS ANGELES COUNTY OFFICE OF EDUCATION, a public educational agency, located at 9300 Imperial Highway, Downey, California 90242-2890, hereinafter referred to as “LACOE,” and

MONROVIA UNIFIED SCHOOL DISTRICT, hereinafter referred to as “District,” and

WOOD ENVIRONMENTAL & INFRASTRUCTURE SOLUTIONS, INC., located at 3560 Hyland Avenue, Suite 100, Costa Mesa, California 92626, hereinafter referred to as “Contractor”, mutually agree as follows:

1. BASIS OF CONTRACT AND SCOPE OF WORK

1.1 LACOE’s Division of Business Advisory Services has determined that it is desirable to coordinate the group of school and community college districts listed on Exhibit A, attached hereto and made a part hereof, hereafter referred to as the California Schools Storm Water Compliance Group (CSSWCG), Los Angeles Area, for the purpose of preparing plans and documents, and conducting analysis required for compliance with provisions of the Federal Clean Water Act (FCWA) and regulations of the California State Water Resources Control Board (SWRCB) as they relate to the requirements of the California General Industrial Storm Water Permit (General Permit).

1.2 Contractor will provide technical services to the CSSWCG. Any conflict with Contractor’s activities and this Contract shall be referred for resolution to LACOE, whose decisions in such matters shall be final and binding on all parties. District and Contractor have the required background, training and expertise to perform the work to be done and agrees to do so in accordance with the terms and conditions of this Contract. All work shall be coordinated with LACOE’s representative who is Phillip Downing and Contractor’s representative who is Brent Smith.

2. TERM AND TERMINATION OF CONTRACT

This Contract is effective July 1, 2022 and shall remain in effect through June 30, 2023. The Contract may be amended by mutual written consent of the parties and may be terminated by any party upon thirty (30) days advanced written notification. This Contract supersedes all previous contract for services related to storm water disclosure monitoring by the parties.

3. PAYMENT

- 3.1 District shall pay Contractor an amount not to exceed Three Thousand Dollars (\$3,000.00) per year, for work performed hereunder. Any work performed by the Contractor in excess of this amount shall be considered as having been done so at no additional cost to the District, unless this Contract is so amended by written amendment. Payment shall be made upon completion and acceptance by the District of the work performed and within thirty (30) days of receipt of an itemized invoice submitted to the District. The invoice shall indicate the work performed by the Contractor with regard to analysis required for the compliance with the provisions of the FCWA and regulations of the Board as they relate to the implementation permit for California facilities with storm water discharges associated with industrial activity. The amount not to exceed includes a lump sum support fee of Two Thousand Dollars (\$2,000.00) per year, unless there is a decrease in CSSWCG members per section 3.3. Districts requiring additional services as specified in Sections 5 and 6 will be charged at cost for outside services such as additional FedEx charges and laboratory fees. Additional labor will be charged as specified in Section 6.
- 3.2 District shall pay LACOE an amount not to exceed Eight Hundred Dollars (\$800.00) annually for services specified herein. Payment shall be made within thirty (30) days of receipt of an invoice submitted to the District.
- 3.3 If the total number of districts participating in the CSSWCG decreases to 15 members, District agrees to increase annual payment to the Contractor to an amount of Two Thousand Two Hundred Dollars (\$2,200.00) per year plus additional charges in accordance with Sections 3.1, 5, and 6 for the current year of the contract term.
- 3.4 The General Permit includes requirements for the Compliance Group Leader to prepare a Consolidated Level 1 Exceedance Response Actions (ERA) Report as needed to address ERA Level 1 status. Level 2 ERA Action Plans and Technical Reports are required for Participants with Level 2 status. The status of each District will be evaluated during the 2022-2023 Compliance Year. If a Consolidated Level 1 ERA Report is required for the District, the Contractor will prepare the report by the deadline on January 1, 2023. The Contract amount may be amended during future Contract terms to cover the additional services such as the Level 2 ERA Action Plan.
- 3.5 If at any time the District elects to terminate the contract, the District will pay LACOE and Contractor a prorated cost based on effort completed. A detailed invoice will be prepared by the Contractor for services completed.

4. RESPONSIBILITIES OF LACOE

- 4.1 LACOE shall provide assistance to the Contractor as required, provide information to the CSSWCG on compliance requirements and on determinations of the applicability of the California storm water permit regulations and other such information as may be required to complete the work to be done.

4.2 LACOE is coordinating the services between participating Districts and Contractor. LACOE is not responsible for payments to the Contractor.

5. RESPONSIBILITIES OF THE DISTRICT

5.1 District shall collect storm water runoff samples for testing and submit the samples to the Contractor's approved laboratory, (when required). District shall submit the samples by the next work day after collection for analysis using the Contractor's prepaid FedEx account (or similar method). The lump sum contract amount in Section 3 covers up to Two Hundred Dollars (\$200.00) in FedEx (or similar method) delivery fees and up to Five Hundred Dollars (\$500.00) in laboratory charges. District shall notify Contractor upon successful sample completion for tracking.

5.2 District shall pay Contractor and LACOE promptly upon receipt of an invoice as specified in Section 3 Payment.

5.3 District shall pay any penalty or assessment that may be levied against the District by State or Regional Water Resources Board or other agency having jurisdiction.

5.4 District shall complete, implement, certify and submit electronically via the SWRCB's Storm Water Multiple Application and Report Tracking System (SMARTS), Permit Registration Documents including a Storm Water Pollution Prevention Plan (SWPPP).

5.5 District shall register as a member of CSSWCG in SMARTS.

5.6 District shall add Contractor as a Data Submitter in SMARTS.

5.7 District shall provide Contractor with necessary data to update the annual report information in SMARTS.

5.8 District shall be responsible for certification and submittal of documents required via SMARTS.

5.9 Conduct one Annual Evaluation each reporting year (July 1 to June 30).

6. RESPONSIBILITIES OF THE CONTRACTOR

The responsibilities of the Contractor include, but may not be limited to the following:

6.1 Serve as the required Compliance Group Leader. Contractor is required to complete State Water Board sponsored and approved training program. Contractor shall register in SMARTS as the Compliance Group Leader following the completion of the training program.

6.2 Assist Compliance Group Participants with compliance activities required by the General Permit as identified below.

6.3 Contractor shall provide an annual storm water compliance seminar. Contractor will provide presentation materials to Districts following the training.

Training shall include general BMP implementation, monitoring and SMARTS demonstration and guidance.

- 6.4 Contractor shall provide District with necessary forms and guidance for preparing or updating the site-specific SWPPP including providing a Compliance Group SWPPP Template and necessary forms.
- 6.5 Contractor shall coordinate with laboratory to provide sample containers, labels, litmus paper to test pH, and provide a prepaid FedEx shipping label. Contractor's laboratory shall conduct analytical testing including total suspended solids and oil and grease. The Contractor's lump sum fee of \$2,000.00 includes up to \$200.00 in FedEx and/or similar delivery method fees and up to \$500.00 in laboratory charges. Additional outside service fees will be charged by the Contractor at cost to District. Backup of any additional charges will be provided by the Contractor with the detailed invoice.
- 6.6 Contractor shall inspect all the facilities of the Compliance Group Participants at a minimum of once per reporting year (July 1 to June 30). Additional inspection services may be requested by the District, which will be charged an hourly rate fee and mileage will be charged at the IRS Mileage Rate. The project bill rates will be based on the Contractor's Schedule of Charges. No additional charges will be added to the District invoices without prior consent.
- 6.7 Contractor shall compile monthly sample visual observation forms. Where necessary, Contractor will contact District to discuss results and possible revisions to site specific best management practices. Maintain records of contact and discussions with District for incorporation into annual report in SMARTS.
- 6.8 Contractor shall assist with the preparation of the Annual Report in SMARTS as a data submitter including uploading analytical data, assistance with the annual report checklists, and preparation of summaries of analytical data and visual monitoring results.
- 6.9 Provide storm water consultation to the District through the Compliance year.
- 6.10 Provide consulting related to industrial permit compliance as needed.

7. CANCELLATION DUE TO ELIMINATION OF REGULATORY REQUIREMENTS

In the event storm water discharge sampling and related analysis is eliminated as a requirement for District by the Board, this Contract shall be cancelled and any amounts due under the Contract shall be prorated to the date of cancellation. This Contract shall be amended to reflect that Contractor shall not perform such sampling and analysis, and the Contract payment for services rendered by Contractor during the year in which the exemption was granted, shall be proportionately reduced. Thereafter, LACOE may terminate this Contract. If SWPPP or other requirements are added or deleted by federal or state agencies, payment as specified in Section 3 PAYMENT, shall be amended by the parties.

8. DISTRICT CHANGE IN STATUS

- 8.1 If District discontinues bus service or the maintenance facility and/or facilities operated by the District, the District may withdraw from the CSSWCG upon payment for all services rendered by LACOE and the Contractor.
- 8.2 Any District wishing to join the CSSWCG may do so by submitting a request to LACOE and paying LACOE as required to bring the District to the current CSSWCG member status.

9. INDEMNIFICATION

- 9.1 District agrees to defend, indemnify, save, and hold harmless the Contractor and LACOE from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorneys' fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property to the extent that such injury, damage or loss results from or is connected with the sole negligence or error or omission of the District. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.
- 9.2 Contractor agrees to defend, indemnify, save, and hold harmless the District and LACOE from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorneys' fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property to the extent that such injury, damage or loss results from or is connected with the sole negligence or error or omission of the Contractor. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.
- 9.3 LACOE agrees to defend, indemnify, save, and hold harmless the District and the Contractor from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorneys' fees and costs actually incurred, whether or not litigation has commenced), judgments or obligations, actions, or causes of action whatsoever, for or in connection with injury, damage, or loss (including, but not limited to death) to any person or property to the extent that such injury, damage or loss results from or is connected with the sole negligence or error or omission of LACOE. The provisions of this clause shall not be limited to the availability or collectability of insurance coverage.

10. INSURANCE

District and Contractor shall maintain such general liability, property damage, workers' compensation, and auto insurance as is required to protect District and Contractor and LACOE as their interests may appear.

11. INDEPENDENT CONTRACTOR

While performing their obligations under this Contract, District and Contractor are independent contractors and not an officer, employee or agent of LACOE. The District

and Contractor shall not at any time or in any manner represent that they or any of their officers, employees, or agents are employees of LACOE.

While performing their obligations under this Contract, Contractor is an independent contractor and not an officer, employee or agent of the District. The Contractor shall not at any time or in any manner represent that they or any of their officers, employees, or agents are employees of the District.

12. NON-DISCRIMINATION AND NON-SEGREGATION

During the performance of this Contract, the District agrees to comply with all federal, state and local laws respecting non-discrimination in employment and non-segregation of facilities including, but not limited to requirements set out in 41 CFR 60-1.4, 60-250.4 and 60-741.4, which equal opportunity clauses are hereby incorporated by reference.

13. RECORD RETENTION AND INSPECTION

District and Contractor agrees that LACOE shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent records pertaining to this Contract. All records shall be kept and maintained by District and Contractor and made available to LACOE during the entire term of this Contract and for a period not less than five (5) years after final payment hereunder by LACOE.

14. MODIFICATION

This Contract shall not be modified or amended without mutual written consent of the parties. If any actual or physical deletions or changes appear on the face of the Contract, such deletions or changes shall only be effective if the initials of all contracting parties appear beside such deletion or change.

15. SEVERABILITY/WAIVER

15.1 If any provision of this Contract is determined to be illegal, unenforceable, or invalid, such act shall in no way affect the validity of any other provision in this Contract.

15.2 No waiver of any provision of this Contract shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding unless executed in writing by the party making the waiver.

16. ASSIGNMENT

District and Contractor shall not in any manner, directly or indirectly, by operation of law or otherwise, assign, transfer, or encumber this Contract or any portion hereof of any interest herein, in whole or in part, without the prior written consent of LACOE. If consent is not given by LACOE to assign, transfer, or encumber this Contract, such action shall be deemed automatically void. In addition, District and Contractor shall not subcontract the work to be performed pursuant to this Contract without prior written approval of LACOE. The names and qualifications of

subcontractors or others whom District and Contractor intends to employ, other than those identified, shall be submitted to LACOE for prior written approval.

17. INTEGRATION

This Contract, including all exhibits and other documents incorporated herein or made applicable by reference, contains the complete and final understanding of the parties' rights, duties and obligations with respect to the transaction discussed in the Contract and supersedes all prior Contracts, understandings and commitments, whether oral or written. This Contract shall not be amended in any way except by a writing expressly purporting to be such an amendment, signed and acknowledged by all of the parties hereto.

18. ATTORNEY'S FEES

Should any party be required to file any legal action or claim to enforce any provision of this Contract or resolve any dispute arising under or connected to this Contract, each party shall bear its own attorney's fees and costs in bringing such an action and any judgment or decree rendered in such a proceeding shall not include an award thereof.

19. GOVERNING LAW/FORUM SELECTION

This Contract is made, entered into and executed in Los Angeles County, California, and any legal action, claim or proceeding arising out of or connected with this Contract shall be filed in the applicable court in Los Angeles County, California. This Contract shall be construed, and all disputes hereunder shall be settled, in accordance with the laws of the State of California.

20. NOTICES

Any notices to be given pursuant to this Contract shall be in writing and such notices, as well as any other document to be delivered, shall be delivered by personal service or by deposit in the U.S. Mail, certified or registered, return receipt requested, postage prepaid, and addressed to the party for whom intended as follows:

LACOE:

Contracts Section
LOS ANGELES COUNTY OFFICE OF EDUCATION
9300 Imperial Highway, ECW Room 133
Downey, CA 90242-2890

DISTRICT:

Mailing Address is District Office

CONTRACTOR:

WOOD ENVIRONMENTAL & INFRASTRUCTURE SOLUTIONS, INC.
3560 Hyland Avenue, Suite 100
Costa Mesa, CA 92626

21. EMPLOYEE FINGERPRINTING

During the entire term of the Contract, District and Contractor, including all subcontractors, shall fully comply with the provisions of the Education Code Section 45125.1.

22. TOBACCO AND MARIJUANA-FREE SCHOOLS AND FACILITIES

When at LACOE-owned or LACOE-leased buildings, both parties hereby agree to comply with the Los Angeles County Board of Education's Policy 3513.3 which states: The County Board recognizes the health hazards associated with smoking and the use of tobacco and/or marijuana products including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff. The County Board prohibits the use of tobacco and/or marijuana products at any time in LACOE-owned or leased buildings, on LACOE property and in LACOE vehicles. This includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking.

23. ALCOHOL AND DRUG-FREE WORKPLACE

District and Contractor hereby certifies under penalty of perjury under the laws of the State of California that District and Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et. seq.), and the Los Angeles County Board of Education's Alcohol and Drug-Free Workplace Policy 4020.

24. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this Contract shall be deemed to be inserted herein and the Contract shall be read and enforced as though it were so inserted and included.

25. ORDER OF PRECEDENCE

Except as specifically provided elsewhere in this Contract, conflicting, vague and/or ambiguous provisions of this Contract shall prevail in the following order of precedence: (1) the provisions in the body of this Contract; (2) the exhibits of the Contract, if any; (3) all other documents cited in this Contract or incorporated by reference.

26. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR OTHER INELIGIBILITY (Federal Executive Order 12549)

By executing this contractual instrument, District and Contractor certifies to the best of its knowledge and belief that it and its principals:

26.1 Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or Agency;

- 26.2 Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (Federal, State or Local) or contract under a public transaction; or violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property.
- 26.3 Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in Section 26.2 above, of this certification; and
- 26.4 Have not, within a three-year period preceding the execution of this contractual instrument, had one or more public transactions (Federal, State or Local) terminated for cause of default.

27. PUBLIC RETIREMENT SYSTEM RETIREE

Contractor must disclose to LACOE if any of Contractor's employees working under this Contract have retired from the California State Teachers' Retirement System ("CalSTRS") or the California Public Employees' Retirement System ("CalPERS"). Pursuant to California Education Code Section 24214 and 24214.5, there are postretirement limitations on earnings if Contractor's employees have retired from CalSTRS and hours worked limitations if Contractor's employees have retired from CalPERS. If Contractor's employees have retired from either CalSTRS or CalPERS, Contractor should be aware that LACOE is required to report all payments under this and any additional Agreements in any given year.

28. SEXUAL HARASSMENT PREVENTION TRAINING

If Contractor employs 5 or more employees, Contractor must provide at least two (2) hours of sexual harassment prevention training and education to all supervisory employees and one (1) hour of such training to all non-supervisory employees. Contractor must also provide sexual harassment prevention training to its temporary or seasonal employees within thirty (30) calendar days after the hire date or within one hundred (100) hours worked if the employee will work for less than six (6) months. Training and education must be provided once every two (2) years thereafter, pursuant to California Government Code 12950.1.

LACOE reserves the right to request for certification of completion of such training and to terminate this Contract if Contractor fails to comply with this section.

29. EXECUTION REQUIREMENTS

Proper signatures required for execution of this instrument may be by original signature; photocopy; fax/facsimile copy; valid, encrypted, electronic transmission/signature; and/or other commonly accepted, widely used, commercially acceptable signature methods. This instrument may be executed in counterparts by each party on a separate copy thereof with the same force and effect as though all parties had executed a single original copy.

WOOD ENVIRONMENTAL &
INFRASTRUCTURE SOLUTIONS, INC.

By 
Brent Smith
Senior Associate Scientist

Indicate Federal Tax I.D. Number:

91-1641772

Date 5/4/2022

LOS ANGELES COUNTY
OFFICE OF EDUCATION

By _____
Terri Lyttaker
Controller

Date _____
mlc 4-25
Report 5/2/2022

MONROVIA UNIFIED
SCHOOL DISTRICT

By _____
Ryan D. Smith
Typed or Printed Name

Title Superintendent

Date _____

EXHIBIT A

2022-2023 CALIFORNIA SCHOOLS STORM WATER COMPLIANCE GROUP

Arcadia USD

Bassett USD

Centralia ESD

Covina-Valley USD

Downey USD

Las Virgenes USD

Los Alamitos USD

Monrovia USD

Montebello USD

Murrieta Valley USD

Newport-Mesa USD

Placentia-Yorba Linda USD

Rowland USD

Santa Monica-Malibu USD

Sulphur Springs Union SD

Torrance USD

Walnut Valley USD

Whittier Union USD

Agenda Item Details

Meeting Date: 2022-05-25 18:30:00

AGENDA ITEM TITLE:

8. 21/22-2148 - SERVICE AGREEMENT WITH BLACKWATER PUBLIC SAFETY

RECOMMENDATION

The Board of Education is requested to approve a service agreement with Blackwater Public Safety for security and patrol services.

Rationale:

In September 2019, the Deputy Administrative Director of the City of Monrovia notified the District that in accordance with Monrovia Municipal code MMC, due to the excessive amount of alarm calls, the City of Monrovia will issue fines ranging from \$200 to \$400 every time police is dispatched to our school sites due to a false alarm.

Background:

In September 2019, the Deputy Administrative Director of the City of Monrovia notified the District that, by Monrovia Municipal code MMC 9.47.050, a service charge would be billed due to the excessive amount of false alarm calls. Every time police are dispatched to one of our school sites, the fines are as follows: \$200 for the 4th false alarm, \$300 for the 5th false alarm, and \$400 for the 6th and subsequent false alarms. Blackwater will respond to false alarm calls made from USA Alarm if staff are unable to respond.

Budget Implication (\$ Amount):

Blackwater Public Safety will charge \$30 each time they respond to a false alarm.

Legal References:

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

Additional Information:

A copy of the agreement is attached.

ATTACHMENTS

- [BA Item 2148\(b\) Service Agreement with Blackwater Public Safety 5-25-22.pdf](#)

PATROL SERVICES AGREEMENT

This Security Guard Services Agreement (this “**Agreement**”) is made as of this 1st day of July 2022 (the “**Effective Date**”), by and between Blackwater Public Safety (the “**Contractor**”), having an address of 16029 Arrow Highway Suite A Irwindale CA 91706, and Monrovia Unified School District (the “**Client**”), having an address of 325 E. Huntington Drive Monrovia CA 91016

NOW THEREFORE, the parties agree as follows:

1. SERVICES.

1.1 The Client hereby engages the Contractor, and the Contractor hereby accepts such engagement, to serve as an independent contractor to provide certain security guard and related services to the Client on the terms and conditions set forth in this Agreement.

1.2 The Contractor shall provide to the Client the security guard and related services set forth on Schedule 1 (the “**Services**”).

1.3 Unless otherwise set forth in Schedule 1, the Contractor shall furnish, at its sole expense, the uniforms, equipment, vehicles, supplies, and other materials used by all security officers employed by it to perform the Services. The Client shall provide the Contractor with access to their premises to the extent necessary for the performance of the Services.

1.4 The Services shall be rendered in a professional manner consistent with first class security services, and in a manner that is courteous and polite to the public to the extent possible under the circumstances.

1.5 The employees assigned to perform the Services shall be competent, qualified, properly trained and licensed to perform all duties or tasks associated with the Services in a manner consistent with the highest industry practices and standards. Prior to assigning them to perform the Services, the Contractor shall perform a thorough background check on all security officers and shall not assign any security officers to perform the Services if any information disclosed in such background check reveals a criminal conviction or otherwise indicates that such person, in any way, might not perform the Services in accordance with the standards applicable under this Agreement.

1.6 No security officers or other employees shall be armed with firearms or other lethal weapons while performing the Services except if listed in Scope of work.

2. TERM. The term of this Agreement shall commence as of the Effective Date of 1 July 2022 and shall continue for a period of one year (1) and subject to annual renewal thereafter, unless sooner terminated in accordance with the terms of this Agreement (the “**Term**”). Any extension of the Term will be subject to mutual written agreement of the parties.

3. FEES AND EXPENSES.

3.1 Client will Engage contractor in patrol on-call emergency burglary & fire alarm service and pay associated fees for such service to contractor.

3.2 The Contractor is solely responsible for any travel or other costs, or expenses incurred by it or any of its employees in connection with the performance of the Services, and in no event shall the Client be obligated to reimburse the Contractor for any such costs or expenses.

3.3 The Client shall pay all undisputed Fees within thirty (15) days after the Client's receipt of a properly submitted and documented invoice. All Invoice are NET 15 terms, Exp. Billed invoice 07/31/2022 invoice due 07/15/2022, late fee of 10% per month shall be assessed by contractor if payment is not rendered within 7 days after due date or unit paid.

3.4 All invoices submitted for any Fees shall set forth the hours and personnel reflected in the invoice in reasonable detail that allows the Client to verify the basis for and accuracy of the charges reflected in the invoice. The Contractor shall keep and make available for inspection or examination by the Client all records maintained by the Contractor in connection with furnishing the Services hereunder.

4. RELATIONSHIP OF THE PARTIES.

4.1 The Contractor is an independent contractor of the Client, and this Agreement shall not be construed to create any association, partnership, joint venture, employee, or agency relationship between the Contractor and the Client for any purpose. The Contractor shall have no authority (and shall not hold itself out as having authority) to bind the Client in any manner, and the Contractor shall not make any agreements or representations on the Client's behalf without the Client's prior written consent.

4.2 In hiring, retaining, compensating, or disciplining security guards or other personnel who perform or are to perform the Services, the Contractor shall conform with all laws, rules, regulations, executive orders or other legal requirements relative to employment that are imposed by an applicable federal, state, or local governmental authority. Without limiting the generality of the foregoing, the Contractor shall comply with the Federal Civil Rights Act, the Fair Labor Standards Act, the Americans with Disabilities Act and the Labor Management Relations Act.

5. CONFIDENTIALITY.

5.1 The Contractor acknowledges that it may have access to information that is treated as confidential and proprietary by the Client (collectively, the "**Confidential Information**"). The Contractor agrees to: (a) **treat all Confidential Information as strictly confidential; including district alarm codes, access cards and keys.** (b) to not disclose Confidential Information or permit it to be disclosed, in whole or part, to any third party without the prior written consent of the Client in each instance; and (c) to not use any Confidential Information for any purpose except as required in the performance of the Services. The Contractor shall notify the Client immediately in the event it becomes aware of

any loss or disclosure of any Confidential Information or other breach of its obligations under this Section.

5.2 Confidential Information shall not include information that: (a) is or becomes generally available to the public other than through the Contractor's breach of this Agreement; or (b) is communicated to the Contractor by a third party that had no confidentiality obligations with respect to such information.

6. REPRESENTATIONS AND WARRANTIES.

6.1 The Contractor represents and warrants to the Client that:

(a) The Contractor has the right to enter into this Agreement, to grant the rights granted herein and to perform fully all of its obligations in this Agreement.

(b) The Contractor's entering into this Agreement with the Client and its performance of the Services do not and will not conflict with, or result in any breach or default under, any other agreement to which the Contractor is subject.

(c) The Contractor has the required skill, experience and qualifications, Licenses and permits to perform the Services in accordance to the standards set forth in this Agreement, and shall perform the Services in accordance with the standards set forth in this Agreement. The Contractor shall devote sufficient resources to ensure that the Services are performed in a timely and reliable manner; and

7. TERMINATION.

7.1 The Client may terminate this Agreement without cause or reason upon thirty 30 days' written notice to the Contractor. In the event of termination pursuant to this Section, the Client shall pay the Contractor on a pro-rata basis any Fees then due and payable for any Services completed up to and including the effective date of such termination.

7.2 The Client may terminate this Agreement, effective immediately upon written notice to the Contractor, if the Contractor materially breaches this Agreement, and such breach is incapable of cure, or with respect to a material breach capable of cure, the Contractor does not cure such breach within ten (10) days after receipt of written notice of such breach.

7.3 Upon expiration or termination of this Agreement for any reason, or at any other time upon the Client's written request, the Contractor shall promptly after such expiration or termination:

(a) deliver to the Client all tangible documents and materials (and any copies) containing, reflecting, incorporating, or based on the Confidential Information.

(b) permanently erase all the Confidential Information from its computer systems; and

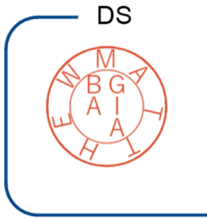
(c) certify in writing to the Client that it has complied with the requirements of this Section.

8. Indemnification Clause

8.1: Contractor agrees to indemnify, defend and save harmless the Monrovia unified school district, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.

DS
MG

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.



“CONTRACTOR”

MATTHEW GIABA 5/3/2022 | 14:10:50 PDT
E10E6BFA76CF4AA...

By: MATTHEW GIABA
Blackwater Public Safety

“CLIENT”

By: _____
Name: Ryan D. Smith Title: Superintendent
Monrovia Unified School District

Schedule 1
(Description of Services)

EMERGENCY ALARM RESPONSE

The following schools are included in this contract for service.

1. Canyon Early Learning Center
2. Wild Rose Elementary School
3. Mayflower Elementary School
4. Brad oaks Elementary School
5. Monroe Elementary School
6. Plymouth Elementary School
7. Clifton Middle School
8. Santa Fe Middle School
9. Monrovia High School
10. Canyon Oaks School
11. Mountain Park School
12. Monrovia Unified School Administration office

DS
MG

The D. O. S. Shall include the following

- Emergency Response for Burglary Alarms
- Emergency Response for fire Alarms
- Emergency Response for General Alarms
- Coordinate with local police, Fire, Medical Departments If needed
- BPS dispatch shall Notify on call school staff of actual emergency

DS
MG

Schedule 2

(Fees)

Disclaimer: All invoices are Net 15 payment method.
 Invoices are due 15 days after receiving invoice for service.
 Invoices will be charged a 10% late fee if not paid 7 days after due date.

Standing site Guard

Hourly Rate	Personal number	Monthly Hours total	Estimated Total Monthly Charge
n/a	n/a	n/a	n/a

Holiday rates may apply for standing guard service

Patrol Service

Number of hits per day	Days of service	Price per hit per day	Total monthly charge
ON CALL	7	30.00 Per Response	TBD

****This agreement is a emergency alarm response service, charges shall be for the above schools and at the rate of \$30.00 USD per response. Client shall not be billed for service if no responses where needed. ****

Certificate Of Completion

Envelope Id: D8CF99C2C5F147A99508105C0270DED4	Status: Delivered
Subject: Please DocuSign: bps contract Monrovia school.docx	
Source Envelope:	
Document Pages: 7	Signatures: 1
Certificate Pages: 2	Initials: 8
AutoNav: Enabled	Stamps: 1
Envelope Stamping: Enabled	Envelope Originator:
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	matthew giaba
	16029 Arrow Highway
	Suite A
	Irwindale , CA 91706
	matthew@blackwaterca.com
	IP Address: 47.145.151.57

Record Tracking

Status: Original	Holder: matthew giaba	Location: DocuSign
5/3/2022 2:00:27 PM	matthew@blackwaterca.com	

Signer Events

Signature	Timestamp
Dr. Ryan Smith Superintendant dsmith@monroviасchools.net Security Level: Email, Account Authentication (None)	Sent: 5/3/2022 2:10:20 PM Resent: 5/3/2022 4:59:07 PM Viewed: 5/3/2022 5:37:40 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

MATTHEW GIABA
matthew@blackwaterca.com
Owner
Blackwater Public Safety
Security Level: Email, Account Authentication (None)

DocuSigned by:
MATTHEW GIABA
F10E6BFA76CF4AA...

Sent: 5/3/2022 2:10:21 PM
Viewed: 5/3/2022 2:10:28 PM
Signed: 5/3/2022 2:10:50 PM



Signature Adoption: Pre-selected Style
Signed by link sent to matthew@blackwaterca.com
Using IP Address: 47.145.151.57

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events

Signature	Timestamp
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Editor Delivery Events

Status	Timestamp
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Agent Delivery Events

Status	Timestamp
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Intermediary Delivery Events

Status	Timestamp
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Certified Delivery Events

Status	Timestamp
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Carbon Copy Events

Status	Timestamp
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michael molinar
michael@blackwaterca.com
Security Level: Email, Account Authentication (None)

COPIED

Sent: 5/3/2022 2:10:21 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
Ricardo Harris rharris@monroviaschools.net Security Level: Email, Account Authentication (None)	COPIED	Sent: 5/3/2022 2:10:21 PM Viewed: 5/3/2022 2:51:17 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	5/3/2022 2:10:21 PM
Certified Delivered	Security Checked	5/3/2022 2:10:28 PM
Signing Complete	Security Checked	5/3/2022 2:10:50 PM

Payment Events	Status	Timestamps
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Agenda Item Details

Meeting Date: 2022-05-25 18:30:00

AGENDA ITEM TITLE:

9. 21/22-4032 - PERSONNEL ASSIGNMENTS

RECOMMENDATION

The Board of Education is requested to approve Personnel Assignments Report #19.

Rationale:

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

Budget Implication (\$ Amount):

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

- [2022-05-25 Personnel Report 19.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT
Personnel Assignment Report #19

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

A. Employments

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
1 #	James	Ball	Daily Substitute	Employ, as needed	5/10/22-6/8/22	District		G-00000.0	000003	\$190/day	100%
2 #	Sean	McCoy	Daily Substitute	Employ, as needed	4/28/22-6/8/22	District		G-00000.0	000003	\$190/day	100%
3 #	Jacob	Steedman	Daily Substitute	Employ, as needed	4/27/22-6/8/22	District		G-00000.0	000003	\$190/day	100%

B. Supplemental Hours/Special Assignments

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
4 #	Samar	AbiSaab	Adult Ed Teacher	Adult Ed ESL May Summer School	5/2/22-5/27/22	Adult Ed	NTE 16 hrs/wk	C-39050.0	004130	\$45.25/hr	100%
5	Zalene	Acosta	Substitute Teacher	Substitute - All Summer School Camp Sites	6/13/22-7/15/22	Educ Services	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%
6	Amanda	Alfieri	Summer School Teacher	Middle School / Camp Infinity Summer School Training	6/9/22-6/10/22	Santa Fe	NTE 12 hrs	C-07107.0.	004127	\$27.00/hr	100%
7	Amanda	Alfieri	Summer School Teacher	Middle School / Camp Infinity Summer School	6/13/22-7/15/22	Santa Fe	NTE 115 hrs	C-07107.0.	004128	\$32.00/hr	100%
8	Alba	Arellano	Summer School Teacher	Summer School - DI Spanish Training	6/9/22-6/10/22	Monroe	NTE 12 hrs	C-07107.0.	004127	\$27.00/hr	100%
9	Alba	Arellano	Summer School Teacher	Summer School - DI Spanish	6/13/22-7/8/22	Monroe	NTE 115 hrs	C-07107.0.	004128	\$32.00/hr	100%
10	Aditi	Arora	Summer School Teacher	Summer School Camp Read A Lot/Camp Infinity Training	6/9/22-6/10/22	Mayflower	NTE 12 hrs	C-32160.0	004135	\$27.00/hr	100%
11	Aditi	Arora	Summer School Teacher	Summer School Camp Read A Lot/Camp Infinity	6/13/22-7/15/22	Mayflower	NTE 115 hrs	C-30100.0	004129	\$32.00/hr	100%
12	Janet	Atkins	Substitute Teacher	Substitute - All Summer School Camp Sites	6/13/22-7/15/22	Educ Services	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%
13	Kimberly	Bender Dickinson	Substitute Teacher	Substitute - All Summer School Camp Sites	6/13/22-7/15/22	Educ Services	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%
14	Ashton	Bond	Summer School Teacher	Middle School / Camp Infinity Summer School Training	6/9/22-6/10/22	Santa Fe	NTE 12 hrs	C-07107.0.	004127	\$27.00/hr	100%
15	Ashton	Bond	Summer School Teacher	Middle School / Camp Infinity Summer School	6/13/22-7/15/22	Santa Fe	NTE 115 hrs	C-07107.0.	004128	\$32.00/hr	100%
16	Xia	Boyle	Summer School Teacher	Summer School - DI Mandarin Training	6/6/22-6/10/22	Monroe	NTE 22 hrs	C-07107.0.	004127	\$27.00/hr	100%
17	Xia	Boyle	Summer School Teacher	Summer School - DI Mandarin	6/13/22-7/8/22	Monroe	NTE 90 hrs	C-07107.0.	004128	\$32.00/hr	100%
18	Hedy	Bravo	Substitute Teacher	Substitute - All Summer School Camp Sites	6/13/22-7/15/22	Educ Services	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%
19	Nancy	Bravo	Summer School Teacher	Summer School - DI Spanish Training	6/9/22-6/10/22	Monroe	NTE 12 hrs	C-07107.0.	004127	\$27.00/hr	100%

B. Supplemental Hours/Special Assignments (continued)

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
20	Nancy	Bravo	Summer School Teacher	Summer School - DI Spanish	6/13/22-7/8/22	Monroe	NTE 115 hrs	C-07107.0.	004128	\$32.00/hr	100%
21 #	Crol	Burrill	Adult Ed Teacher	Adult Ed ESL May Summer School	5/2/22-5/27/22	Adult Ed	NTE 16 hrs/wk	C-39050.0	004130	\$45.25/hr	100%
22	Lorenia	Cabello	Summer School Teacher	Summer School - DI Spanish Training	6/9/22-6/10/22	Monroe	NTE 12 hrs	C-07107.0.	004127	\$27.00/hr	100%
23	Lorenia	Cabello	Summer School Teacher	Summer School - DI Spanish	6/13/22-7/8/22	Monroe	NTE 115 hrs	C-07107.0.	004128	\$32.00/hr	100%
24	John	Cabrera	Substitute Teacher	Substitute - All Summer School Camp Sites	6/13/22-7/15/22	Educ Services	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%
25	Vanessa	Cardenas	Substitute Teacher	Substitute - All Summer School Camp Sites	6/13/22-7/15/22	Educ Services	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%
26	Kaitlin	Carels	Summer School Teacher	Summer School Camp Read A Lot/Camp Infinity Training	6/9/22-6/10/22	Mayflower	NTE 12 hrs	C-32160.0	004135	\$27.00/hr	100%
27	Kaitlin	Carels	Summer School Teacher	Summer School Camp Read A Lot/Camp Infinity	6/13/22-7/15/22	Mayflower	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%
28	Amber	Castellanos	Substitute Teacher	Substitute - All Summer School Camp Sites	6/13/22-7/15/22	Educ Services	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%
29	Viviana	Cervantes	Summer School Teacher	Summer School Camp Read A Lot/Camp Infinity Training	6/9/22-6/10/22	Mayflower	NTE 12 hrs	C-32160.0	004135	\$27.00/hr	100%
30	Viviana	Cervantes	Summer School Teacher	Summer School Camp Read A Lot/Camp Infinity	6/13/22-7/15/22	Mayflower	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%
31	Ying-Ping	Chee	Summer School Teacher	Middle School / Camp Infinity Summer School Training	6/9/22-6/10/22	Santa Fe	NTE 12 hrs	C-07107.0.	004127	\$27.00/hr	100%
32	Ying-Ping	Chee	Summer School Teacher	Middle School / Camp Infinity Summer School	6/13/22-7/15/22	Santa Fe	NTE 115 hrs	C-07107.0.	004128	\$32.00/hr	100%
33	Robin	Chicca	Summer School Lead Teacher	Middle School / Camp Infinity Summer School Training	6/9/22-6/10/22	Santa Fe	NTE 12 hrs	C-07107.0.	004127	\$27.00/hr	100%
34	Robin	Chicca	Summer School Lead Teacher	Middle School / Camp Infinity Summer School	6/13/22-7/15/22	Santa Fe	NTE 115 hrs	C-07107.0.	004128	\$32.00/hr	100%
35	Aaron	Colacion	Summer School Teacher	Middle School / Camp Infinity Summer School Training	6/9/22-6/10/22	Santa Fe	NTE 12 hrs	C-07107.0.	004127	\$27.00/hr	100%
36	Aaron	Colacion	Summer School Teacher	Middle School / Camp Infinity Summer School	6/13/22-7/15/22	Santa Fe	NTE 115 hrs	C-07107.0.	004128	\$32.00/hr	100%
37 #	Carlos	Cuellar	Teacher	Math Department Summer Planning Meetings	6/11/21-7/28/21	MHS	NTE 24 hrs	C-07102.0	003718	\$27.00/hr	100%
38	Kelly	Curtis	Summer School Teacher	Summer School - DI Mandarin Training	6/6/22-6/10/22	Monroe	NTE 22 hrs	C-07107.0.	004127	\$27.00/hr	100%
39	Kelly	Curtis	Summer School Teacher	Summer School - DI Mandarin	6/13/22-7/8/22	Monroe	NTE 90 hrs	C-07107.0.	004128	\$32.00/hr	100%
40	Annabel	Dannemann	Summer School Teacher	Summer School - DI Spanish Training	6/9/22-6/10/22	Monroe	NTE 12 hrs	C-07107.0.	004127	\$27.00/hr	100%
41	Annabel	Dannemann	Summer School Teacher	Summer School - DI Spanish	6/13/22-7/8/22	Monroe	NTE 115 hrs	C-07107.0.	004128	\$32.00/hr	100%

B. Supplemental Hours/Special Assignments (continued)

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
42 #	Peter	Davis	Teacher	Math Department Summer Planning Meetings	6/11/21-7/28/21	MHS	NTE 24 hrs	C-07102.0	003718	\$27.00/hr	100%
43 #	Yecsenia	Delgado Lorenzo	Adult Ed Teacher	Adult Ed Pharmacy Tech Summer School	5/30/22-6/4/22	Adult Ed	NTE 15 hrs/wk	C-63910.0 75% C-39260.0 25%	004131	\$45.25/hr	100%
44	Kelsey	Fielding	Summer School Teacher	Middle School / Camp Infinity Summer School Training	6/9/22-6/10/22	Santa Fe	NTE 12 hrs	C-07107.0	004127	\$27.00/hr	100%
45	Kelsey	Fielding	Summer School Teacher	Middle School / Camp Infinity Summer School	6/13/22-7/15/22	Santa Fe	NTE 115 hrs	C-07107.0	004128	\$32.00/hr	100%
46	Karla	Galindo	Summer School Teacher	Summer School - DI Spanish Training	6/9/22-6/10/22	Monroe	NTE 12 hrs	C-07107.0	004127	\$27.00/hr	100%
47	Karla	Galindo	Summer School Teacher	Summer School - DI Spanish	6/13/22-7/8/22	Monroe	NTE 115 hrs	C-07107.0	004128	\$32.00/hr	100%
48	Esvin	Garcia	Substitute Teacher	Substitute - All Summer School Camp Sites	6/13/22-7/15/22	Educ Services	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%
49	Alicia	Glass	Summer School Teacher	Summer School Camp Read A Lot/Camp Infinity Training	6/9/22-6/10/22	Mayflower	NTE 12 hrs	C-32160.0	004135	\$27.00/hr	100%
50	Alicia	Glass	Summer School Teacher	Summer School Camp Read A Lot/Camp Infinity	6/13/22-7/15/22	Mayflower	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%
51	Jacob	Glass	Summer School Teacher	Middle School / Camp Infinity Summer School Training	6/9/22-6/10/22	Santa Fe	NTE 12 hrs	C-07107.0	004127	\$27.00/hr	100%
52	Jacob	Glass	Summer School Teacher	Middle School / Camp Infinity Summer School	6/13/22-7/15/22	Santa Fe	NTE 115 hrs	C-07107.0	004128	\$32.00/hr	100%
53	Elizabeth	Godina	Substitute Teacher	Substitute - All Summer School Camp Sites	6/13/22-7/15/22	Educ Services	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%
54	Teri	Grannis	Substitute Teacher	Substitute - All Summer School Camp Sites	6/13/22-7/15/22	Educ Services	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%
55	Sara	Gutkind	Summer School Teacher	Summer School Jr. Camp Read A Lot Training	6/9/22-6/10/22	Mayflower	NTE 12 hrs	C-30100.0	004114	\$27.00/hr	100%
56	Sara	Gutkind	Summer School Teacher	Summer School Jr. Camp Read A Lot	6/13/22-7/15/22	Mayflower	NTE 115 hrs	C-30100.0	004129	\$32.00/hr	100%
57	Monica	Hernandez	Summer School Teacher	Summer School Jr. Camp Read A Lot Training	6/9/22-6/10/22	Mayflower	NTE 12 hrs	C-30100.0	004114	\$27.00/hr	100%
58	Monica	Hernandez	Summer School Teacher	Summer School Jr. Camp Read A Lot	6/13/22-7/15/22	Mayflower	NTE 115 hrs	C-30100.0	004129	\$32.00/hr	100%
59 #	Cynthia	High	Adult Ed Substitute Teacher	Substitute for Adult Ed ESL May Summer School	5/2/22-5/27/22	Adult Ed	As needed	C-39050.0	004130	\$43.23/hr	100%
60	Mark	Hiller	Substitute Teacher	Substitute - All Summer School Camp Sites	6/13/22-7/15/22	Educ Services	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%
61	Mark	Hiller	Substitute Teacher	Substitute - All Summer School Camp Sites	6/13/22-7/15/22	Educ Services	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%
62	Gwendolyn	Horne	Summer School Teacher	Summer School Jr. Camp Read A Lot Training	6/9/22-6/10/22	Mayflower	NTE 12 hrs	C-30100.0	004114	\$27.00/hr	100%
63	Gwendolyn	Horne	Summer School Teacher	Summer School Jr. Camp Read A Lot	6/13/22-7/15/22	Mayflower	NTE 115 hrs	C-30100.0	004129	\$32.00/hr	100%

B. Supplemental Hours/Special Assignments (continued)

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
64	Rebecca	Hsu	Summer School Teacher	Summer School - DI Mandarin Traning	6/6/22-6/10/22	Monroe	NTE 22 hrs	C-07107.0.	004127	\$27.00/hr	100%
65	Rebecca	Hsu	Summer School Teacher	Summer School - DI Mandarin	6/13/22-7/8/22	Monroe	NTE 90 hrs	C-07107.0.	004128	\$32.00/hr	100%
66	Elkie	Ingels-Angelico	Summer School Teacher	Summer School - DI Spanish Training	6/9/22-6/10/22	Monroe	NTE 12 hrs	C-07107.0.	004127	\$27.00/hr	100%
67	Elkie	Ingels-Angelico	Summer School Teacher	Summer School - DI Spanish	6/13/22-7/8/22	Monroe	NTE 115 hrs	C-07107.0.	004128	\$32.00/hr	100%
68	Cendy	Iraheta	Summer School Teacher	Summer School - DI Spanish Training	6/9/22-6/10/22	Monroe	NTE 12 hrs	C-07107.0.	004127	\$27.00/hr	100%
69	Cendy	Iraheta	Summer School Teacher	Summer School - DI Spanish	6/13/22-7/8/22	Monroe	NTE 115 hrs	C-07107.0.	004128	\$32.00/hr	100%
70	Andreis	Karabatos	Substitute Teacher	Substitute - All Summer School Camp Sites	6/13/22-7/15/22	Educ Services	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%
71	Emily	Lamb	Summer School Teacher	Summer School Jr. Camp Read A Lot Training	6/9/22-6/10/22	Mayflower	NTE 12 hrs	C-30100.0	004114	\$27.00/hr	100%
72	Emily	Lamb	Summer School Teacher	Summer School Jr. Camp Read A Lot	6/13/22-7/15/22	Mayflower	NTE 115 hrs	C-30100.0	004129	\$32.00/hr	100%
73 #	Jocelyn	Lau	Teacher	Math Department Summer Planning Meetings	6/11/21-7/28/21	MHS	NTE 24 hrs	C-07102.0	003718	\$27.00/hr	100%
74	Caitlin	MacDonald	Summer School Lead Teacher	Summer School Camp Read A Lot/Camp Infinity Training	6/9/22-6/10/22	Mayflower	NTE 12 hrs	C-30100.0	004114	\$27.00/hr	100%
75	Caitlin	MacDonald	Summer School Lead Teacher	Summer School Camp Read A Lot/Camp Infinity	6/13/22-7/15/22	Mayflower	NTE 115 hrs	C-30100.0	004129	\$32.00/hr	100%
76	Markiena	Madison	Summer School Teacher	Middle School / Camp Infinity Summer School Traning	6/9/22-6/10/22	Santa Fe	NTE 12 hrs	C-07107.0.	004127	\$27.00/hr	100%
77	Markiena	Madison	Summer School Teacher	Middle School / Camp Infinity Summer School	6/13/22-7/15/22	Santa Fe	NTE 115 hrs	C-07107.0.	004128	\$32.00/hr	100%
78	Tina	Manuele	Substitute Teacher	Substitute - All Summer School Camp Sites	6/13/22-7/15/22	Educ Services	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%
79	Jennifer	Mata	Summer School Teacher	Summer School Jr. Camp Read A Lot Training	6/9/22-6/10/22	Mayflower	NTE 12 hrs	C-30100.0	004114	\$27.00/hr	100%
80	Jennifer	Mata	Summer School Teacher	Summer School Jr. Camp Read A Lot	6/13/22-7/15/22	Mayflower	NTE 115 hrs	C-30100.0	004129	\$32.00/hr	100%
81	Dana	Miranda	Summer School Teacher	Summer School Camp Read A Lot/Camp Infinity Training	6/9/22-6/10/22	Mayflower	NTE 12 hrs	C-32160.0	004135	\$27.00/hr	100%
82	Dana	Miranda	Summer School Teacher	Summer School Camp Read A Lot/Camp Infinity	6/13/22-7/15/22	Mayflower	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%
83 #	Dana	Miranda	Teacher	Math Department Summer Planning Meetings	6/11/21-7/28/21	MHS	NTE 24 hrs	C-07102.0	003718	\$27.00/hr	100%
84 #	Lolbette	Moreno	Teacher	Class planning for 6th period assignment	12/20/21-12/31/21	MHS	NTE 10 hrs	G-00000.0	004132	\$27.00/hr	100%
85	Mary	Moreno Peters	Substitute Teacher	Substitute - All Summer School Camp Sites	6/13/22-7/15/22	Educ Services	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%

B. Supplemental Hours/Special Assignments (continued)

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
86 #	Amy	Morrison	Teacher	Math Department Summer Planning Meetings	6/11/21-7/28/21	MHS	NTE 24 hrs	C-07102.0	003718	\$27.00/hr	100%
87	Sharon	Naugle	Summer School Lead Teacher	Summer School Jr. Camp Read A Lot Training	6/9/22-6/10/22	Mayflower	NTE 12 hrs	C-30100.0	004114	\$27.00/hr	100%
88	Sharon	Naugle	Summer School Lead Teacher	Summer School Jr. Camp Read A Lot	6/13/22-7/15/22	Mayflower	NTE 115 hrs	C-30100.0	004129	\$32.00/hr	100%
89	Sally	Olivas	Substitute Teacher	Substitute - All Summer School Camp Sites	6/13/22-7/15/22	Educ Services	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%
90 #	Derek	Ong	Teacher	Math Department Summer Planning Meetings	6/11/21-7/28/21	MHS	NTE 24 hrs	C-07102.0	003718	\$27.00/hr	100%
91	Virginia	Recendez	Summer School Teacher	Summer School - DI Spanish Training	6/9/22-6/10/22	Monroe	NTE 12 hrs	C-07107.0	004127	\$27.00/hr	100%
92	Virginia	Recendez	Summer School Teacher	Summer School - DI Spanish	6/13/22-7/8/22	Monroe	NTE 115 hrs	C-07107.0	004128	\$32.00/hr	100%
93	Kristin	Reynolds	Substitute Teacher	Substitute - All Summer School Camp Sites	6/13/22-7/15/22	Educ Services	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%
94 #	John	Riccio	Adult Ed Teacher	Adult Ed Ceramics Summer School	5/2/22-6/30/22	Adult Ed	NTE 19.5 hrs/wk	G-00000.0	003536	\$45.25/hr	100%
95	Carole	Robinson	Substitute Teacher	Substitute - All Summer School Camp Sites	6/13/22-7/15/22	Educ Services	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%
96	Traci	Robinson	Summer School Teacher	Summer School Camp Read A Lot/Camp Infinity Training	6/9/22-6/10/22	Mayflower	NTE 12 hrs	C-32160.0	004135	\$27.00/hr	100%
97	Traci	Robinson	Summer School Teacher	Summer School Camp Read A Lot/Camp Infinity	6/13/22-7/15/22	Mayflower	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%
98	Diane	Singer	Substitute Teacher	Substitute - All Summer School Camp Sites	6/13/22-7/15/22	Educ Services	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%
99	Darcy	Stone	Substitute Teacher	Substitute - All Summer School Camp Sites	6/13/22-7/15/22	Educ Services	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%
100 #	Richard	Thibault	Adult Ed Teacher	Adult Ed ESL May Summer School	5/2/22-5/27/22	Adult Ed	NTE 16 hrs/wk	C-39050.0	004130	\$41.18/hr	100%
101	Monique	Thompson	Substitute Teacher	Substitute - All Summer School Camp Sites	6/13/22-7/15/22	Educ Services	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%
102 #	Tom	Traeger	Teacher	Class planning for new assignment	12/20/21-12/31/21	MHS	NTE 10 hrs	G-00000.0	004132	\$27.00/hr	100%
103	Alicia	Valencia	Substitute Teacher	Substitute - All Summer School Camp Sites	6/13/22-7/15/22	Educ Services	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%
104 #	Luis	Vazquez	Teacher	Math Department Summer Planning Meetings	6/11/21-7/28/21	MHS	NTE 24 hrs	C-07102.0	003718	\$27.00/hr	100%
105	Amanda	Velez-Buck	Summer School Teacher	Summer School Jr. Camp Read A Lot Training	6/9/22-6/10/22	Mayflower	NTE 12 hrs	C-30100.0	004114	\$27.00/hr	100%
106	Amanda	Velez-Buck	Summer School Teacher	Summer School Jr. Camp Read A Lot	6/13/22-7/15/22	Mayflower	NTE 115 hrs	C-30100.0	004129	\$32.00/hr	100%
107	Dana	Williams	Summer School Teacher	Summer School - DI Mandarin Traning	6/6/22-6/10/22	Monroe	NTE 22 hrs	C-07107.0	004127	\$27.00/hr	100%

B. Supplemental Hours/Special Assignments (continued)

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
108	Dana	Williams	Summer School Teacher	Summer School - DI Mandarin	6/13/22-7/8/22	Monroe	NTE 90 hrs	C-07107.0	004128	\$32.00/hr	100%
109 #	Heidi	Wilson	Adult Ed Teacher	Adult Ed ESL May Summer School	5/2/22-5/27/22	Adult Ed	NTE 16 hrs/wk	C-39050.0	004130	\$41.18/hr	100%
110	Natalie	Young	Substitute Teacher	Substitute - All Summer School Camp Sites	6/13/22-7/15/22	Educ Services	NTE 115 hrs	C-32160.0	004123	\$32.00/hr	100%
111 #	Joshua	Zeeman	Teacher	Math Department Summer Planning Meetings	6/11/21-7/28/21	MHS	NTE 24 hrs	C-07102.0	003718	\$27.00/hr	100%

C. Leaves of Absences

First Name	Last Name	Classification	Action	Effective	Site
None.					

D. Terminations

	First Name	Last Name	Classification	Action	Effective	Site
112	Cecile	Melanson	Teacher	Resignation	6/8/22	MHS
113	Brittney	Palacios	Teacher	Resignation	6/8/22	MHS

E. Other

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
114 #	Lolbette	Moreno	Teacher	Approve 6th Period Assignment	1/3/22-6/8/22	MHS		G-00000.0	001296	Equivalent preparation time to take place outside the regular work day. Salary will increase 16.67%. (MTA contract)	
115 #	Graciela	Valdez	Teacher	Approve stipend English Department Chair	4/1/22-6/30/22	MHS		C-07102.0	003200	\$885 Annual Stipend	100%

E. Other - Volunteers

	First Name	Last Name	Classification	Action	Effective	Site
116 #	Erika	Braxton	Volunteer I	Approved	4/27/22-6/30/22	WR
117	Maria Cristina	David	Volunteer I	Approved	6/9/22-6/30/22	MO
118 #	Janet	Flores	Volunteer I	Approved	4/25/22-6/30/22	WR
119 #	Kelly	Greer	Volunteer I	Approved	5/5/22-6/30/22	MO
120	Atria	Maclellan	Volunteer II	Approved	6/9/22-6/30/22	PL
121 #	Rebecca	Martinez	Volunteer I	Approved	4/28/22-6/30/22	PL,SF,MP
122 #	Zabrina	Ortega	Volunteer I	Approved	4/29/22-6/30/22	MA
123 #	Vanessa	Rodriguez	Volunteer I	Approved	5/6/22-6/30/22	WR
124 #	Mayra	Saenz-Ulloa	Volunteer I	Approved	5/4/22-9/30/22	MO
125 #	Jesus	Sibrian	Volunteer I	Approved	5/5/22-6/30/22	MO
126 #	Kera	Ung	Volunteer I	Approved	4/29/22-6/30/22	PL

MONROVIA UNIFIED SCHOOL DISTRICT
Personnel Assignment Report #19

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	#	Jacqueline	Gibson	Instructional Aide - Kindergarten	Bradoaks	Employ	\$15.27/hr.	15	1	3 hr./d.; 9 mo./yr.	5/2/2022	001973	G 00000.0 C 30100.0	20% 80%

B. Supplemental Hours/Special Assignments

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent	
2	#	Victoria	Banuelos	Senior Account Clerk Extra Hours	Fiscal Services	Employ: Best System Training.	\$23.28/hr.	26	4	NTE: 30 hours total.	4/1/22-6/30/22	001567	G 00000.0	100%
3	#	Adriana	Calmer	Instructional Aide-Special Education Extra Hours	Plymouth	Employ: Support home hospital student.	\$20.56/hr.	17	6	NTE: 2 hours per day.	4/25/22-6/30/22	003929	C 65000.0	100%
4	#	Joseph	Ceballos	Student Worker	MHS	Employ: Transition Partnership.	\$15.00/hr.	Flat	Rate	NTE: 100 hours total.	5/4/22-6/30/22	002441	C 34100.0	100%
5	#	Joseph	Ceballos	Student Worker	MHS	Employ: WorkAbility!	\$15.00/hr.	Flat	Rate	NTE: 50 hours total.	5/4/22-6/30/22	002431	C 65200.0	100%
6	#	Glenda	Herrera	Accounting Technician II Extra Hours	Fiscal Services	Employ: Best System Training.	\$32.91/hr.	36	6	NTE: 30 hours total.	4/1/22-6/30/22	001567	G 00000.0	100%
7	#	Melissa	Marquez	Bus Driver Extra Hours	M.O.T.	Employ: Field trips.	\$19.07/hr.	24	1	Hourly, as needed.	4/11/22-6/30/22	000148	C 90801.0	100%
8	#	Melissa	Marquez	Bus Driver Extra Hours	M.O.T.	Employ: Extra hours as needed for the 2021-22 school year.	\$19.07/hr.	24	1	Hourly, as needed.	4/11/22-6/30/22	001741	C 07230.0	100%
9	#	Cynthia	Obregon	Substitute Preschool Developmental Aide	CELC	Employ: To substitute as needed during the 2021-22 school year.	\$16.07/hr.	15	2	NTE: 5 hours per day.	4/20/22-6/8/22	000678	C 61050.0	100%
10	#	Alena	Ohrt	Senior Account Clerk Extra Hours	Fiscal Services	Employ: Best System Training.	\$25.69/hr.	26	6	NTE: 30 hours total.	4/1/22-6/30/22	001567	G 00000.0	100%
11	#	Timothy	Rodriguez	Substitute After School Site Manager	District-wide	Employ: To substitute as needed during the 2021-22 school year.	\$20.56/hr.	21	4	NTE: 8 hours per day.	4/29/22-6/8/22	002653	C 90501.0	100%
12	#	Doris	Wang	Senior Account Clerk Extra Hours	Fiscal Services	Employ: Best System Training.	\$25.69/hr.	26	6	NTE: 30 hours total.	4/1/22-6/30/22	001567	G 00000.0	100%
13	#	Christian	Williams	Substitute Campus Supervisor	MHS	Employ: To substitute as needed during the 2021-22 school year.	\$16.04/hr.	17	1	NTE: 3.5 hours per day.	3/25/22-6/8/22	003918	G 00000.0	100%
14	#	Denise	Zaldivar	Senior Account Clerk Extra Hours	Fiscal Services	Employ: Best System Training.	\$21.10/hr.	26	2	NTE: 30 hours total.	4/1/22-6/30/22	001567	G 00000.0	100%

Ratification
* Correction
G General Fund
C Categorical Fund

C. Leaves of Absence

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
15	# Erica	Sahatjian	Health Clerk	Monroe	Approve: Unpaid Leave of Absence.	\$18.18/hr.	18	3	3.5 hr./d.; 9 mo./yr.	4/14/22-6/8/22	001631	G 00000.0	100%

D. Resignations

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
16	# Cynthia	Arias	Instructional Aide - Special Education	Clifton	Voluntary Resignation	\$19.58/hr.	17	5	3.5 hr./d.; 9 mo./yr.	6/8/2022	000020	C 65000.0	100%
17	# Dorothy	Brown	School Office Manager	Bradoaks	Retirement	\$4454.74/mo	26	6	8 hr./d.; 10.5 mo./yr.	6/15/2022	000207	G 00000.0	100%
18	# Samuel	Brown	Campus Security Officer	MHS	Retirement	\$4239.66/mo	24	6	8 hr./d.; 9 mo./yr.	6/8/2022	000385	G 00000.0	100%
19	# Sherrill	Clapsaddle	Clerical Assistant I	Bradoaks	Retirement	\$20.56/hr.	17	6	3 hr./d.; 9 mo./yr.	6/8/2022	000789	G 00000.0	100%
20	# Amanda	Felizardo	Instructional Aide - Kindergarten	Plymouth	Voluntary Resignation	\$18.64/hr.	15	5	3 hr./d.; 9 mo./yr.	6/8/2022	002663	G 00000.0	100%
21	# Janet	Harding	Clerical Assistant III	MHS	Retirement	\$3531.32/mo	22	6	7 hr./d.; 9 mo./yr.	6/17/2022	003829	C 07102.0	100%
22	# Johanna	Hernandez	After School Activity Leader	VESP	Voluntary Resignation	\$16.07/hr.	15	2	3.75 hr./d.; 9 mo./yr.	6/8/2022	000308	C 60100.0	100%
23	# George	Loera	Custodian	Clifton	Voluntary Resignation	\$3084.79/mo	21-H	1	8 hr./d.; 12 mo./yr.	5/13/2022	000667	G 00000.0	100%
24	# Berta	Martin	Campus Assistant	Mayflower	Voluntary Resignation	\$15.00/hr.	4	6	2.5 hr./d.; 9 mo./yr.	4/22/2022	003793	G 00000.0	100%
25	# Cory	Martinez	School Office Manager	Monroe	Voluntary Resignation	\$3654.95/mo	26	2	8 hr./d.; 10.5 mo./yr.	6/15/2022	000587	G 00000.0	100%
26	# Catalina	Ramirez	Food Service Worker	Plymouth	Retirement	\$18.18/hr.	12	6	3.5 hr./d.; 9 mo./yr.	6/8/2022	000250	C 53100.0	100%

E. Changes of Status

None

Ratification
* Correction
G General Fund
C Categorical Fund

F. Other

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Effective	Position	Program	Percent
27	# Shelby	Ellison	Walk-on Coach	Clifton	Approve stipend - Softball Coach.	\$500.00 stipend paid over 3 months.	3/17/22-6/30/22	001191	C 00701.0	100%
28	# Benjamin	Gass	Walk-on Coach	MHS	Approve stipend - Baseball JV Assistant Coach.	\$743.00 stipend paid over 3 months.	4/15/22-6/30/22	000206	C 00701.0	100%
29	# Andrew	Mendez	Walk-on Coach	MHS	Approve stipend - Track Assistant Coach.	\$1,250.00 stipend paid over 3 months.	4/1/22-6/30/22	000206	C 00701.0	100%
30	# Roger	Mosley	Walk-on Coach	MHS	Approve stipend - Track Assistant Coach.	\$2,000.00 stipend paid over 3 months.	3/28/22-6/30/22	000206	C 00701.0	100%

Ratification
 * Correction
 G General Fund
 C Categorical Fund

Agenda Item Details

Meeting Date: 2022-05-25 18:30:00

AGENDA ITEM TITLE:

10. 21/22-4033 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL

RECOMMENDATION

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

Rationale:

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

ATTACHMENTS

- [05252022TravelConference.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT
Conference/Inservice Attendance and Travel
Report #11

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

1/ Pepperdine Caruso School of Law.
MLC SELPA
September 19 – September 23, 2022, Malibu, CA
Account #: 01.0-65360.0-50010-39000-5220-6010015
Estimated cost: \$6,415.93
(Registration: \$5200.00; Lodging: \$816.82, Meals: \$333.00
Mileage: \$66.11.)

Jennifer Johnson, Director, Special Education.
Tod Overton, Teacher on Special Assignment.

GROUP B (Not within budget. Budget transfer required)

None

GROUP C (Within budget of Federal/Special programs)

2/ EduInnovation League
T3 Framework Edu Protocol Academy
July 27 – July 28, 2022, Laguna Beach, CA
Account #:01.4-07102.0-00000-21400-5220-6005300
Estimated cost: \$887.00
(Registration: \$349.00; Lodging: \$400.00, Meals: \$47.00
Mileage: \$55.00, Hotel Parking: \$36.00.)

Jennifer Maljian, Teacher on Special Assignment.
Chad Miller, Teacher on Special Assignment.

GROUP D (No cost to District)

3/ Cotsen Summer Institute.
June 21 – June 23, 2022, Long Beach, CA
Estimated cost: \$0.00

Greg Francois, Deputy Superintendent.
Sue Kaiser, Assistant Superintendent, Educational Services.

Agenda Item Details

Meeting Date: 2022-05-25 18:30:00

AGENDA ITEM TITLE:

11. 21/22-5097- BOARD POLICY 4112.8, *EMPLOYMENT OF RELATIVES*

RECOMMENDATION

The Board of Education is requested to adopt Board Policy 4112.8, Employment of Relatives, as recommended by the California School Boards Association (CSBA).

Rationale:

As part of the Board of Education's commitment to review and update all MUSD Board Policies and Administrative Regulations, the Human Resources Department has conducted its annual review of Board Policies and Administrative Regulations and is presenting these policies for review. At the May 11th BOE meeting, the Board received the attached policy for first reading. With no further edits received from the Board of Education, this policy is being presented for adoption.

Additional Information:

A copy of the proposed policy is attached.

ATTACHMENTS

- [BP 4112.8 Employment of Relatives.pdf](#)

EMPLOYMENT OF RELATIVES

~~In order to preclude situations that could bring about a conflict of interest for members of the administrative staff, an employee shall not be appointed to a position where a member of his/her immediate family maintains supervisory or evaluation responsibilities for the position.~~

~~Immediate family members may be employed at the same department or work location with the approval of the Superintendent or designee.~~

The Governing Board desires to maximize staff and community confidence in district hiring, promotion, and other employment decisions by promoting practices that are free of conflicts of interest or the appearance of impropriety.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 9270 - Conflict of Interest)

The Board prohibits the appointment of any person to a position for which **their** relative maintains management, supervisory, evaluation, or promotion responsibilities and prohibits an employee from participating in any decision that singularly applies to any of **their** relatives.

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

(cf. 4115 - Evaluation/Supervision)

(cf. 4215 - Evaluation/Supervision)

(cf. 4315 - Evaluation/Supervision)

For purposes of this policy, relative includes the individual's spouse, domestic partner, parents, grandparents, great-grandparents, children, grandchildren, great-grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, and the similar family of the individual's spouse or domestic partner.

In addition, the Superintendent or designee may determine, on a case-by-case basis, whether to appoint a person to a position in the same department or facility as an employee with whom **they** maintain a personal relationship when that relationship has the potential to create (1) an adverse impact on supervision, safety, security, or morale of other district employees or (2) a conflict of interest for the individuals involved which is greater because of the their relationship than it would be for another person.

An employee shall notify **their** supervisor within 30 days of any change in **their** circumstances that may constitute a violation of this policy.

Legal Reference:

EDUCATION CODE

35107 School district employees

FAMILY CODE

297-297.5 Rights, protections, benefits under the law; registered domestic partners

GOVERNMENT CODE

1090-1098 Prohibitions applicable to specified officers

12940 Unlawful employment practices

CODE OF REGULATIONS, TITLE 2

7292.0-7292.6 Marital status discrimination, especially:

7292.5 Employee selection

Management Resources:

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Institute for Local Government: <http://www.cacities.org/index.jsp?zone=ilsg>

Revised: May __, 2022

Adopted: May 9, 2007

(Replaces: BP 4112.3 Employment of Relatives)

(Adopted: June 1973)

Agenda Item Details

Meeting Date: 2022-05-25 18:30:00

AGENDA ITEM TITLE:

12. 21/22- 5098 - BOARD POLICY 4030, *NONDISCRIMINATION IN EMPLOYMENT*, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION

RECOMMENDATION

The Board of Education is requested to adopt Board Policy 4030, Nondiscrimination in Employment, and its accompanying administrative regulation as recommended by the California School Boards Association (CSBA).

Rationale:

As part of the Board of Education's commitment to review and update all MUSD Board Policies and Administrative Regulations, the Human Resources Department has conducted its annual review of Board Policies and Administrative Regulations and is presenting updates to these policies for review and approval. At the May 11th BOE meeting, the Board received the attached policy for first reading. With no further edits received from the Board of Education, this policy is being presented for adoption.

ATTACHMENTS

- [BP 4030 Nondiscrimination in Employment.pdf](#)
- [AR 4030 Nondiscrimination in Employment.pdf](#)

NONDISCRIMINATION IN EMPLOYMENT

~~The Board of Education prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies, or in any way participates in the district's complaint procedures instituted pursuant to this policy.~~

The Governing Board is determined to provide a safe, positive environment where all district employees are assured of full and equal employment access and opportunities, protection from harassment and intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. For purposes of this policy, employees include job applicants, interns, volunteers, and persons who contracted with the district to provide services, as applicable.

(cf. 1240 - Volunteer Assistance)
(cf. 3312 - Contracts)
(cf. 3600 - Consultants)
(cf. 4111/4211/4311 - Recruitment and Selection)

~~Any district employee who engages or participates in unlawful discrimination, or who aids, abets, incites, compels or coerces another to discriminate, is in violation of this policy and is subject to disciplinary action, up to and including dismissal.~~

~~Any district employee who observes or has knowledge of an incident of unlawful discrimination or harassment shall report the incident to the principal, district administrator or Superintendent as soon as practical after the incident. Failure of a district employee to report discrimination or harassment may result in disciplinary action.~~

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

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

The district shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that it is necessary to comply with federal immigration law. (2 CCR

~~The Superintendent or designee shall regularly publicize, within the district and in the community, the district's nondiscrimination policy and the availability of complaint procedures. Such publication shall be included in each announcement, bulletin or application form that is used in employee recruitment.~~

~~The district's policy and administrative regulation shall be posted in all schools and offices including staff lounges and student government meeting rooms.~~

~~The Board designates the following position(s) as Coordinator(s) for Nondiscrimination in Employment:~~

~~Associate Superintendent, Human Resources
Monrovia Unified School District
325 East Huntington Drive
Monrovia, CA 91016 (626) 471-2020~~

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Discrimination in hiring, compensation, terms, conditions, and other privileges of employment.

(cf. 4151/4251/4351 - Employee Compensation)
(cf. 4154/4254/4354 - Health and Welfare Benefits)

2. Taking of an adverse employment action, such as termination or the denial of employment, promotion, job assignment, or training.
3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities, or that has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.
4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:
 - a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status.

(cf. 4033 - Lactation Accommodation)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

- b. Religious creed discrimination based on an employee's religious belief or observance, including religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement.

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

- c. Requirement for a medical or psychological examination of a job applicant, or an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity.

(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)

- d. Failure to make reasonable accommodation for the known physical or mental disability of an employee, or to engage in a timely, good faith, interactive process with an employee who has requested such accommodations in order to determine the effective reasonable accommodations, if any, to be provided to the employee.

(cf. 4032 - Reasonable Accommodation)

~~Other Remedies~~

~~An employee may, in addition to filing a discrimination complaint with the district, file a complaint with either the California Department of Fair Employment and Housing (DFEH) or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:~~

- ~~1. To file a valid complaint with DFEH, the employee must file his/her complaint within one year of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960.~~
- ~~2. To file a valid complaint directly with EEOC, the employee must file his/her complaint within 180 days of the alleged discriminatory act(s).~~
- ~~2. To file a valid complaint with EEOC after filing a complaint with DFEH, the employee must file the complaint within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier.~~

~~Employees wishing to file complaints with the DFEH and EEOC should contact the nondiscrimination coordinator for more information.~~

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, reports an incident, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940; 2 CCR 11028)

No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign any document that releases the employee's right to file a claim against the district or to disclose information about harassment or other unlawful employment practices. (Government Code 12964.5)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, including harassment of an employee by a nonemployee, shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The district shall protect any employee who reports such incidents from retaliation.

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy, including providing training and information to employees about how to recognize harassment, discrimination, or other related conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference:

MONROVIA UNIFIED SCHOOL DISTRICT

All Personnel

Board Policy 4030

Page 5 of 6

EDUCATION CODE

200-262.4 Prohibition of discrimination

CIVIL CODE

51.7 Freedom from violence or intimidation

GOVERNMENT CODE

11135 Unlawful discrimination

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act, especially:

12940-12952 Unlawful employment practices

12960-12976 Unlawful employment practices; complaints

PENAL CODE

422.56 Definitions, hate crimes

CODE OF REGULATIONS, TITLE 2

11006-11086 Discrimination in employment, especially:

11013 Recordkeeping

11019 Terms, conditions and privileges of employment

11023 Harassment and discrimination prevention and correction

11024 Sexual harassment training and education

11027-11028 National origin and ancestry discrimination

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 29

621-634 Age Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age discrimination in federally assisted programs

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

100.6 Compliance information

104.7 Designation of responsible employee for Section 504

104.8 Notice

106.8 Designation of responsible employee and adoption of grievance procedures

106.9 Dissemination of policy

110.1-110.39 Nondiscrimination on the basis of age

COURT DECISIONS

Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863

Shephard v. Loyola Marymount, (2002) 102 Cal.App.4th 837

Management Resources:

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
PUBLICATIONS

California Law Prohibits Workplace Discrimination and Harassment
Transgender Rights in the Workplace

Workplace Harassment Guide for California Employers

Your Rights and Obligations as a Pregnant Employee

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Notice of Non-Discrimination, August 2010

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

EEOC Compliance Manual

Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by
Supervisors, June 1999

WEB SITES

California Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

U.S. Department of Education, Office for Civil Rights:

<http://www.ed.gov/about/offices/list/ocr>

U.S. Equal Employment Opportunity Commission: <http://www.eeoc.gov>

Revised: May ____, 2022

Adopted: May 9, 2007

(Replaces: BP 4112.1 Affirmative Action Employment Program)

(Revised: August 1994)

(Reviewed: June 1992)

(Reviewed: March 1992)

(Reviewed: April 1977)

(Adopted: April 1973)

(Replaces: BP 4112.2 Freedom from Discrimination for Students and Employees)

(Revised: September 1992)

(Revised: March 1992)

(Revised: November 1988)

(Reviewed: April 1977)

(Adopted: April 1973)

NONDISCRIMINATION IN EMPLOYMENT

~~Unlawful discrimination or harassment of an individual includes:~~

- ~~1. Slurs, epithets, threats or verbal abuse~~
- ~~2. Derogatory or degrading comments, descriptions, drawings, pictures or gestures~~
- ~~3. Unwelcome jokes, stories, teasing or taunting~~
- ~~4. Any other verbal, written, visual or physical conduct against the individual~~

~~which:~~

- ~~a. Adversely affects his/her employment opportunities, or~~
- ~~b. Has the purpose or effect of unreasonably interfering with his/her work performance or creating an intimidating, hostile or offensive work environment~~

All allegations of discrimination in employment, including those involving an employee, job applicant, intern, volunteer, or other person contracted to provide services to the district shall be investigated and resolved in accordance with procedures specified in this administrative regulation.

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

(cf. 1240 - Volunteer Assistance)

(cf. 3312 - Contracts)

(cf. 3600 - Consultants)

(cf. 4032 - Reasonable Accommodation)

~~Any employee or job applicant who feels that he/she has been or is being unlawfully discriminated against or harassed should immediately contact his/her supervisor, the nondiscrimination coordinator or the Superintendent in order to obtain procedures for reporting a complaint. Such complaints shall be filed in accordance with AR 4031—Complaints Concerning Discrimination in Employment. An employee may bypass his/her supervisor when the supervisor is the alleged offender.~~

~~Any supervisor who receives a discrimination/harassment complaint shall immediately notify the nondiscrimination coordinator or the Superintendent, who shall ensure that the complaint is appropriately investigated in accordance with district policy and regulations.~~

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to organize and manage the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies. The coordinator may be contacted at:

Assistant Superintendent of Human Resources
325 East Huntington Drive
Monrovia, CA 91016
626-471-2022

Measures to Prevent Discrimination

To prevent unlawful discrimination, harassment, and retaliation in district employment, the Superintendent or designee shall implement the following measures:

1. Display in a prominent and accessible location at every work site where the district has employees, and post electronically in a conspicuous location on computers for employee use, up-to-date California Department of Fair Employment and Housing (DFEH) posters on the prohibition of workplace discrimination and harassment, the rights of transgender employees, and the rights and obligations of employees who are pregnant, have a related medical condition, or are recovering from childbirth. (Government Code 12950; 2 CCR 11013, 11023, 11049)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

2. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, by: (5 CCR 4960; 34 CFR 100.6, 106.9)

- a. Including them in each announcement, bulletin, or application form that is used in employee recruitment
- b. Posting them in all district schools and offices, including staff lounges and other prominent locations
- c. Posting them on the district's web site and providing easy access to them through district-supported social media, when available

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)
(cf. 4111/4211/4311 - Recruitment and Selection)

3. Disseminate the district's nondiscrimination policy and administrative regulation to all employees by one or more of the following methods: (2 CCR 11023)

- a. Printing and providing a copy to all employees, with an acknowledgment form for each employee to sign and return
- b. Sending a copy via email with an acknowledgment return form
- c. Posting a copy on the district intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies

- d. Discussing the policy and regulation with employees upon hire and/or during a new hire orientation session
 - e. Any other way that ensures employees receive and understand the policy (cf. 4112.9/4212.9/4312.9 - Employee Notifications)
4. Provide to employees a handbook which contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to employees who believe they have been the victim of any discriminatory or harassing behavior.
5. Provide training regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made.
- The district may also provide bystander intervention training to employees which includes information and practical guidance on how to recognize potentially problematic behaviors and which may motivate them to take action when they observe such behaviors. The training and education may include exercises to provide employees with the skills and confidence to intervene as appropriate and to provide them with resources they can call upon that support their intervention. (Government Code 12950.2)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
6. Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law.
7. For any district facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce. (2 CCR 11023)

Complaint Procedure

Complaints of sexual harassment shall be investigated and resolved in accordance with AR 4119.12/4219.12/4319.12 - Title IX Sexual Harassment Complaint Procedures if the alleged conduct meets the definition of sexual harassment pursuant to 34 CFR 106.30. Any other complaint alleging unlawful discrimination or harassment shall be addressed in accordance with the following procedures:

1. Notice and Receipt of Complaint: A complainant may inform a direct supervisor, another supervisor, the coordinator, the Superintendent or, if available, a complaint hotline or an ombudsman. The complainant's direct supervisor may be bypassed in filing a complaint when the supervisor is the subject of the complaint. The complainant may first attempt to resolve the situation informally with the complainant's supervisor before filing a written complaint.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, any available evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

2. Investigation Process: The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the alleged discriminatory or harassing behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete.

The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. The coordinator shall also inform the parties that the investigation will be kept confidential to the extent possible, but that some information may be disclosed as necessary to conduct an effective investigation.

(cf. 3580 - District Records)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

If the coordinator determines that a detailed fact-finding investigation is necessary, the investigation shall begin immediately. As part of this investigation, the coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary.

When necessary to carry out the investigation or to protect employee safety, the coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager.

The coordinator shall also determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed in order to prevent further incidents. The coordinator shall ensure that such interim measures do not constitute retaliation.

3. Written Report on Findings and Remedial/Corrective Action: No more than 20 business days after receiving the complaint, the coordinator shall conclude the

investigation and prepare a written report of the findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the parties and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report shall also include any corrective action(s) that have been or will be taken to address the behavior, provide appropriate options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment is prevented. The report shall be presented to the Superintendent or designee.

A summary of the findings shall be presented to the complainant and the person accused.

4. Appeal to the Governing Board: The complainant or the person accused may appeal any findings to the Board within 10 business days of receiving the written report of the coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 business days.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 9321 - Closed Session)

Other Remedies

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either DFEH or the Equal Employment Opportunity Commission (EEOC). The time limits for filing such complaints are as follows:

1. For filing a complaint with DFEH alleging a violation of Government Code 12940-12952, within three years of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960 (Government Code 12960)
2. For filing a complaint with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)
3. For filing a complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)

Revised: May __, 2022

Adopted:

MONROVIA UNIFIED SCHOOL DISTRICT

Administrative Regulation 4030

All Personnel

Page 6 of 6

May 9, 2007

(Replaces: BP 4162 Discrimination Complaints – Employees)

(Revised: February 1993)

Agenda Item Details

Meeting Date: 2022-05-25 18:30:00

AGENDA ITEM TITLE:

1. 21/22-1097 - MONROVIA HIGH SCHOOL 2022 GRADUATES

RECOMMENDATION

The Board of Education is requested to approve Monrovia High School students for graduation.

Motion by _____, seconded by _____ Vote _____

Board Member Travanti____, Board Member Hammond____, Board Member Anderson__

Board Member Gholar____, Board President Lockerbie____

Rationale:

The graduation ceremony reflects the Monrovia Unified School District goal of increasing and celebrating student achievement. With that in mind, Monrovia High School presents the following list of students for graduation who could be eligible at the time of graduation; final certification of eligibility is contingent upon successful completion of all required work currently in progress.

Budget Implication (\$ Amount):

Costs for the graduation ceremony are covered within current budget allocations.

Legal References:

Board Policy 5127.

Additional Information:

A list of the 2022 Monrovia High School graduates is attached.

ATTACHMENTS

- [MHS 2022 Graduates.pdf](#)

Monrovia High School
List of Graduates
Class of 2022

Jason Steven Aguilar Marroquin	Joshua Barron	Francisco Jesus Cervantes
Francisco Gabriel Alcala	Alyssa Beth Rubio Bautista	Angelica Naomi Chavez
Aurora Elizabeth Alcaraz	Isabella Bautista	Erica Chavez
Hibah Fatima Ali	Krystal Paris Baze	Jonathan Michael Chavez
Valery Alexia Almeida	Richard Beal	Anthony David Chiovare
Gabriel Anthony Altamirano	Gitana Ayashe Beasley	Elijan Jaemin Cho
Damien Joel Alvarado	Nicholas James Bednarczyk	Jacob Saret Chooniyom
Miguel Adan Alvarez	Natalie Mari Beltran	Kendra Maye Christian
Yadira Felix Alvarez	Nathalien Miles Berger	Yan Shun Chung
Diego Gabriel Amado	Antoinette Body	Ethan JooHan John Clark
Juan Isaac	Jillian Cloe Leanne Borrego	Evan Maxwell Clements
Amezquita-Hermosillo	Hayden Cole Boyerman	Makenzie Christine Clymer
Luca George Anthony Ammon	Kiarra Elian Bracamontes	Melisa Collazo Gomez
Kevin Owen Anaya	Alyssa Jasmin Brereton-Vides	Jorge Conchas
Max Aiden Anaya	Hannah Elizabeth Brown	Christian James Conde
Fatima Anahi Andrade	James Elliot Brown	Madeloine Rose Conte
Cesar Anguiano Torres	Samuel Kenneth Brown	Jacob Michael Cornejo
Robert Matthew Aparicio	Alexia Victoria Buchanan	Noe Correa
Nicholas John Archibald	Brooklyn Sophia Burga	Jonathan Alexander Cortez
Jose Alejandro Archila Anleu	Christina Burnette	Yoana Yareli Covarrubias
Nathan Quintin Armas	Kento Haruta Bushey	Aayzhia Mosquito Cruz
Andrea Elizabeth Arteaga	Jan Luke Palomar Caldito	David Samuel Cruz
Sarah Kendall Atkinson	Michsael Alexander Camacho	Elvis Cruz
Sarah Denise Avalos	Kenneth Rafeael Cantos	Jonathan Cruz
Brayan Avila Cardenas	Samara Carbajal	Jacob Edward Cupp
Kevin Alexander Ayala	Alejandro Javier Cardoza	Bryce Evan Cusick
Andrew Robert Bailey	Diego Agustin Carrillo	Marcos Luis De La O
Jules Nathan Baquiran	Alejandro Carvajal	Anthony Alexander DeGuzman
Lukas Conner Barkume	Ashley Jessica Casas	Deissy Jasmine Diaz
Senzangakhona Isaiah Barnes	Nathalie Nolbertha Casas	Marc Adam Diaz
Madison Taylor Barr	Cameron Evan Cassidy	Nolan Yuki Diradoorian
Megan Pauline Barrett	Isabella Castaneda	Cedric Paul Donohue
Gabriel Andres Barrios	Michael William Castelli	Sean David Dufault-Hunter

Jasmine Darla Earnhart	Richard Miguel Guerrero	Adam Crandon Joyner
Amerion Edwards	Julian Guido	Amanda Victoria Karp
Fatima Guadalupe Escobar-De	Elliot Russel Gulke	Kristoffer Jainen Kaufmann
Loera	Julien Areleous Gutierrez	Gunnar Leigh Keeling
Kiya Joaquin Esparza	Isaac Victor Guzman	Hagop Jack Kiledjian
Finn Cruz Espinoza	Magda Jamila Tarek Hamman	Terrance Jerome Knox
Roan Saul Espinoza	Jesus Haro	Amy Elisa Lara
Lindsay Jade Estrada	Emily Marie Harvey	Kay Vaughn Omaryea Deshaunn
Edward Lawrence Feldman	Robert Charles Heiberg	Larry
Jimena Rocio Figueroa	Andrew James Heltsley	Tracy Hau Le
Tyler James Ford	Moses Heredia	Alexis Nicloe Lee
Yareniz Zara Frausto	Antonio Adrian Hernandez	Alexander Levon Lenz
Rosendo Gaeta Soto	Eileen Hernandez	Gabriela Marie Leon
Eljaish Noah Josphen Gallardo	Jovanni Sergio Hernandez	Ethan James Levensgood
Miguel Angel Garcia	Samantha Hernandez	Samantha Limon
Rebekah Evelyn Garcia	Marcos Antonio Hernandez	Cheng-Chun Lin
Sandra Anais Garcia	Banegas	Kylan Lin
Sara Karina Garcia	Isaac Daniel	Elizabeth Liu
Samanta Garduno-Santana	Hernandez-Gonzalez	Yanara Llamas
Ashley Layne Godbold	Amanda Herrera	Damian Lopez
Matthew Peter Golles	Benny Herrera	Nadia Lopez
Anthony Bios Gonzalez	Lorenzo Victor Herrera	Renee Yolanda Lopez
David Jose Gonzalez	Dylen Michael Hert	Donovan Scott Lorenzini
Ileana Sabrina Gonzalez	Alexia Elise Holt	Arlina Nicole Lowe
Miranda Rose Gonzalez	Jason Christopher Hosteller	William James Ludecke
Rosa Maria Gonzalez	Michael Nathan Huerta	Ericka Valeria Luevano
Victor Kavin Gonzalez	Liam Robert Huffman	Nathan Louis Lujan
Dylan Anthony Gouzy	Matthew Patara Hui	Allison Noelle Lukesh
Naomi Genoila Gray	Elizabeth Anne Hutson	Jacob Ryan Luna
Zane Tellis Gray	Evan Noah Ibarra	Olivia Luna
Luke Robert Correa Grebel	Ariana Jocelin Iraheta	Alyssa Shae Machowsky
Kayla Nicole Griffiths	Elijah Terrell James	Christabelle Grace Marbun
Madison Nicole Griffiths	Terra Tresina James	Betsy Jazmin Marquez
Zoe Rae Grise	Ashley Jauregui	Mariah Marie Marquez
Caleb Maurice Grobes	Alexis Jade Jimenez	Ana Martinez
Bryron Eli Guerra	Luna Itzel Jimenez	Andrea Martinez
Leo Armando Guerra	Evie Olivia Jones	Brandon Gregorio Martinez

Carlos Martinez
 Giovanni Uriel Martinez
 Mia Elizabeth Martinez
 Susann Martinez
 Evelyn Turley McDonough
 Sloanne Anwen McMinimy
 Isaac Mejia
 Sonia Melgar Cruz
 Rodrigo Melgar Pascual
 Andrew Ricardo Mena Flores
 Joseph Anthony Mendes
 Jheysel A. Menjivar Lopez
 Rasiah Elizabeth Mercado
 Layla Elizabeth Mihal
 Nicholas Michael Milzazzo
 Jessica Annaliese Mitchell
 Nicholas Michael Mitchell
 Roland Molina
 Anais Isabelle Montes
 Mia Samantha Montes
 Audrey Iris Morales
 Joseph Noe Moreno
 Randy Patrick Moubarak
 Isabella Munoz
 Jacqueline Hazel Munoz
 Yoana Munoz
 Benjamin Anthony Musich
 Elizabeth-Grace Belen Nagy
 Leila Najera
 Eliza Celise Nario
 Tyler Scott Nash
 Matthew Duc Nguyen
 Brett John Nielsen
 Ann Wangui Njuguna
 Ethan Russell Nordahl
 Jesse Ocampo
 Makaio Blake Okamoto

Ryan Michael Oliva
 Jyaleen Ariadnna Olivas
 Destiny Beatriz Ontiveros
 Matthew Zebedee Vizconde
 Orbigoso
 Angelica Esmeralda Ordonez
 Diaz
 Isabella Orozco De La Vega
 Gianna Iris Ortega
 Mariajose Ortiz
 Samantha Alyse Ortiz
 Jonathan Steve Padilla
 Gerard Allen Dominguez
 Paredes
 Alexander Pascual
 Abigail Rose Perez
 Scott Malcolm Perez
 Dylan Israel Perez-Hernandez
 Aaron Spencer Perris
 Shane Donald Petersen
 Milan Miquela Phifer
 Cody Alexander Pijuan
 Arturo Plascencia-Franco
 Yvonne Ruth Ponce
 Andrew Cesar Primucci
 Rodolfo Nathan Ramirez
 Samantha Jordan Ramos
 Katherine Malapote Regencia
 Raymond Revilla
 Gabriel Anthony Reyes
 Kaela Starr Reyes
 Samantha Reyes Leon
 Scott Wesley Reynolds
 Matthew Charles Richardson
 Owen Vaughn Richter
 David Ernie Rivas
 Samantha Rivas

Vincent Rafael Rivera
 Haley Emma Robbins
 Hunter Terrance Robionson
 Matthew Andres Rocha Torres
 Alexandra Teresa Rodriguez
 Natalie Marie Rodriguez
 Noah Anthony Rodriguez
 Romeo Armando Rodriguez
 Luis Rodriguez Junior
 Natalie Marie Romero
 Mykel Noel Rondares
 Adrian Rosales
 Mercedes Yeraldin Rosas
 Samuel Bernard Ruano
 Malia Elise Rufus
 Christopher Joaquin Ruiz
 Steven Sibiran Ruiz
 Lizbeth Ruiz Perez
 Ayden Emiko Saeki
 Jesus Salcedo
 Ashly Azthziri Saldana
 Nicolas Estevez Salgado
 Anthony Isaiah Salinas
 Jonathan Salinas
 Nasir Ahmad Samuels
 Tamika Afeni Samuels
 Andrea Giselle Sanchez
 Angelica Bernice Sanchez
 Caitlin Faith Sanchez
 Hailee Sanchez
 Nicholas Jaramillo Sanders
 Amilcar de Jesus Sandoval
 Dominic Jordan Sandoval
 Karol Itzel Santiago-Garcia
 Andrew Jordan Sayles
 Nikolina Anjali Schultz
 Henry Dewit Scott

Nicholas Joseph Serakides

Leandra Catherine Shelton

Bryan Michael Sherman

Sonny Allen Sluiter

Andrew Yuxan Zen Smithwick

Aizellah Mirielle Mostrales Sorra

Andrew Speranta

Elliot Benjamin Keanu Speranta

Evelyn Jane Sprinkel

Drew Tyler Storey

Cami Kaitlin Sullivan

Yizhe Sun

Megan Truong Ta

Mark Elijah Teves

Ryann Elizabeth Tholmer

Chloe Elizabeth Thomas

Gabriel Damien Thomas

Ryan Daniel Thraikill

Winnie Ting

Alberto Tostado

Jasmine Alyssa Travers

Lauren Katherine Tripp

Hana Bailey Tucker

Brandon David Turner

Jacob Ty Turner

Troy Michael Diaz Valentin

Delaney Van Gaalen

Isaiah Jaden Vance

Hazelle Eugenia Vasquez

Andrew Isaac Vazquez

Derrick Lee Velez

Gustavo Ventura Jacobo

Ashley Vicencio-Marquez

Sabrina Kymberlie Brittany

Villagrana

Zhenna Dale Watkins

Rashawn Edward Wheeler

Lana Elizabeth White

Summer Grace Wiles

Ashlee Gabrielle Williams

Madeline Rose Williams

Noah Conney Williams

Kathryn Michelle Wolf

Devon James Woods

Kaelin Nicole Woods

Madison Alexis Wright

Phoebe Kendell Yee

Ruby Sunchine Young

Traveon Tramelle Young

Melanie Jasmine Zarazua

Juan Carlos Zuleta Cervantes

Monica Damiela Zuniga

Agenda Item Details

Meeting Date: 2022-05-25 18:30:00

AGENDA ITEM TITLE:

2. 21/22-1098 - CANYON OAKS HIGH SCHOOL 2022 GRADUATES

RECOMMENDATION

The Board of Education is requested to approve Canyon Oaks High School students for graduation.

Motion by _____, seconded by _____ Vote _____

Board Member Travanti____, Board Member Hammond____, Board Member Anderson__

Board Member Gholar____, Board President Lockerbie____

Rationale:

The graduation ceremony reflects the Monrovia Unified School District goal of increasing and celebrating student achievement. With that in mind, Canyon Oaks High School presents the following list of students for graduation who could be eligible at the time of graduation; final certification of eligibility is contingent upon successful completion of all required work currently in progress.

Budget Implication (\$ Amount):

Costs for the graduation ceremony are covered within current budget allocations.

Legal References:

Board Policy 5127.

Additional Information:

A list of the 2022 Canyon Oaks High School graduates is attached.

ATTACHMENTS

- [Canyon Oaks High School 2022 Graduates.pdf](#)

Canyon Oaks High School
List of Graduates
Class of 2022

Emily Nicole Barrientos	James Rodriguez
Eddie Bedolla	Marie Rosas
James Beserra	Tristan Serrano Dimas
Anthony Chavarria	Elias Trejo
Ashton Corona	Luis Vargas
Angel Cortez	
Angel Cruz	
Jessi Eduardo Enriquez	
Paola Galvan Sanchez	
Andru De Gante Garcia	
Julia Alison Golden	
Juan Gonzalez	
Phiona Gonzalez	
Jiafeng Li	
Jacob Marquez	
Diego Martins Da Silva	
Andrew Munoz-Magallanez	
Angelina Perez	
Jordyn Pinales-Natareno	
Eva Rangel Alvarez	
Dylan Reynolds	
Sanai Richardson	

Agenda Item Details

Meeting Date: 2022-05-25 18:30:00

AGENDA ITEM TITLE:

3. 21/22-1099 - MOUNTAIN PARK SCHOOL 2022 GRADUATES

RECOMMENDATION

The Board of Education is requested to approve Mountain Park School students for graduation.

Motion by _____, seconded by _____ Vote _____

Board Member Travanti____, Board Member Hammond____, Board Member Anderson__

Board Member Gholar____, Board President Lockerbie____

Rationale:

The graduation ceremony reflects the Monrovia Unified School District goal of increasing and celebrating student achievement. With that in mind, Mountain Park School presents the following list of students for graduation who could be eligible at the time of graduation; final certification of eligibility is contingent upon successful completion of all required work currently in progress.

Budget Implication (\$ Amount):

Costs for the graduation ceremony are covered within current budget allocations.

Legal References:

Board Policy 5127.

Additional Information:

A list of the 2022 Mountain Park School graduates is attached.

ATTACHMENTS

- [Mountain Park School 2022 Graduates.pdf](#)

Mountain Park School
List of Graduates
Class of 2022

Joshua Agib	Taylor Maruyama
Michael Bernardino	Matthew Parker
Matthew Bickel	Owen Richter
Daniel Brady-Smith	Destiny Rodarte
Vincenzo Bruno	Maharet Sanchez
Brooklyn Burga	Adalia Sandoval
Autra Chamberlain	Sidney Schultz
Marisol Cortez	Kaden Taylor
Ty Daffron	Penelope Urueta
Makenzey De Ridder	Isaiah Yanez
Deja Gallagher	
Xavier Gamboa	
Raylene Garcia	
Giovanni Girgis	
Dominic Guevara	
Briseida Hernandez	
Jessica Hernandez	
Marco Jacobo Espino	
Juan Martinez Jimenez	
Victor Martinez	

Agenda Item Details

Meeting Date: 2022-05-25 18:30:00

AGENDA ITEM TITLE:

4. 21/22-1100 - MONROVIA COMMUNITY ADULT SCHOOL 2022 GRADUATES

RECOMMENDATION

The Board of Education is requested to approve Monrovia Community Adult School students for graduation.

Motion by _____, seconded by _____ Vote _____

Board Member Travanti____, Board Member Hammond____, Board Member Anderson____

Board Member Gholar____, Board President Lockerbie____

Rationale:

The graduation ceremony reflects the Monrovia Unified School District goal of increasing and celebrating student achievement. In order to receive a high school diploma, eligible students must be officially approved by the Board of Education. The list of students includes all graduates who could be eligible at the time of graduation; final certification of eligibility is contingent upon successful completion of all required work currently in progress.

Budget Implication (\$ Amount):

All costs associated with graduation are covered within current budget allocations.

Legal References:

Education Code Sections 52507 and 51412; Board Policy 5127, and the Adult Education Handbook for California.

Additional Information:

A list of the 2022 Monrovia Community Adult School graduates is attached.

ATTACHMENTS

- [MCAS 2022 Graduates.pdf](#)

Monrovia Community Adult School
List of Graduates
Class of 2022

Adrian Galvan	Jessica Nicole Mora
Alexis Salcido	Jessica Torres
Alyssa Hoefflerle	Johann Aaron Flores
Amira Christine Hello	Jordana Teresa Gomez
Candace Jacqueline Hura	Lenette Marie Mercado
Caroline Ruth Segura Diaz	Lesli Marlin Torres
Claudia Sinai Macias	Maria Carranza Moreno
Daniella Ramirez	Marina Alicia Olivas
David Pickett	Miguel Angel Medrano
Diana Colin	Nicolette Melina Reaza
Dylan Edward Vanderheyden	Oscar Guevara Romero
Edgar Gerardo Perales	Priscilla Gonzales
Elizabeth B. Smith	Rebecca Ashley Munoz
Felipe Silva	Romina Castillo
Fernando Pulido	Savannah Jenna-Rae Boyer
Giselle Hennessey Carrango	Selena Rose Alvarez
Isaac Daniel Lowe	Suvanee Sandra Santiago
Isahia Manuel Quinonez	Victor Hugo Escobar
Jasmine Jerisa Brazzle	
Jennifer Marie Perchlak	
Jesica Marie Shay	

Agenda Item Details

Meeting Date: 2022-05-25 18:30:00

AGENDA ITEM TITLE:

5. 21/22-2149 - AGREEMENT WITH SPYGLASS

RECOMMENDATION

The Board is requested to approve an agreement with Spyglass to analyze the District's primary telecommunications service accounts to seek recovery, service elimination and cost reduction recommendations.

Motion by _____, seconded by _____ Vote _____

Board Member Travanti____, Board Member Hammond____, Board Member Anderson__

Board Member Gholar____, Board President Lockerbie____

Rationale:

Spyglass will provide the District with a no-cost analysis of telecom lines. If the snapshot audit returns findings or cost savings, the District will have the option of moving forward with the recommendations. If the recommendations are implemented, Spyglass will receive 50% of the refund for the first year only.

Background:

Spyglass assists government agencies in identifying savings on telecom and technology expenses. The snapshot audit assists districts in thoroughly understanding their telecom network, and to right-size all land and wireless services. For landline services, the audit reviews items such as unused lines, excess features, redundant services, billing errors, and outdated pricing. For wireless services, the audit reviews unused hot spots, unused phones, and outdated pricing. Spyglass has been a telecom audit industry expert for over 20 years.

Legal References:

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

Additional Information:

A copy of the agreement is attached.

ATTACHMENTS

- [BA Item 2149\(b\) Agreement with Spyglass 5-25-22.pdf](#)

SpyGlass Snapshot Audit Agreement

This agreement, effective as of the later of the dates of signature below ("Effective Date"), is between Monrovia Unified School District ("Company"), and The SpyGlass Group, LLC, an Ohio limited liability company ("Auditor").

1. **Primary Audit Services.** Company is engaging Auditor as an independent contractor to analyze its primary telecommunications service accounts (Voice, Data, Internet, Cloud Services and Mobility/Cellular) to seek cost recovery, service elimination and cost reduction recommendations. Company will provide Auditor with the materials required to perform its analysis and Auditor will conduct a Kickoff meeting with Company to review the materials provided and introduce Auditor's personnel assigned to the project. Auditor will deliver the recommendations to Company at a Summary of Findings meeting, implement recommendations that Company elects for Auditor to implement, and deliver a complete telecommunications inventory to Company. Upon completion of implementation, Auditor will conduct an Industry Benchmark Analysis ("IBA") Meeting to compare Company's spending and audit results against industry peers as well as all SpyGlass clients, officially bringing closure to the engagement.

While Auditor is performing its analysis, Company will not make changes or perform internal cost reduction analysis with respect to provider accounts which Company has included within the scope of Auditor's review.

2. **Fees.** Company will pay Auditor the applicable fee set forth below ONLY for Auditor recommendations implemented within twelve (12) months of Auditor delivering the recommendation to Company:

- 50% of any "Cost Recovery", as defined below
- 12 times any "Service Elimination Savings", as defined below
- 12 times any "Cost Reduction Savings", as defined below

Auditor and Company agree that Company has the sole discretion to determine which recommendations will be implemented after Auditor presents such recommendations to Company. Auditor is ONLY entitled to fees for the implemented recommendations.

"Cost Recovery" is any refund, credit or compensation received by Company relating to past services or charges.

"Service Elimination Savings" is any monthly cost reduction received by Company relating to cancellation of any service, including monthly usage cost reduction (calculated as the average of the last 2 months of usage costs associated with the cancelled service).

"Cost Reduction Savings" is any monthly cost reduction received by Company relating to the modification, consolidation or negotiation of any service, account or contract, including post discount usage rate improvement (calculated as the (a) decrease in post discount per unit pricing realized by Company for any service, times (b) the average of Company's last two (2) months usage levels measured in such units for the modified service).

3. **Invoicing and Payment.** Fees for Cost Recovery are due as a one-time payment within 10 days of verification that Company has been issued the refund, credit or compensation resulting in such fees. Fees for Service Elimination Savings and Cost Reduction Savings are due as a one-time payment within 10 days of verification that the cancellation or other activity resulting in the Service Elimination Savings or Cost Reduction Savings has been completed. Auditor may issue separate invoices as different fees are earned.

4. **Miscellaneous.** This agreement is governed by the laws of the State of California, without regard to principles of conflicts of law, and may be executed by facsimile and simultaneously in multiple counterparts. Company agrees that Auditor does not warranty the overall performance, Company satisfaction, or data accuracy of any telecommunications related carrier, provider, software manufacturer or vendor at any time whatsoever during or after the term of this agreement. Each person signing this agreement on behalf of a party represents that he or she has been duly authorized to sign this agreement and to bind the party on whose behalf this agreement is being signed by that signatory. AUDITOR SHALL NOT BE LIABLE TO THE COMPANY FOR INCIDENTAL, CONSEQUENTIAL, SPECIAL OR PUNITIVE DAMAGES, INCLUDING, WITHOUT LIMITATION, LOST PROFITS OR BUSINESS INTERRUPTION, WHETHER SUCH LIABILITY IS ASSERTED ON THE BASIS OF CONTRACT, TORT OR OTHERWISE, EVEN IF EITHER PARTY HAS BEEN WARNED OF THE POSSIBILITY OF ANY SUCH LOSS OR DAMAGE IN ADVANCE. IN ADDITION, IN NO EVENT SHALL AUDITOR'S LIABILITY TO COMPANY EXCEED THE FEES ACTUALLY PAID BY COMPANY TO AUDITOR.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the Effective Date.

COMPANY
Monrovia Unified School District
Signature: _____
Print Name: Dr. Ryan Smith
Date: _____

AUDITOR
The SpyGlass Group, LLC
Signature: _____
Print Name: Edward M. DeAngelo
Date: _____

Agenda Item Details

Meeting Date: 2022-05-25 18:30:00

AGENDA ITEM TITLE:

6. 21/22-4034 - DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

RECOMMENDATION

The Board of Education is requested to adopt the Declaration of Need for Fully Qualified Educators for the 2022-23 school year.

Motion by _____, seconded by _____ Vote _____

Board Member Travanti____, Board Member Hammond____, Board Member Anderson____

Board Member Gholar____, Board President Lockerbie____

Rationale:

The Monrovia Unified School District is committed to ensuring that persons employed in positions requiring certification qualifications possess the appropriate credential or permit from the Commission on Teacher Credentialing (CTC) authorizing their employment in such positions. When a fully credentialed teacher is not available, the California Commission on Teacher Credentialing allows for the issuance of emergency permits and limited assignment permits under certain conditions. These permits are only available to teachers who hold valid multiple subject, single subject, or special education credentials. These emergency permits may be issued for English Learner Certification, Bilingual Authorizations, and for hard-to-fill positions. After a review of the District's past needs, it is anticipated that this Declaration of Need for Fully Qualified Educators will only be used to request permits for English Learner Certification, Bilingual Authorization, and Teacher Librarian Services in the 2022-2023 school year. Education Code 44300 requires that a Declaration of Need for Fully Qualified Educators be adopted at a public meeting of the Board of Education. The Declaration shall certify that a diligent search has been made for certificated teachers including teachers who are pursuing certification through an internship or other alternative routes and that the District has been unable to recruit a sufficient number of these teachers to meet all staffing requirements. California Code of Regulations, Title 5, Section 80026 states that the submission of a Declaration of Need for Fully Qualified Educators by the employing agency to the California Commission on Teacher Credentialing shall be a prerequisite to the issuance of any emergency permit for that agency. The Declaration shall be valid for no more than twelve months and shall expire on June 30 following its submission to the Commission. The attached Declaration of Need for Fully Qualified Educators meets the requirements of the law.

Background:

Budget Implication (\$ Amount):

There is no budget implication associated with this declaration.

Legal References:

Education Code Section 44300; California Code of Regulations, Title 5, Section 80026

ATTACHMENTS

- [cl500 22-23.pdf](#)



State of California
 Commission on Teacher Credentialing
 Certification Division
 1900 Capitol Avenue
 Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
 Website: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2022-2023

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT OR DISTRICT/COUNTY AUTHORIZED CHARTER SCHOOL

Name of District or Charter: Monrovia Unified School District District CDS Code: 64790

Name of County: Los Angeles County CDS Code: 19

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board/body of the school district or charter school specified above adopted a declaration at a regularly scheduled public meeting held on 05 / 25 / 2022 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2023.

Submitted by (Superintendent, Board Secretary, or Designee):

Dr. Ryan D. Smith _____ Superintendent
Name Signature Title

(626) 471-2077 _____ (626) 471-2010 _____
Fax Number Telephone Number Date

325 E Huntington Dr, Monrovia, CA 91016
Mailing Address

rsmith@monroviaschools.net
E-Mail Address

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY, CHARTER SCHOOL OR NONPUBLIC SCHOOL AGENCY

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ___/___/___, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

Name	Signature	Title
Fax Number	Telephone Number	Date
Mailing Address		
EMail Address		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
CLAD/English Learner Authorization (applicant already holds teaching credential)	6
Bilingual Authorization (applicant already holds teaching credential)	10
List target language(s) for bilingual authorization: <u>Mandarin; Spanish</u>	
Resource Specialist	0
Teacher Librarian Services	1

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved internship program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. We participate with area college/university internship programs.

Does your agency participate in a Commission-approved college or university internship program? Yes No

If yes, how many interns do you expect to have this year? 8

If yes, list each college or university with which you participate in an internship program.

Azusa Pacific University; Claremont University; National University; California State University,
Pomona; California State University, Los Angeles; University of La Verne; Point Loma University

If no, explain why you do not participate in an internship program.

Agenda Item Details

Meeting Date: 2022-05-25 18:30:00

AGENDA ITEM TITLE:

7. 21/22 4038- APPROVAL OF CONTRACT WITH SYTECH SOLUTIONS

RECOMMENDATION

The Board of Education is requested to approve a contract with Sytech Solutions to provide records management services for the District.

Motion by _____, seconded by _____, Vote _____

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

Board Member Gholar____, Board President Lockerbie_____

Rationale:

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

Background:

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

Budget Implication (\$ Amount):

The total cost for this agreement is \$17, 875 to be paid from General Funds.

Additional Information:

A copy of the proposed agreement is attached.

ATTACHMENTS

- [SyTech Proposed Contract - 052522.pdf](#)

SYTECH DOCUMENT SCANNING SERVICE AGREEMENT

This document scanning service contract (hereinafter referred to as "Agreement") is made and entered into by and between SyTech Solutions, (hereinafter referred to as "Contractor") and Monrovia Unified School District in Los Angeles County; within the State of California (hereinafter referred to as "Client").

WITNESSETH

WHEREAS, Client wishes to obtain Contractor's expertise and services as they pertain to document imaging services and

WHEREAS, Contractor is knowledgeable and experienced in providing such services; and

WHEREAS, Contractor and Client wish to enter into a mutually beneficial business relationship;

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, it is hereby agreed by and between the parties as follows:

I. DEFINITIONS

For purposes of this section, the following terms have the following meanings:

(1) "Deidentified information" means information that cannot be used to identify an individual pupil.

(2) "Eligible pupil" means a pupil who has reached 18 years of age.

(3) "Local educational agency" includes school districts, county offices of education, and charter schools.

(4) "Pupil-generated content" means materials created by a pupil, including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, photographs, and account information that enables ongoing ownership of pupil content. "Pupil-generated content" does not include pupil responses to a standardized assessment where pupil possession and control would jeopardize the validity and reliability of that assessment.

(4) (A) "Pupil records" means both of the following:

(i) Any information directly related to a pupil that is maintained by the local educational agency.

(ii) Any information acquired directly from the pupil through the use of instructional software or applications assigned to the pupil by a teacher or other local educational agency employee.

(B) "Pupil records" does not mean any of the following:

(i) Deidentified information, including aggregated deidentified information, used by the third party to improve educational products for adaptive learning purposes and for customizing pupil learning.

(ii) Deidentified information, including aggregated deidentified information, used to demonstrate the effectiveness of the operator's products in the marketing of those products.

(iii) Deidentified information, including aggregated deidentified information, used for the development and improvement of educational sites, services, or applications.

(5) "Third party" refers to a provider of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of pupil records.

II. TERM

Section 2.1 Unless it is terminated as specified in Paragraph 2.2 below, the term of this Agreement is from 25 May, 2022 to 25 May, 2023. The Agreement may be renewed for successive one -year periods ("Renewal Periods") subject to annual renewal and mutual agreement of the parties.

Section 2.2 Contractor or Client may terminate this Agreement or suspend its performance hereunder, without prior notice, in the event the Contractor or Client's facilities are damaged or destroyed or the Contractor or Client's performance hereunder is prevented or hindered by labor disturbances (including, but not limited to, strikes and picketing), acts of God, the elements, order of governmental, civil and military authority or any other cause (whether similar or dissimilar to the above mentioned), not within the reasonable control of the Contractor or Client.

Section 2.3 Client may, by written notice to Contractor, suspend for a specified period, in whole or in part, either payments to Contractor or Contractor's obligation to continue to provide services under the Agreement if, in the Client's sole discretion and business judgment, any material condition arises which interferes, or threatens to interfere with, the successful performance of Contractor's services or the accomplishment of the purposes thereof, or if Contractor fails, in whole or in part, to perform any material part of the terms and conditions of this Agreement.

Section 2.4 Notice of suspension hereunder to Contractor shall be sufficient if sent by Registered or Certified Mail to Contractor at the address of Contractor set forth below or if hand-delivered to Contractor.

III. SERVICES/PAYMENT

Section 3.1 Contractor agrees to perform document imaging services, in accordance with the attached Project Proposal, dated 17 March, 2022, herein referred to as Exhibit A. Exhibit A may be amended, upon mutual agreement of the parties, to add additional services to be provided by SyTech Solutions to Client under the terms of this Agreement. Notwithstanding the foregoing, no changes to the Services shall be made without Client's prior written consent.

Section 3.2 Contractor shall be available to provide the services specified in Section 3.1 of this Agreement as requested by Client in coordination with timelines and deliverable dates as defined by Client and agreed upon by Contractor.

Section 3.3 Contractor's fee for services described in Section 3.1 of this Agreement shall be as outlined in the attached Project Proposal, dated 17 March, 2022, herein referred to as Exhibit A. Client shall pay amounts invoiced within 30 days of receipt of Contractor's verifiable invoice for services rendered.

IV. INDEPENDENT CONTRACTOR STATUS

Section 4.1 Except as provided in Exhibit A, Contractor and Client are acting solely as independent contractors under this Agreement. It is expressly understood and agreed by the parties hereto that nothing in this Agreement, its provisions or transactions and relationships contemplated hereby shall constitute either party as the agent, employee, partner or legal representative of the other for any purpose whatsoever, nor shall either party hold itself out as such.

Neither party to this Agreement shall have the authority to bind or commit the other party hereto in any manner or for any purpose whatsoever, except as may be expressly provided for herein, but rather each party shall at all times act and conduct itself in all respects and events as an independent contractor. This Agreement creates no relationships of joint venturers, partners, associates or principal and agent between the parties hereto.

V. CLIENT REPRESENTATION & WARRANTIES

Section 5.1 The Client represents and warrants that:

(a) The Client has the power to enter into this Agreement and perform in accordance with the provisions hereof and that the execution and performance of the Agreement has been duly and validly authorized in accordance with all applicable laws and governing instruments including the Client's formation documents.

(b) The execution, delivery and performance by the Client of this Agreement and the consummation of the transactions contemplated hereby do not violate or conflict with the Articles of Incorporation or Bylaws of the Client, any material contract, agreement or instrument to which the Client is a party or by which it or its properties are bound, or any judgment, decree, order or award of any court, governmental body or arbitrator by which the Client is bound, or any law, rule or regulation applicable to the Client.

VI. CONTRACTOR REPRESENTATION & WARRANTIES

Section 6.1 Contractor represents and warrants that:

(a) The Services will be delivered and/or performed in a professional and quality manner;

(b) The Services will be delivered and/or performed in material accordance with the specifications and as represented by Contractor;

(c) Contractor has the power to enter into this Agreement and perform in accordance with the provisions hereof and that the execution and performance of the Agreement has been duly and validly authorized in accordance with all applicable laws and governing instruments; and

(d) The execution, delivery and performance by Contractor of this Agreement and the consummation of the transactions contemplated hereby do not violate or conflict with the Contractor's Bylaws, any material contract, agreement or instrument to which Contractor is a party or by which it is bound, or any judgment, decree, order or award of any court, governmental body or arbitrator by which Contractor is bound, or any law, rule or regulation applicable to Contractor.

Section 6.2 Contractor will be responsible for all expenses other than those set forth in section 3.3 incurred by Contractor in the performance of the services specified in Section 3.1 of this Agreement and Client shall have no obligations to reimburse Contractor for any other expenditure by it.

Section 6.3 Contractor will obtain, provide, pay for and be solely responsible for workers' compensation, business liability, public liability, comprehensive insurance and requisite federal, state and local income taxes, employee benefit contributions, including but not limited to, FICA, SDI, workers' compensation, and unemployment insurance for Contractor and Contractor's employees, agents, and all other persons or entities providing services for or on behalf of Contractor, if any. Client and Contractor understand and agree that Client has neither responsibility for nor the right to control Contractor with respect to any of the foregoing described obligations.

Section 6.4 Contractor shall hire, pay and exclusively control Contractor's employees, agents or any other persons or entities providing services for or on behalf of Contractor.

Section 6.5 Contractor shall maintain Contractor's own books and accounts.

Section 6.6 Contractor shall be responsible for the acquisition of any licenses, permits and the like required to perform the services specified in this Agreement and, further, Contractor shall be responsible for the payment of any license fees, all taxes, expenses of incorporation, if any, and permit fees required to perform the services specified in this Agreement.

Section 6.7 During the term of this Agreement, Contractor may have access to and become familiar with private, confidential and/or sensitive information belonging to Client. Contractor acknowledges and agrees that such confidential information is owned and shall continue to be owned solely by Client. During the term of this Agreement and thereafter, Contractor agrees not to use either directly or indirectly such information for any purpose or to divulge such information to any person, entity or corporation other than to Client or to persons, entities or corporations to whom Client has given its written consent, unless such information becomes publicly available by lawful means or unless Contractor is compelled to disclose such information by governmental process.

Section 6.8 During the term of this contract, Contractor shall provide to Client upon request a current certificate of policy evidencing its comprehensive and general liability insurance coverage in a sum not less than \$2,000,000 aggregate and \$1,000,000 per occurrence. Upon request, Contractor shall also include Client, as an additional insured. Coverage shall provide notice to the additional insured of any change in or limitation of coverage or cancellation of the policy no less than thirty (30) days prior to the effective date of the change, limitation or cancellation.

Section 6.9 All work shall be completed at SyTech's secure Elk Grove facility, which is located at 8930 Big Horn Blvd., Elk Grove, California. Access to SyTech's stand-alone building is restricted to SyTech employees only, and the facility itself is protected with alarm systems, security cameras and key card access. Nearly all records that SyTech processes require adherence to strict privacy standards.

Section 6.10 EDUCATION CODE SECTION 49073.1. Contractor agrees to comply with all applicable laws and regulations governing the activities and services provided under this Agreement, including California Ed Code Section 49073.1 and FERPA provisions of the "General Educational Provisions Act", Title 20, United States Code, § 1232g, as amended, relating to family educational and privacy rights, and regulations, (34 CFR Part 99), and other applicable laws concerning the privacy and confidentiality of information and records.

6.10.1 CONTROL & OWNERSHIP OF STUDENT RECORDS

The Parties agree that as between them, all rights including all intellectual property rights in and to Client Data shall remain the exclusive property of the Client, and Contractor has a limited, nonexclusive license as provided in this Agreement solely for the purpose of performing its obligations hereunder. This Agreement does not give Contractor any rights, implied or otherwise, to Client Data, content, or intellectual property, except as expressly stated in this Agreement.

6.10.2 STUDENT CONTROL OF CONTENT CREATED FOR SCHOOL

Notwithstanding paragraph (2.1) of this section, the Client's pupils shall retain possession and control of their own pupil-generated content. In order to exert possession and control over their own pupil-generated content, the Client's pupil must provide such requests to the Client in writing. The Client shall pass these requests on to Contractor, and Contractor must reasonably comply, which may include assisting in the facilitation of moving pupil-generated content into a personal account.

6.10.3 PROHIBITION OF 3RD PARTY USE OF STUDENT INFORMATION FOR PURPOSES OUTSIDE THOSE NAMED IN THIS AGREEMENT

Contractor will use the education records only for the purpose of fulfilling its duties under this Agreement and will not share such data with or disclose it to any third party except as provided for in this Agreement, required by law, or authorized in writing by the Client.

6.10.4 STUDENT, PARENT & GUARDIAN REVIEW & CORRECT PERSONALLY IDENTIFIABLE INFORMATION

Client pupils, as well as their parents and guardians, shall have the right to review personally identifiable information in a pupil's records retained by Contractor. Client pupils, as well as their parents and guardians, shall also have the right to correct such information if it contains errors. In order to review such information, a request must be submitted to the Client in writing. Client shall pass such requests on to Contractor and Contractor must reasonably comply.

6.10.5 ACTIONS TAKEN TO ENSURE STUDENT DATA IS SECURE & CONFIDENTIAL

6.10.5.1: SAS70 CERTIFIED. Contractor utilizes Microsoft's SAS70 certified Azure to securely host Client's education records. This solution is specifically audited for HIPAA and FERPA compliance.

6.10.5.2: ISO/IEC 27018 & ISO/IEC 27001/27002:2013 CERTIFIED. Azure is committed to annual certification against ISO/IEC 27001/27002:2013, a broad international information security standard. Additionally, Microsoft Azure services have incorporated the controls that embody ISO/IEC 27018 – an extension of the ISO 27001 standard with a code of practice governing the processing of personal information by cloud service providers. ISO 27018 provides controls that reflect considerations specifically for protecting personally identifiable information in public cloud services. For example, the ISO 27018 controls prohibit the use of customer data for advertising and marketing purposes without the customer's express consent.

6.10.5.3: SOC 1/SSAE 16/ISAE 3402 and SOC 2 CERTIFIED. Azure has been audited against the Service Organization Control (SOC) reporting framework for both SOC 1 Type 2 and SOC 2 Type 2. Both reports are available to customers to meet a wide range of US and international auditing requirements. The SOC 1 Type 2 audit report attests to the design and operating effectiveness of Azure controls. The SOC 2 Type 2 audit included a further examination of Azure controls related to security, availability, and confidentiality. Azure is audited annually to ensure that security controls are maintained.

Audits are conducted in accordance with the Statement on Standards for Attestation Engagements (SSAE) No. 16 put forth by the Auditing Standards Board (ASB) of the American Institute of Certified Public Accountants (AICPA) and International Standard on Assurance Engagements (ISAE) 3402 put forth by the International Auditing and Assurance Standards Board (IAASB). In addition, the SOC 2 Type 2 audit included an examination of the Cloud Controls Matrix (CCM) from the Cloud Security Alliance (CSA).

6.10.5.4: INTRUSION DETECTION & DDoS: Intrusion detection and prevention systems, denial of service attack prevention, regular penetration testing, and forensic tools help identify and mitigate threats from both outside and inside of Azure.

6.10.5.5: 24 HOUR MONITORED PHYSICAL SECURITY. Data centers are physically constructed, managed, and monitored to shelter data and services from unauthorized access as well as environmental threats.

6.10.5.6: DATA BACKUP. Every document stored in 1DocStop and/or Sharepoint is backed up at least once per version using a completely different Azure Service Account. This is done to mitigate any potential threat to top level storage account keys or severe application faults. As each document is saved to 1DocStop and/or Sharepoint, it is queued for backup to the backup service using a first-in first-out serial queue. Because documents are backed up individually, this allows them to be protected earlier and restored faster. Additionally, snapshots are created for existing versions prior to any updates being performed. This ensures that rollbacks can be performed without much fanfare. The restore/revert process can be completed by any authenticated user account with an Administrator Role. These document level backups are kept for the life of the document in geographically redundant locations on the Azure cloud but within the continental US.

6.10.5.7: TWO-FACTOR AUTHENTICATION: Mobile phone two-factor authentication allows mobile phones to authenticate themselves, the user uses their personal access license plus a one-time-valid, dynamic passcode consisting of digits that is sent to their mobile device via SMS. Two-factor authentication is optional for end-users, but mandatory for administrators.

6.10.5.8: TLS TRANSPORT LAYER SECURITY: Built-in SSL and TLS cryptography enables customers to encrypt communications within and between deployments, from Azure to on-premises datacenters, and from Azure to administrators and users.

6.10.5.9: ACTIVE ACCESS MONITORING & ACCESS LOGS: 1DocStop and/or Sharepoint provide reporting capability on not only who has access rights to records, but also reports on who actually logs in, what specific record was accessed, and when the access took place.

6.10.5.10: NO SHARING DATA OR DATA MINING: Contractor's CIO conducts regular training of Contractor's employees to ensure the security and confidentiality of pupil records. Contractor will use Client Data only for the purpose of fulfilling its duties under this Agreement and will not share such data, including anonymized data, with or disclose it to any third party without the prior written consent of the Client, except as required by law and except to third party contractors retained by Contractor to provide services related to the Services under written obligations of confidentiality commensurate with the Contractor's confidentiality obligations to the Client. Contractor will not use Client Data (including metadata) for advertising or marketing purposes.

6.10.5.11: DISASTER RECOVERY: Client Data will not be stored outside the United States. For disaster recovery purposes, hosted Client Data will be securely co-located on at least two separate servers located in the continental United States.

6.10.5.12: CONFIDENTIAL OBLIGATIONS: Contractor will provide access to Client Data to its employees, subcontractors and third-party contractors who need to access the data to fulfill Contractor obligations under this Agreement. Contractor will ensure that employees and subcontractors who perform work under this Agreement are bound to strict obligations of confidentiality no less rigorous than those set forth herein. If Contractor will have access to “education records” for the Client’s students as defined under the Family Educational Rights and Privacy Act (FERPA), the Contractor acknowledges that for the purposes of this Agreement it will be designated as a “school official” with “legitimate educational interests” in the Client Education records, as those terms have been defined under FERPA and its implementing regulations, and the Contractor agrees to abide by the FERPA limitations and requirements imposed on school officials. Contractor shall train all of its responsible employees on how to comply with those responsibilities imposed by FERPA, through this Agreement, which are applicable to Contractor and its employees. Contractor will use the education records only for the purpose of fulfilling its duties under this Agreement for Client’s and its End User’s benefit, and will not share such data with or disclose it to any third party except as provided for in this Agreement, required by law, or authorized in writing by the Client.

6.10.6 PROCEDURES FOR NOTIFYING AFFECTED PARTIES IF THERE IS AN UNAUTHORIZED DISCLOSURE OF STUDENT RECORDS

Upon notification of any potential Security Breaches, Contractor shall promptly investigate and remediate such breaches using industry standard technology. Immediately upon confirming a Security Breach, Contractor will notify the Client, fully investigate the incident, and cooperate fully with the Client’s response to the incident. Except as otherwise required by law, Contractor will not provide notice of the incident directly to individuals whose Personally Identifiable Information was involved, regulatory agencies, or other entities, without prior written permission from the Client.

6.10.7 CERTIFICATION THAT STUDENT RECORDS WILL NOT BE RETAINED OR AVAILABLE TO SYTECH ONCE THE CONTRACT IS TERMINATED

Upon termination or expiration of this Agreement, Contractor will return or securely destroy Client Data as directed by the Client. Transfer to the Client or a third party designated by the Client shall occur within a reasonable period of time, and without significant interruption in service. In the event that the Client requests destruction of its data, Contractor agrees to securely destroy all data in its possession and in the possession of any subcontractors or agents to which the Contractor might have transferred Client data. The Contractor agrees to provide certification of data destruction to the Client upon request. Contractor will notify the Client of impending cessation of its business and any contingency plans, including plans for the transfer and inventory of Client Data.

6.10.8 COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

(A) Contractor will provide access to Client Data to its employees, subcontractors and third-party contractors who need to access the data to fulfill Contractor obligations under this Agreement. Contractor will ensure that employees and subcontractors who perform work under this Agreement are bound to strict obligations of confidentiality no less rigorous than those set forth herein. If Contractor will have access to “education records” for the Client’s students as defined under the Family Educational Rights and Privacy Act (FERPA), the Contractor acknowledges that for the purposes of this Agreement it will be designated as a “school official” with “legitimate educational interests” in the Client Education records, as those terms have been defined under FERPA and its implementing regulations, and the Contractor agrees to abide by the FERPA limitations and requirements imposed on school officials. Contractor shall train all of its responsible employees on how to comply with those responsibilities imposed by FERPA, through this Agreement, which are applicable to Contractor and its employees. Contractor will use the education records only for the purpose of fulfilling its duties under this Agreement for Client’s and its End User’s benefit, and will not share such data with or disclose it to any third party except as provided for in this Agreement, required by law, or authorized in writing by the Client.

(B) Client acknowledges and agrees that SyTech can rely, is relying and will continue to rely on Client’s full compliance with the applicable obligations imposed by FERPA, as any such obligations may be amended or modified, with respect to any data that may be accessed, obtained, received, extracted or otherwise used by SyTech (or which may be disclosed in any manner to SyTech by or on behalf of Client), in individualized or aggregate form, in connection with Client’s use of the Services and SyTech software.

6.10.9 PROHIBITION FROM USING PERSONALLY IDENTIFIABLE INFORMATION FROM STUDENT RECORDS TO TARGET ADVERTISING TO STUDENTS

Contractor will not use Client Data or Personally Identifiable Information to engage in targeted advertising.

VII. GENERAL PROVISIONS

Section 7.1 This Agreement shall be construed in all respects in accordance with and governed by the laws and decisions of the State of California and as drafted by both parties.

Section 7.2 If any part, term or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law of a federal, state, or local government having jurisdiction over this Agreement, the validity of the remaining portions or provisions thereof shall not be affected thereby.

Section 7.3 This Agreement contains all of the understandings and agreements between the parties and any waiver or modification of this Agreement must be in expressly made and agreed to by Client and Contractor in writing.

Section 7.4 Any notice from one party to the other required by this Agreement shall be deemed made on the date of mailing if sent by Certified Mail and addressed to the addressees specified below:

TO SYTECH SOLUTIONS: SyTech Solutions
8930 Big Horn Blvd.
Elk Grove, CA 95758
Attn: Jonathan Pritt

TO CLIENT: Dr. Ryan Smith -Superintendent
Monrovia Unified School District
325 E. Huntington Drive
Monrovia, Ca. 91016.

Executed this _____ day of _____, 20____.

CONTRACTOR
Authorized Signature

Date

Jonathan Pritt, Vice President
Printed Name and Title

CLIENT
Authorized Signature

Date

Dr. Ryan Smith, Superintendent
Printed Name and Title

Agenda Item Details

Meeting Date: 2022-05-25 18:30:00

AGENDA ITEM TITLE:

8. 21/22-5099- APPROVAL OF EMPLOYMENT CONTRACT, ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES

RECOMMENDATION

The Board of Education is requested to approve the employment contract for the Assistant Superintendent of Human Resources of Monrovia Unified School District.

Motion by _____, seconded by _____ Vote _____

Board Member Travanti____, Board Member Hammond____, Board Member Anderson__

Board Member Gholar____, Board President Lockerbie____

Rationale:

Recently, the District's Assistant Superintendent of Human Resources position became vacant, and the process to fill the position began immediately. At the March 9th Board of Education meeting, the Board approved a contract with consultant Leslie Lockhart to work as Interim Assistant Superintendent of Human Resources, until the new appointee begins their tenure on July 1, 2022. Interviews to find the next Assistant Superintendent were held on May 3 & May 9, 2022, respectively. From those interviews, Greg Puccia emerged as the clear front-runner and was offered the position. The Board of Education appointed Mr. Puccia as Assistant Superintendent of Human Resources at the May 11, 2022, Board meeting. His employment contract is being presented tonight for Board approval.

Budget Implication (\$ Amount):

Additional Information:

A copy of the proposed contract is available upon request.

ATTACHMENTS

Agenda Item Details

Meeting Date: 2022-05-25 18:30:00

AGENDA ITEM TITLE:

1. BOARD POLICY 0100, *PHILOSOPHY*

RECOMMENDATION

The Board of Education is requested to receive for first reading Board policy 0100, *Philosophy*, as recommended by the California School Boards Association (CSBA).

Rationale:

As part of the Board of Education's commitment to review and update all MUSD Board Policies and Administrative Regulations, the Office of the Superintendent has conducted its annual review of Board Policies and Administrative Regulations and is presenting updates to these policies for review and approval.

Background:

Additional Information:

A copy of the proposed board policy is attached.

ATTACHMENTS

- [BP 0100 Philosophy - rev 052522.pdf](#)

PHILOSOPHY

In order to establish and support ~~As part of its responsibility to establish~~ a guiding vision for the district, the Governing Board shall develop ~~articulate, and regularly review an overarching set of fundamental principles which describe the district's core the district's beliefs, and values, and tenets.~~ The Board and district staff shall incorporate these principles into all ~~use the values and beliefs, and the following philosophy to guide all district programs, and activities, and operations of the district. The values and beliefs shall be reviewed every three years at the time the Vision is reviewed.~~

It is the ~~The stated~~ philosophy of the ~~Monrovia Unified School District~~ district that:

1. All students can learn and succeed.
2. Every student should have an opportunity to receive a quality education regardless of their social, cultural, or economic background.
3. Every student in the district has a right to be free from discrimination, harassment, intimidation, and bullying, as prohibited by law or district policy.
4. The future of our nation and community depends on students possessing the skills to be lifelong learners, collaborative and creative problem solvers, and effective, contributing members of a global and technologically advanced society.
5. Highly skilled and dedicated teachers and educational support staff have the capacity to guide students toward individual achievement and growth, and have a direct and powerful influence on student learning and life experiences.
6. A safe, nurturing environment and positive school climate are necessary for learning, academic achievement, and student development.
7. Parents/guardians have a right and an obligation to be engaged in their child's education and to be involved in the intellectual, physical, emotional, and social development and well-being of their child.
8. The needs of the whole child must be addressed, as the ability of children to learn is affected by social, health, and economic conditions and other factors outside the classroom.
9. Early identification of learning and behavioral difficulties and timely and appropriate support and intervention contribute to student success.
10. Students and staff are encouraged and motivated by high expectations and

recognition for their accomplishments.

11. School improvement is a dynamic process requiring flexibility and innovation to meet the needs of students in a changing world.
12. Professional development for the Board and district staff is essential for the growth and success of the district and its students.
13. The diversity of the student body and school staff enriches the learning experience, promotes cultural awareness and acceptance, and serves as a model for citizenship in a global society.
14. A common set of norms and protocols is crucial to effective governance.
15. Communication, trust, respect, collaboration, and teamwork strengthen the relationship among Board members and between the Board and Superintendent, and contribute to the effectiveness of the governance team.
16. The community and district are inextricably connected partners, wherein the community's engagement in issues that impact the schools enhances the district's programs and student learning.
17. Two-way communication with all stakeholders is essential for establishing continuity, support, and shared goals both within the district and with the surrounding community.
18. The Board has a responsibility to advocate on behalf all students, keep current on legislative issues affecting education, and build positive relationships with local, state, and federal representatives.
19. A fiscally sound budget which is reflective of the district's vision is imperative to the financial stability of the district and to the attainment of its goals.
20. Responsibility for district programs and operations is shared by the entire educational community, with ultimate accountability resting with the Board as the basic embodiment of representative government.

~~The Monrovia Unified School District is committed to provide powerful and productive learning experiences for all students. In order to do so, the educational environments of our schools must be structured to encourage thoughtful inquiry, stimulate excitement about learning, foster innovation, and ensure the highest quality academic performance. Students and staff are encouraged to cooperate in creating opportunities to develop students' unique potential, individual talents, dignity, and self esteem.~~

~~The educational program also needs to be comprehensive and flexible to meet the changing needs of students in a dynamic and democratic society, in order to prepare Monrovia students with the knowledge, abilities, and values needed to function effectively in an increasingly complex global community. The aim is to have our graduates leave our schools prepared to enter adult society with the skills and means to enrich their lives and the lives of others.~~

~~To accomplish the highest levels of student success, the district pledges to work collaboratively with site staffs to increase student performance. The district administration will function as a service center for the sites, providing support, resources and expertise to support improvement activities. District procedures, regulation, and policies that hinder the successful completion of activities which demonstrably improve student performance will be reviewed and revised as appropriate.~~

Revised: May 11, 2022

~~Adopted: March 14, 2007~~

- ~~— (Replaces: BP 6120 Philosophy)~~
- ~~— (Revised: May 1992)~~
- ~~— (Revised: October 1978)~~
- ~~— (Revised: January 1977)~~
- ~~— (Adopted: November 1970)~~

Agenda Item Details

Meeting Date: 2022-05-25 18:30:00

AGENDA ITEM TITLE:

2. BOARD POLICY 0200, *GOALS FOR THE DISTRICT*

RECOMMENDATION

The Board of Education is requested to receive for first reading Board policy 0200, *Goals for the District*, as recommended by the California School Boards Association (CSBA).

Rationale:

As part of the Board of Education's commitment to review and update all MUSD Board Policies and Administrative Regulations, the Office of the Superintendent has conducted its annual review of Board Policies and Administrative Regulations and is presenting updates to these policies for review and approval.

Background:

Additional Information:

A copy of the proposed policy is attached.

ATTACHMENTS

- [BP 0200 Goals for the School District - rev 052522.pdf](#)

GOALS FOR THE SCHOOL DISTRICT

~~As part of t~~The Governing Board's ~~shall adopt long term goals for achieving the district's overall vision and mission statement for its schools as well as clear performance standards and benchmarks which can be used to determine if the district is meeting these goals. Goals shall be reasonably achievable within established timelines.~~ responsibility to set direction for the school district, the Board shall adopt long-term goals focused on the achievement of all district students. The district's goals shall be aligned with the district's vision, mission, philosophy, and focus areas.

In developing goals and identifying strategies to achieve those goals, the Board and Superintendent shall solicit input and review from key stakeholders. The Board shall also review and consider quantitative and/or qualitative data, including data disaggregated by student subgroup and school site, to ensure that district goals are aligned with student needs.

Goals shall be established for all students and each numerically significant subgroup as defined in Education Code 52052, which may include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, and shall address each of the state priorities identified in Education Code 52060 and any additional local priorities established by the Board. These goals shall be incorporated into the district's local control and accountability plan (LCAP). (Education Code 52060-52077)

The LCAP shall include a clear description of each goal, one or more of the state or local priorities addressed by the goal, any student subgroup(s) or school site(s) to which the goal is applicable, and expected progress toward meeting the goal for the term of the LCAP and in each year.

Each year the district's update to the LCAP shall review progress toward the goals and describe any changes to the goals. (Education Code 52060-52061)

In addition to the goals identified in the LCAP, and consistent with those goals, the district and each school site may establish goals for inclusion in another district or school plan or for any other purpose. Such goals may address the improvement of governance, leadership, fiscal integrity, facilities, community involvement and collaboration, student wellness and other conditions of children, and/or any other areas of district or school operations. As appropriate, each goal shall include benchmarks or short-term objectives that can be used to determine progress toward meeting the goal.

~~The Superintendent or designee may establish short-term, interim objectives and comprehensive plans to ensure adequate, regular progress toward the district's long-~~

~~term goals.~~

~~The district's guiding principles, deemed necessary for student success, are to ensure:~~

- ~~1. Learning for all students.~~
- ~~2. Safe, orderly, positive learning environments.~~
- ~~3. Quality staff providing the highest quality service.~~
- ~~4. School/home/community partnerships & communication.~~
- ~~5. Acquisition and allocation of resources to support goals 1-4.~~

Revised: May 25, 2022

Adopted: March 14, 2007

~~(Replaces: BP 6120.2 Goals)~~

~~-(Revised: May 1992)~~

~~-(Revised: October 1978)~~

~~-(Adopted: November 1970)~~

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, 2022
Review of Vision & Goals	Review Vision & Goals and progress on the Strategic Plan.	Prior year goals to continue as assumed
Inter-district transfers	Report on number of transfers in and out of the district at Board Meeting and, if needed, in a Study Session.	Next update Oct/Nov 2022

Issue/Question/Request	Status	Next steps
Cyclical Reports (continued)		
<p>Student Achievement: standards & plans for closing the achievement gap; investigation of model practices, demographic data, and multiple measures of achievement.</p>	<p>Educational Services Board Meeting Reports:</p> <p>6/9/22: • Annual LCAP Public Review • Multiple Measures Report w/ LCAP data • GATE Program Report</p> <p>6/22/22: • Visual & Performing Arts Report</p>	
<p>CGI Math Update</p>	<p>Provide a program update to the Board of Education</p>	<p>Annually in September; Next report 2022</p>
<p>BP 0415, Equity Update</p>	<p>Update Board policy per CSBA suggestions annually to ensure equity in schools</p>	<p>Next update June 2022</p>
<p>Technology Projects</p>	<p>Staff technology standards & teaching plan; working with Educational Services.</p>	<p>Next update 2022-23 SY</p>
<p>E-Rate</p>	<p>E-rate funding approval annually in Jan/Feb/Mar.</p>	<p>Next update in 2023</p>
<p>Safety, Emergency Prep, & Discipline</p>	<p>Update information: Safety, Emergency Preparedness</p>	<p>Annually in Oct/Nov/Dec.</p>
<p>Athletic Coach Certification & Training</p>	<p>Athletic coach certification and concussion training annually. Annually in August.</p>	<p>Next training in 2022</p>

Issue/Question/Request	Status	Next steps
Cyclical Reports (Continued)		
Budget/ Enrollment/Staffing	<p><u>2021-22 Budget Preparation Calendar:</u></p> <ul style="list-style-type: none"> • June 9, 2022: 2022-23 Adopted Budget Public Hearing • June 22, 2022: 2022-23 Budget Adoption 	
Board Walks (Board site visits)	Board will visit school sites to meet with principal and receive an overview of site-specific data	Elementary schools will be visited in the 2022-23 SY; MHS annually
Adult Ed Update	Update on status of Adult Education program. Next report Fall 2022	Annually in fall; Next report 2022
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

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 	2021-22
MUSD Marketing	<ul style="list-style-type: none"> Receive guidelines on how to focus marketing efforts 	2021-22
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 Spring
Solar Panel Options	<ul style="list-style-type: none"> Revisit solar panel options throughout the District 	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 2021-22 SY
Safety Corridor Plans for MUSD schools	<ul style="list-style-type: none"> Plans to create a “safety corridor” in and around school sites with the assistance of 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	2021-22
	Business Policies	2021-22
	Human Resources Policies	2021-22
	Educational Services Policies	2021-22
	Pupil Personnel Services	2021-22