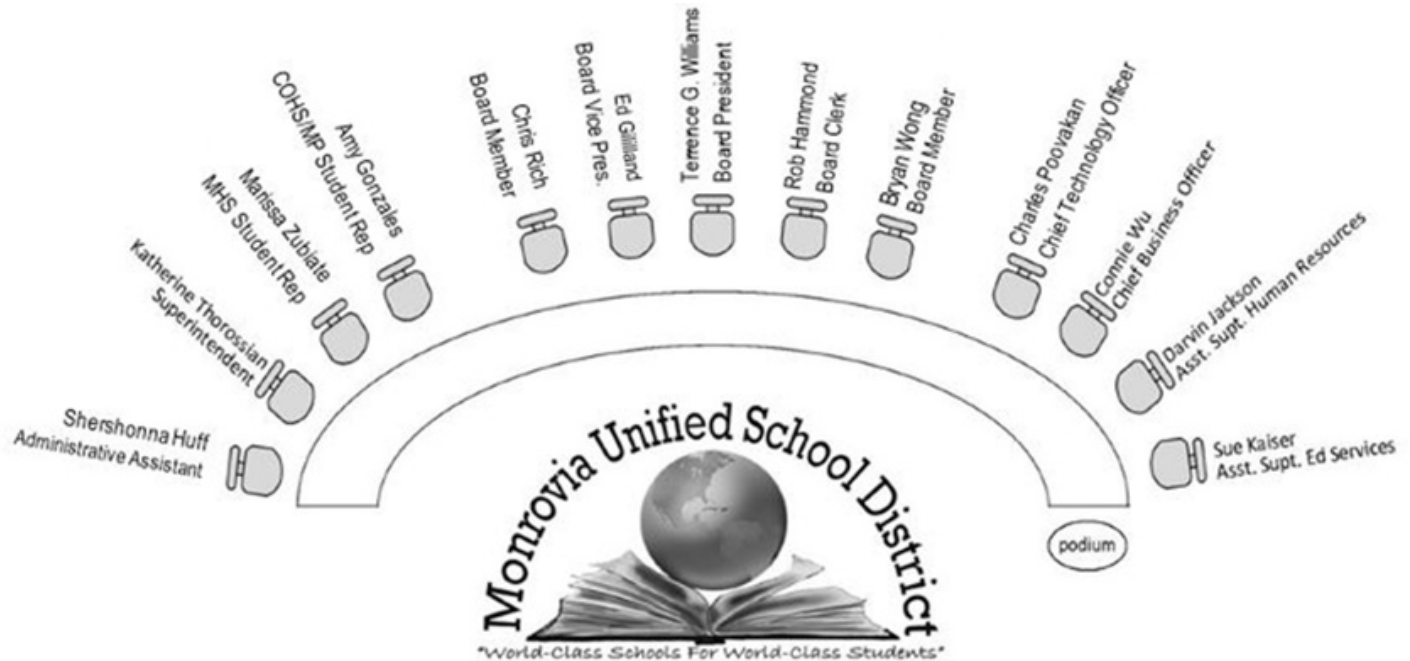




In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Superintendent's Office (626) 471-2010, twenty-four hours prior to the meeting so that reasonable arrangements can be made. The Administration Center Board Room is wheelchair 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 STUDY SESSION
Wednesday, May 9, 2018
5:00 p.m. - Board Room

BOARD OF EDUCATION CLOSED SESSION
Wednesday, May 9, 2018
5:45 p.m. - Superintendent's Office

BOARD OF EDUCATION OPEN SESSION MEETING
Wednesday, May 9, 2018
7:00 p.m - Board Room

- A. CONVENE BOARD OF EDUCATION STUDY SESSION (5:00 p.m.)**
 - 1. MOT Update - Prop 39 & Transportation
- B. ADJOURN BOARD OF EDUCATION STUDY SESSION.**
- C. CONVENE REGULAR BOARD OF EDUCATION OPEN SESSION (5:45 p.m.)**
 - 1. Call to Order
 - 2. Public Comments for Items on Closed Session Agenda

D. CONVENE BOARD OF EDUCATION CLOSED SESSION

- 1. Collective Bargaining Session (Government Code Section 54957.6) - for the purpose of discussing matters within the scope of representation and instructing its designated representatives for negotiations with the California School Employees Association (CSEA) and the Monrovia Teachers' Association (MTA).
- 2. Confer with legal counsel regarding potential litigation (Government Code 54956.9)
- 3. Collective Bargaining Session (Government Code Section 54957.6) – for the purpose of discussing matters within the scope of representation and instructing its designated representative for negotiations with the California School Employees Association (CSEA) and the Monrovia Teachers’ Association (MTA)
- 4. Public Employee Discipline/Dismissal/Release (Government Code Section 54957)

E. ADJOURN BOARD OF EDUCATION CLOSED SESSION

F. RECONVENE BOARD OF EDUCATION OPEN SESSION (7:00 p.m.)

- 1. Meeting called to order by presiding chairperson, _____ at _____ pm.
- 2. Pledge of Allegiance led by Bradoaks Elementary School
- 3. Roll Call:

Terrence G. Williams, Board President _____	Katherine Thorossian, Superintendent _____
Ed Gililand, Board Vice-President _____	Sue Kaiser, Asst. Supt. Ed Svcs. _____
Rob Hammond, Board Clerk _____	Darvin Jackson, Asst. Supt. HR _____
Chris Rich, Board Member _____	Connie Wu, Chief Business Officer _____
Bryan J. Wong, Board Member _____	Charles Poovakan, Chief Tech. Officer _____
Marissa Zubiate, MHS Student Board Rep _____	
- 4. Report on Closed Session held this date

G. 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 of April 25, 2018.
 Motion by _____, seconded by _____, Vote _____
 Board Member Wong _____, Board Member Rich _____, Board Member Hammond _____
 Board Member Gilliland _____, Board President Williams _____

BM Minutes - April 25, 2018
[BM Minutes April 25th.pdf](#)

H. RECOGNITIONS AND COMMUNICATIONS

- 1. The Board of Education would like to recognize **Rosalva Alvarez, Anne Battle, Esmeralda Corrales, Alicia Escobar, Shannon Fitzpatrick, Nancy Hernandez Rosa Manriquez, Lourdes Martinez, Alex Pelayo, Ken Singleton**, in helping contribute to the success of the MUSD/Monrovia Schools Foundation hosted Chamber Mixer that occurred on April 18, 2018.
- 2. Board Member Reports

3. Student Board Member Report
4. Report from the Superintendent
 - Wild Rose ES Drama Club

I. 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, the Public Comment session for items not on the Agenda will be limited to 30 minutes.

1. Public Comments for items not on the Agenda
 2. Public Comment for items on the Open Session Agenda.
- Comments may be made at this point, or at the time the item is considered at its place on the agenda.*

J. INFORMATIONAL REPORTS AND PRESENTATIONS

1. MASTERPIECE MURALS UPDATE. (*Patrick Garcia, Director of Performing Arts*). The Board of Education will receive an informational report on the conception and production behind the various masterpiece murals displayed throughout the District.

2. 2017-2018 P-2 STUDENT ATTENDANCE REPORT. (*Connie Wu, Chief Business Officer*). The Board of Education will receive an information report on Period 2 (P-2) Student Attendance for the 2017-18 school year.

[P2 vs Oct Enrollment.pdf](#)

K. 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 Rich____, Board Member Wong____, Board Member Williams____

Board Member Gilliland____, Board Member Hammond____

EDUCATIONAL SERVICES

1. 17/18-1128 - AMENDMENT TO THE LOS ANGELES COUNTY OFFICE OF EDUCATION CONTRACT FOR THE TEACHING ENGLISH LEARNERS THROUGH THE ARTS PROJECT

The Board of Education is requested to approve an Amendment to the contract with the Los Angeles County Office of Education (LACOE) for the Teaching English Learners Through the Arts (TELA) Project to extend the contract period to August 31, 2018.

[LACOE - TELA Contract Amendmt 5-9-18.pdf](#)

2. 17/18-1129 - CAREER TECHNICAL EDUCATION APPLICATION FOR 2018-2019 FUNDING (CARL D. PERKINS GRANT)

The Board of Education is requested to approve the Career Technical Education Application for 2018-2019 Funding (Carl D. Perkins Grant).

[Carl Perkins Grant Application 5-9-18.pdf](#)

3. 17/18-1130 – SETTLEMENT AGREEMENT AND GENERAL RELEASE

The Board of Education is requested to ratify Settlement Agreements and General Releases in regards to OAH Case No. 2017090123 and OAH Case No. 2018020349, concurrent with the signing of the Settlement Agreements and General Releases.

4. 17/18-1131 – TRANSPORTATION REIMBURSEMENT AGREEMENT

The Board of Education is requested to ratify the Transportation Reimbursement Agreement for student 4703078518 provided by parent beginning April 23rd 2018 through June 30, 2018.

5. 17/18-1132 – PERSONAL SERVICE AGREEMENTS

The Board of Education is requested to ratify the Personal Service Agreement for Psychological Evaluations and IEP Attendance provided by Elise Morrissey as detailed in PSA 17-18 Report #15.

[17/18-1132- PSA 17-18 Report #15.pdf](#)

6. 17/18-1133 – INDIVIDUAL SERVICE AGREEMENTS

The Board of Education is requested to ratify the Individual Service Agreements for ERICS Counseling, Academic Tutoring, Basic Education, Individual Counseling, and Transportation provided by Haynes STAR Academy and Canyon View School as detailed in ISA 17-18 Report #16.

[05092018SPED ISA Board Agenda Items No 1133 ISA attachmnts.pdf](#)

BUSINESS SERVICES

7. 17/18-2102 - PURCHASE ORDERS AND PAYMENT OF BILLS

The Board of Education is requested to ratify purchase orders in the amount of \$185,159.58 issued April 9, 2018, through April 23, 2018, and payments in the amount of \$238,800.74 issued April 10, 2018 through April 24, 2018.

[17/18-2012 - Purchase Order Rpt - 5-9-18.pdf](#)

8. 17/18-2103- DISTRICT CASH RECEIPTS

The Board of Education is requested to receive District cash receipts; Deposit Report No. 41 through No. 42 deposited April 23, 2018, through April 25, 2018, for a total amount of \$222,507.46.

[17/18-2103-Deposit Rpt #41.pdf](#)

9. 17/18-2104 - BUDGETARY TRANSFERS AND REVISIONS

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

[17/18-2104-Budgetary Transfers 5-9-18.pdf](#)

10. 17/18-2105 - ACCEPTANCE OF GIFTS

The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 1718-15.

[Acceptance of Gifts #1718-15 05-09-18.pdf](#)

11. 17/18-2107 - CONTRACT FOR PEOPLESOFT FINANCIAL SYSTEM

The Board of Education is requested to approve a contract with Los Angeles County Office of Education (LACOE) to provide financial system services to the District for fiscal year 2018-19.

[PeopleSoft Agreement - 2018-19.pdf](#)

HUMAN RESOURCES

12. 17/18-3066 – CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL

The Monrovia Unified School District Board of education is requested to approve Travel and Conference Report # 16.

[05092018TravelConference.pdf](#)

13. 17/18-3067 - PERSONNEL ASSIGNMENTS

The Monrovia Unified School District Board of Education is requested to approve Personnel Assignments Report #16.

[2018-05-09 Personnel Report 16.pdf](#)

14. 17/18-3068 - BOARD OF EDUCATION DESIGNATED REPRESENTATIVES

The Board of Education is requested to appoint Katherine Thorossian and Darvin Jackson as Designated Representatives of Monrovia Unified School District's represented employees of Monrovia Teachers Association (MTA) and California School Employees Association (CSEA); Katherine Thorossian and Darvin Jackson as the Designated Representatives of non-represented employees of Confidential/Classified Managers (C/CM); and Katherine Thorossian as the Designated Representative of non-represented employees of Monrovia Association of School Administrators (MASA) for the purpose of salary discussions in closed sessions with the Board of Education for the 2018-2019 school year.

TECHNOLOGY

15. 17/18-4007 – MICROSOFT SOFTWARE SUBSCRIPTION RENEWAL, ENROLLMENT FOR EDUCATION SOLUTIONS (EES)

The Board of Education is requested to approve the renewal purchase of Microsoft Enrollment for Education Solutions (EES) subscription from SHI International Corp., effective May 24, 2018 through May 30, 2019.

[SHI Quote-15250939.pdf](#)

BOARD BUSINESS

16. 17/18-5063 – BOARD POLICY 9100, ORGANIZATION

The Board of Education is requested to receive for adoption Board Policy 9100, Organization, as recommended by the California School Board Association.

[9100 BB ORGANIZATION.pdf](#)

17. 17/18-5064 – BOARD POLICY 9110, TERMS OF OFFICE

The Board of Education is requested to receive for adoption Board Policy 9110, Terms of Office, as recommended by the California School Board Association.

[9110 BB TERMS OF OFFICE.pdf](#)

18. 17/18-5065 – BOARD POLICY 9121, PRESIDENT

The Board of Education is requested to receive for adoption Board Policy 9121, President, as recommended by the California School Board Association.

[9121 BB PRESIDENT.pdf](#)

L. ACTION ITEMS (Non-Consent)

EDUCATIONAL SERVICES – Sue Kaiser, Ed.D, Asst. Superintendent – Ed. Svcs.

1. 17/18-1127 - COGNITIVELY GUIDED INSTRUCTION (CGI) COHORT PLAN AND STEPS AGREEMENT WITH THE COTSEN FOUNDATION

The Board of Education is requested to ratify a two-year Cognitively Guided Instruction (CGI) Cohort Plan and Steps agreement with the Cotsen Foundation for Cognitively Guided

Instruction (CGI) from May, 2018 to June 30, 2019.

Motion by _____, seconded by _____, Vote _____

Board Member Wong _____, Board Member Rich _____, Board Member Hammond _____

Board Member Gilliland _____, Board President Williams _____

[CGI Proposal.pdf](#)

BUSINESS SERVICES - Connie Wu, Chief Business Officer (CBO)

2. 17/18-2108 - RESOLUTION AND AGREEMENT TO JOIN ALLIANCE OF SCHOOLS FOR COOPERATIVE INSURANCE JOINT POWER AUTHORITY

The Board of Education is requested to adopt Resolution No. 1718-15 and approve agreement to join Alliance of Schools For Cooperative Insurance Programs (ASCIP) Joint Power Authority (JPA) for the District's Property, Liability and Workers' Compensation Program starting the 2018-19 school year.

Motion by _____, seconded by _____, Vote _____

Board Member Wong _____, Board Member Rich _____, Board Member Hammond _____

Board Member Gilliland _____, Board President Williams _____

[BA Item 2108\(c\) ASCIP Resolution to Join 5-9-18.pdf](#)

[BA Item 2108\(b\) ASCIP Resolution to Join 5-9-18.pdf](#)

3. 17/18-2109 - RESOLUTION AND AGREEMENT TO JOIN SCHOOLS EXCESS LIABILITY FUND (SELF), A JOINT EXERCISE OF THE POWERS AGREEMENT

The Board of Education is requested to adopt Resolution No. 1718-16 and approve agreement to join Schools Excess Liability Fund (SELF), A Joint Exercise of Powers Agreement for District's excess Property, Liability and Workers' Compensation Program for the 2018-19 school year.

Motion by _____, seconded by _____, Vote _____

Board Member Wong _____, Board Member Rich _____, Board Member Hammond _____

Board Member Gilliland _____, Board President Williams _____

[BA Item 2109\(b\) ASCIP Resolution to Join SELF 5-9-18.pdf](#)

[BA Item 2109\(c\) ASCIP Resolution to Join SELF 5-9-18.pdf](#)

HUMAN RESOURCES – Darwin Jackson, Asst. Supt. of Human Resources

4. 17/18-3069 – MUSD SCHOOL CALENDAR FOR THE 2018-2019 and 2019-2020 SY

The Board of Education is requested to approve the calendars for the 2018-2019 and 2019-2020 school years.

Motion by _____, seconded by _____, Vote _____

Board Member Wong _____, Board Member Rich _____, Board Member Hammond _____

Board Member Gilliland _____, Board President Williams _____

[2018-2019 MUSD District Calendar.pdf](#)

[2019-2020 MUSD District Calendar.pdf](#)

BOARD BUSINESS – Katherine Thorossian, Ed.D. - Superintendent of Schools

5. 17/18-5066– CONSIDER READMISSION OF EXPULSION CASE NO. 1617-12, Student I.D. No. 111106543 [Education Code 48900 (a.1) & 48900.7]

The Board of Education will consider Readmission of Expulsion Case No. 1617-12, Student I.D. No. 111106543 .

Motion by _____, seconded by _____, Vote _____

Board Member Wong _____, Board Member Rich _____, Board Member Hammond _____

Board Member Gilliland _____, Board President Williams _____

6. 17/18-5067- 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 - 050918.pdf](#)

M. OLD BUSINESS

Next Regular Board Meetings:

- Thursday, May 17, 2018; 4:00 p.m. - Jt. PC/ Board of Education Meeting
- Wednesday, May 23, 2018; 7:00 p.m. - Regular Board of Education Meeting

N. NEW BUSINESS

- Superstars of Music Showcase - May 10, 2018
- SELPA Prom @ MHS – May 11, 2018 @ 11 am
- PIQE Graduation @ Plymouth ES - May 15, 2018 @ 6:30 p.m.
- Monrovia Days Parade & Festival – May 18th-20th, 2018 @ Library Park
- Memorial Day (ALL SITES CLOSED) - May 28, 2018

Open House

- Open House @ Santa Fe CSMS- May 24, 2018 @ 6 pm

O. 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**

**REGULAR BOARD OF EDUCATION CLOSED SESSION
Wednesday, April 25, 2018
5:30 p.m. – Superintendent’s Office**

**BOARD OF EDUCATION OPEN SESSION MEETING
Wednesday, April 25, 2018
7:00 p.m. – Board Room**

ADOPTED MINUTES

A. CONVENED REGULAR BOARD OF EDUCATION OPEN SESSION at 5:30 p.m.

1. Meeting was called to order at 5:30 p.m.
2. Public Comments for Items on Closed Session Agenda
There were none.

B. CONVENED BOARD OF EDUCATION CLOSED SESSION at 5:32 p.m.

1. Expulsion Hearing Case No. 1718-07, Student ID No. 111115779 [Ed. Code 48900 (a.1)]
2. Expulsion Hearing Case No. 1718-10, Student ID No. 111113480 (Ed Code 48900.7)
3. Expulsion Hearing Case No. 1718-12, Student ID No. 111111813 [Ed Code 48900 (a.1)]
4. 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).
5. Public Employee Discipline/Dismissal/Release (Government Code Section 54957)

C. ADJOURNED BOARD OF EDUCATION CLOSED SESSION at 6:55 p.m.

D. RECONVENED REGULAR BOARD OF EDUCATION OPEN SESSION

1. Meeting was called to order by Board President Williams at 7:04 p.m.
2. Pledge of Allegiance was led by Clifton Middle School

3. Roll Call:

Terrence Williams, President	Present	Katherine Thorossian, Superintendent	Present
Ed Gililand, Vice President	Present	Sue Kaiser, Asst. Supt., Ed Services	Present
Rob Hammond, Clerk	Excused	Darvin Jackson, Asst. Supt., HR	Present
Chris Rich, Member	Present	Connie Wu, Chief Business Officer	Present
Bryan J. Wong, Member	Present	Charles Poovakan, Chief Tech. Officer	Present
Amy Gonzales, COHS/MP Student Representative	Present		

4. Report on Closed Session held this date
No action was taken.

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.

Agenda Item L.10 was moved up to follow Public Comments.

2. Approve the Minutes of the Regular Board of Education Meeting of March 28, 2018. Motion by Board Member Gililand, seconded by Board Member Rich, Vote 4-0 Board Member Wong – Y, Board Member Rich – Y, Board Member Hammond – Exc, Board Member Gililand – Y, Board President Williams – Y
[BM Minutes - March 28.pdf](#)

F. RECOGNITIONS AND COMMUNICATIONS

1. The Board of Education recognized **Oscar Eguia** for his contributions to the PTA Reflections program and assisting in the promotion of student art.

2. The Board of Education congratulated the "**The Suitbots**" of Monrovia High School on competing in the **2018 FIRST Tech Challenge (FTC) Championship**.

3. The Board of Education & the Chamber of Commerce congratulated the following employees on being recipients of Monrovia Unified Schools Districts "**Employee of the Month**" for the month of April:

- **Minerva Macias, Office Manager - Monroe ES**
- **Lorenia Cabello, Teacher - Monroe ES**
- **Jill Ramirez, Instructional Aide - Santa Fe CSMS**
- **Anna Hemingway, Teacher - Santa Fe CSMS**

4. The Board of Education congratulated the educators that were recognized at the **ACSA Region XV Spring Awards**:

- **Flint Fertig, Charter Leadership Award/ Monrovia Administrator of the Year**
- **Dr. Sue Kaiser, Robert Gray Service Award**
- **Courtney Glass, Secondary Co-Administrator of the Year**
- **Tom McFadden, Aspiring Administrator of the Year**
- **Lisa Minami-Lin, Pupil Services Administrator of the Year**
- **Dr. Darvin Jackson, HR Administrator of the Year Nominee**
- **Jennifer Jackson, Middle School Administrator of the Year Nominee**
- **Connie Wu, Chief Business Officer (CBO) of the Year Nominee**

5. Board Member Reports
There were none.

6. Student Board Member Report

7. Report from the Superintendent

- Dr. Thorossian thanked those that participated in the Community Feud, "Team Up for Literacy" event that took place on April 22, 2018, in support of the Monrovia Public Library Foundation.

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, the Public Comment session for items not on the Agenda will be limited to 30 minutes.

1. Public Comments for items not on the Agenda

- Dave Hart invited the Board and community to the Spring Concert at Santa Fe CSMS on April 26, 2017.
- Dawn Newfield addressed the Board regarding the importance of school counselors. Ms. Newfield also provided suggestions to the Board on how to rectify these issues. Some of these included: locate extra money in categorical funds and combine them, employ a grant writer to identify mental health funds, identify funds that can be reallocated for mental and emotional health, examine the District reserve and drop it to the state minimum requirement for one year, create a new job description with development funds dedicated specifically to mental/emotional health, ask the Monrovia Schools Foundation to fund school counselor positions, and re-designate LCAP funds to make mental health the primary goal for the 2018-19 SY.
- Selene Lockerbie, Maya Rogers, and Deepa Fernandez addressed the Board regarding smaller class sizes for the Spanish dual immersion program at Monroe ES.
- Amber Mitchell addressed the Board to provide clarity on the distribution of LCAP funds, per her phone conversation with Dr. Sue Kaiser. Ms. Mitchell requested that next year LCAP funds be redistributed for full-time elementary school counselors. Ms. Mitchell also requested that class sizes next year be reduced to 22, for grades K-3, and 27, for grades 4-5.

2. Public Comment for items on the Open Session Agenda.

Comments may be made at this point, or at the time the item is considered at its place on the agenda.

There were none.

H. CONSENT AGENDA

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

Consent Agenda Item(s) Pulled, if any: **There were none.**

Approval of Consent Agenda:

Motion by Board Member Gililand, seconded by Board Member Rich, Vote 4-0
Board Member Wong – Y, Board Member Rich – Y, Board Member Hammond – Exc,
Board Member Gililand – Y, Board President Williams – Y

EDUCATIONAL SERVICES

1. 17/18-1024 – WEST SAN GABRIEL VALLEY (WSGV) SPECIAL EDUCATION LOCAL AREA PLAN (SELPA)

The Board of Education is requested to adopt the West San Gabriel Valley (WSGV) Special Education Local Area Plan (SELPA) as detailed, to provide special education programs and services for individuals with exceptional needs.

[WSGV SELPA AU Agreement 2018-2023.pdf](#)

2. 17/18-1119 – CALIFORNIA HEALTHY KIDS SURVEY (CHKS) REGIONAL CENTER MEMORANDUM OF UNDERSTANDING

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

[CHKS MOU 4-25-18.pdf](#)

3. 17/18-1121 – MEMORANDUM OF UNDERSTANDING WITH CITRUS COMMUNITY COLLEGE DISTRICT FOR USE OF FACILITIES AND OFFERING OF CREDIT RECOVERY COURSES IN SUMMER PROGRAM

The Board of Education is requested to approve a Memorandum of Understanding between Citrus Community College and Monrovia Unified School District for the use of facilities at Monrovia High School, reimbursement for the employment of certificated and classified staff members, and for the offering of specific credit recovery courses during the summer of 2018.

[Citrus College MOU – Summer 2018.pdf](#)

4. 17/18-1123 – EXTENDED FIELD TRIP

The Board of Education is requested to approve an extended field trip for Clifton's band to participate in the Southern California School Band & Orchestra Festival in Chula Vista California on May 4-5, 2018.

[Extended Field Trip – Clifton Band 4-25-18.pdf](#)

5. 17/18-1125 – INDIVIDUAL SERVICE AGREEMENTS

The Board of Education is requested to ratify the Individual Service Agreements for Basic Education Services, Individual Counseling, Counseling and Guidance, and Speech and Language Services, provided by Canyon View School and Justine Sherman and Associates, as detailed in ISA 17-18 Report.

[Individual Service Agreements -04252018.pdf](#)

6. 17/18-1126 – AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING BETWEEN AZUSA UNIFIED SCHOOL DISTRICT AND MONROVIA UNIFIED SCHOOL DISTRICT

The Board of Education is requested to approve an Amendment to the Memorandum of Understanding (MOU) between the Azusa Unified School District and the Monrovia Unified School District to the duration of the agreement for the California Career Technical Education Incentive Grant (CTEIG).

[Azusa CTEIG MOU Amendment 4-25-18.pdf](#)

BUSINESS SERVICES

7. 17/18-2096 – PURCHASE ORDERS AND PAYMENT OF BILLS

The Board of Education is requested to ratify purchase orders in the amount of \$752,937.51 issued March 12, 2018, through April 9, 2018, and payments in the amount of \$6,163,134.39 issued March 15, 2018, through April 9, 2018.

[17/18-2096 – Purchase Order Rpt 4-25-18.pdf](#)

8. 17/18-2097- DISTRICT CASH RECEIPTS

The Board of Education is requested to receive District cash receipts; Deposit Report No. 39 through No. 40 deposited March 29, 2018, through April 9, 2018, for a total amount of \$369,705.19.

[17/18-2097 – Deposit Rpt # 39- 042518.pdf](#)

9. 17/18-2098 – BUDGETARY TRANSFERS AND REVISIONS

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

[17/18-2098 -Budgetary Transfers -4-25-18.pdf](#)

10. 17/18-2099 – ACCEPTANCE OF GIFTS

The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 1718-14.

[Acceptance of Gifts #1718-14 04-25-18.pdf](#)

11. 17/18-2100 – CUMULATIVE OBJECT SUMMARY REPORTS

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

[17/18-2100 -Cumulative Object Summary Object Rpt – March 2018 4-25-18.pdf](#)

HUMAN RESOURCES

12. 17/18-3060 – CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL

The Monrovia Unified School District Board of education is requested to approve Travel and Conference Report # 15.

[Travel & Conference - 042518.pdf](#)

13. 17/18-3061 - PERSONNEL ASSIGNMENTS

The Monrovia Unified School District Board of Education is requested to approve Personnel Assignments Report #15.

[Personnel Report #15 - 042518.pdf](#)

14. 17/18-3062 – QUARTERLY UNIFORM COMPLAINT

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

[3rd Qtr. Uniform Complaint - 042518.pdf](#)

I. ACTION ITEMS (Non-Consent)

EDUCATIONAL SERVICES – Sue Kaiser, Ed.D, Asst. Superintendent – Ed. Services

1. 17/18-1124 – PUBLIC REVIEW OF RECOMMENDED MATH TEXTBOOKS

The Board of Education is requested to accept for public review prior to adoption the following Math textbooks for grades 6-8: Math Links, by the Center for Mathematics and Teaching, Inc.

Motion by Board Member Gililland that if no refute from the public, the item be brought back to the next Board meeting in Consent, seconded by Board Member Rich, Vote 4-0

Board Member Wong – Y, Board Member Rich – Y, Board Member Hammond – Exc,
Board Member Gililland – Y, Board President Williams – Y

BUSINESS SERVICES – Connie Wu, Chief Business Officer (CBO)

2. 17/18-2101 – PROFESSIONAL SERVICE WITH ALLIANCE OF SCHOOLS FOR COOPERATIVE INSURANCE PROGRAMS (ASCIP) FOR PROPERTY, LIABILITY AND WORKERS' COMPENSATION PROGRAM

The Board of Education is requested to approve the selection of Professional Service with Alliance of Schools for Cooperative Insurance Programs (ASCIP) for the District's Property, Liability and Workers' Compensation Program starting 2018-19 school year subject to mutually agreed upon and legal counsel approved agreement.

Motion by Board Member Gililland, seconded by Board Member Rich, Vote 4-0

Board Member Wong – Y, Board Member Rich – Y, Board Member Hammond – Exc,
Board Member Gililland – Y, Board President Williams – Y

HUMAN RESOURCES – Darvin Jackson, Asst. Superintendent of Human Resources

3. 17/18-3063 – RESOLUTION RECOGNIZING APRIL 23-27, 2018, AS “ADMINISTRATIVE PROFESSIONALS WEEK,” AND APRIL 25, 2018, AS “ADMINISTRATIVE PROFESSIONALS DAY”

The Board of Education is requested to adopt Resolution No. 1718-13, recognizing April 23-27, 2018, as “Administrative Professionals Week” and Wednesday, April 25, 2018, as “Administrative Professionals Day.”

Motion by Board Member Gililand, seconded by Board Member Rich, Vote 4-0
Board Member Wong – Y, Board Member Rich – Y, Board Member Hammond – Exc,
Board Member Gililand – Y, Board President Williams – Y
[04252018ResolutionAdminProRecognition.pdf](#)

4. 17/18-3064 RESOLUTION IN HONOR OF MONROVIA “STAFF APPRECIATION DAY”, “DAY OF THE TEACHER,” AND “CLASSIFIED SCHOOL EMPLOYEE WEEK”

The Board of Education is requested to adopt a Resolution declaring May 9, 2018, as Monrovia Unified School District “Staff Appreciation Day”; May 8, 2018, as “National Day of the Teacher”; and declaring the week of May 21–25, 2018, as “Classified School Employee Week” to express gratitude and appreciation to employees for their service to Monrovia Unified School District and the youth of the community.

Motion by Board Member Gililand, seconded by Board Member Rich, Vote 4-0
Board Member Wong – Y, Board Member Rich – Y, Board Member Hammond – Exc,
Board Member Gililand – Y, Board President Williams – Y
[04252018ResolutionClassifiedandTeacher.pdf](#)

5. 17/18-3065 – RESOLUTION IN HONOR OF “SCHOOL HEALTH SERVICES APPRECIATION WEEK” AND “NATIONAL SCHOOL NURSE DAY”

The Board of Education is requested to adopt a Resolution declaring May 7-11, 2018, as “School Health Services Appreciation Week” and that May 09, 2018, is recognized as “National School Nurse Day”; to recognize and honor the contribution of school nurses and health clerks to quality education in the State of California and the Monrovia Unified School District.

Motion by Board Member Gililand, seconded by Board Member Rich, Vote 4-0
Board Member Wong – Y, Board Member Rich – Y, Board Member Hammond – Exc,
Board Member Gililand – Y, Board President Williams – Y
[04262018School Nurse Day Resolution.pdf](#)

BOARD BUSINESS – Katherine Thorossian, Ed.D. – Superintendent of Schools

6. 17/18-5057 – CONSIDER EXPULSION CASE NO. 1718-07, STUDENT I.D. No.111115779 [Ed. Code 48900 (a.1)]

The Board of Education will consider Expulsion Case No. 1718-07, Student I.D. No. 111115779 [Ed. Code 48900 (a.1)]

Board member Wong moved that Expulsion Case No. 1718-07, Student I.D. No. 111115779, be held to an enforcement of an order of expulsion for a period of not more than one (1) calendar year. This period commences on this 25th day of April, and ends on the 25th day of April, 2019. The expulsion is based on the finding of fact that the student violated the following provisions of the Education Code 48900 (a.1): caused, attempted to cause, or threatened to cause physical injury to another person, Seconded by Board Member Rich, Vote 4-0

Board Member Wong – Y, Board Member Rich – Y, Board Member Hammond – Exc,
Board Member Gililand – Y, Board President Williams – Y

7. 17/18-5058 – CONSIDER EXPULSION CASE NO. 1718-10, Student I.D. No.111113480 (Ed Code 48900.7)

The Board of Education will consider Expulsion Case No. 1718-10, Student I.D. No. 111113480 (Ed Code 48900.7)

Board member Wong moved that Expulsion Case No. 1718-10, Student I.D. No. 111113480, be held to an enforcement of an order of expulsion for a period of not more than one (1) calendar year. This period commences on this 25th day of April, and ends on the 25th day of April, 2019. The expulsion is based on the finding of fact that the student violated the following provisions of the Education Code 48900.7: made terroristic threats against school officials and/or school property, 13
Seconded by Board Member Rich, Vote 4-0

Board Member Wong – Y, Board Member Rich – Y, Board Member Hammond – Exc,
Board Member Gililand – Y, Board President Williams – Y

**8. 17/18-5059 – CONSIDER EXPULSION CASE NO. 1718-12, Student I.D. No.11111813
[Ed Code 48900 (a.1)]**

The Board of Education will consider Expulsion Case No. 1718-12, Student I.D. No. 11111813 [Ed Code 48900 (a.1)]

Board member Wong moved that Expulsion Case No. 1718-12, Student I.D. No. 11111813, be held to an enforcement of an order of expulsion for a period of not more than one (1) calendar year. This period commences on this 25th day of April, and ends on the 25th day of April, 2019. The expulsion is based on the finding of fact that the student violated the following provisions of the Education Code 48900 (a.1): caused, attempted to cause, or threatened to cause physical injury to another person, Seconded by Board Member Rich, **Vote 4-0**
Board Member Wong – Y, Board Member Rich – Y, Board Member Hammond – Exc,
Board Member Gililland – Y, Board President Williams – Y

9. 17/18-5060 – RESOLUTION ORDERING REGULAR BIENNIAL GOVERNING BOARD MEMBER ELECTION

The Board of Education is requested to adopt Resolution No. 1718-11 “Ordering a Regular Biennial Governing Board Member Election” on Tuesday, November 6, 2018.

Motion by Board Member Wong, seconded by Board Member Gililland, **Vote 4-0**
Board Member Wong – Y, Board Member Rich – Y, Board Member Hammond – Exc,
Board Member Gililland – Y, Board President Williams – Y

[Resolution Ordering Governing Board Member Election 2018.pdf](#)

10. 17/18-5061 – RECOMMENDATION REGARDING DUAL IMMERSION PROGRAM – MONROE ELEMENTARY SCHOOL

The Board of Education will receive the latest updates regarding the Dual Immersion program at Monroe Elementary School and is requested to approve the recommendation of the District. **The Board concurred with Dr. Thorossian’s recommendation and granted approval to begin taking the necessary action of capping enrollment at Monroe ES, in an attempt to control classroom size and meet the growing needs of the Dual Immersion program.**

11. 17/18-5062- 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 - 042518.pdf](#)

- Board Member Rich suggested that the Board consider a proposal to local Assemblymen (women) for the elimination of some county offices of education, so that school districts receive funds directly from regional offices of education; thus, increasing the amount of funds school districts receive per student.
- Board Member Gililland suggested that the District compose and distribute a fact sheet to parents on how to address local legislators.

J. OLD BUSINESS

Next Regular Board Meetings:

- Wednesday, May 9, 2018; 7:00 p.m. - Regular Board of Education Meeting
- Thursday, May 17, 2018; 4:00 p.m. - Jt. PC/ Board of Education Meeting
- Wednesday, May 23, 2018; 7:00 p.m. - Regular Board of Education Meeting

K. NEW BUSINESS

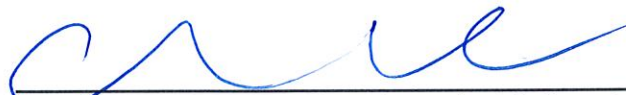
- Santa Fe CSMS Spring Concert – April 26, 2018 @ 5:30 p.m.
- Citrus College Promise Launch & Signing Ceremony – April 27, 2018
- ACSA Spring Awards Banquet – April 30, 2018

- Superstars of Music Showcase - May 10, 2018
- SELPA Prom @ MHS – May 11, 2018 @ 11 am
- Monrovia Days Parade & Festival – May 18th-20th, 2018 @ Library Park

Open Houses

- Open House @ Bradoaks ES - May 8, 2018 @ 6 pm
- Open House @ Santa Fe CSMS - May 24, 2018 @ 6 pm

L. Board President Williams adjourned the Open Session meeting in honor of Julius Parker and John Green at 9:25 p.m.



Katherine Thorossian, Superintendent & Secretary of the Board



Rob Hammond, Board Clerk

Agenda Item Details

Meeting Date: 2018-05-09 19:00:00

AGENDA ITEM TITLE:

2. 2017-2018 P-2 STUDENT ATTENDANCE REPORT. (*Connie Wu, Chief Business Officer*). The Board of Education will receive an information report on Period 2 (P-2) Student Attendance for the 2017-18 school year.

RECOMMENDATION

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 16, 2017 through March 23, 2018.

Background:

The District goal is to increase student attendance. The attached report outlines the results of cumulative regular education student attendance for the eight school months of this year compared to the same period in previous years. The 17-18 District P-2 ADA is 5,290.07, a decrease of 79.56 ADA compared to 2016-17 P-2 ADA of 5,369.63. Due to a severe winter flu, this P-2 ADA is lower than our projection. The final P-2 ADA maybe higher once we receive ADA information from Non-Public School students and for students attending ongoing Saturday School classes after March. the District will prepare an amended P-2 ADA report.

Budget Implication (\$ Amount):

There is no cost for the report. The District will realize a decrease in 2018-19 Local Control Funding Formula (LCFF) revenue below current projections.

Legal References:

None.

Additional Information:

A copy of the P-2 ADA As A Percentage of CBEDS Enrollment Report is attached.

ATTACHMENTS

- [P2 vs Oct Enrollment.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT
FISCAL SERVICES DEPARTMENT

P-2 ADA AS A PERCENTAGE OF CBEDS ENROLLMENT - 2013-14 Through 2017-18

GRADE LEVEL	Actual 2013-14			Actual 2014-15			Actual 2015-16			Actual 2016-17			Actual 2017-18		
	CBEDS Enroll	P-2 ADA	%	CBEDS Enroll	P-2 ADA	%	CBEDS Enroll	P-2 ADA	%	CBEDS Enroll	P-2 ADA	%	CBEDS Enroll	P-2 ADA	%
Regular Ed Grades TK - 3	1741	1665.69	95.7%	1704	1635.99	96.0%	1683	1600.88	95.1%	1617	1532.90	94.8%	1581	1500.62	94.9%
Mountain Park ISP Grades TK - 3	7	8.40	120.0%	7	7.01	100.1%	7	6.32	90.3%	3	2.84	94.7%	1	1.00	100.0%
Special Ed Grades TK - 3	44	43.74	99.4%	45	42.91	95.4%	47	44.87	95.5%	43	40.71	94.7%	55	47.35	86.1%
SELPA Special Ed Grades TK - 3	17	14.73	86.6%	13	10.54	81.1%	12	10.55	87.9%	13	11.30	86.9%	12	10.43	86.9%
Extended Year Special Ed TK - 3	N/A	7.99	N/A	N/A	12.28	N/A	N/A	11.12	N/A	N/A	9.88	N/A	N/A	9.50	N/A
NPS Grades TK - 3	1	1.67	167.0%	0	0.00	N/A	0	0.00	N/A	1	0.98	98.0%	1	0.63	63.0%
Extended Year NPS TK - 3	N/A	0.07	N/A	N/A	0.00	N/A	N/A	0.00	N/A	N/A	0.07	N/A	N/A	0.27	N/A
Total Grades TK - 3	1,810	1,742.29	96.3%	1,769	1,708.73	96.6%	1,749	1,673.74	95.7%	1,677	1,598.68	95.3%	1,650	1,569.80	95.1%
Regular Ed Grades 4 - 6	1249	1193.59	95.6%	1222	1171.44	95.9%	1219	1172.00	96.1%	1228	1183.00	96.3%	1242	1184.12	95.3%
Mountain Park ISP Grades 4 - 6	5	5.25	105.0%	5	4.64	92.8%	3	4.16	138.7%	6	4.94	82.3%	5	5.68	113.6%
Special Ed Grades 4 - 6	43	40.96	95.3%	37	36.12	97.8%	42	39.34	93.7%	39	36.89	94.6%	39	38.48	98.7%
SELPA Special Ed Grades 4 - 6	3	1.95	65.0%	8	7.55	94.4%	10	8.68	86.8%	7	6.28	89.7%	8	7.36	92.0%
Extended Year Special Ed 4 - 6	N/A	4.01	N/A	N/A	4.37	N/A	N/A	4.93	N/A	N/A	5.07	N/A	N/A	3.09	N/A
NPS Grades 4 - 6	3	3.86	128.7%	5	4.86	97.2%	5	4.98	99.6%	3	2.96	98.7%	0	0.00	#DIV/0!
Extended Year NPS Grades 4-6	N/A	0.46	N/A	N/A	0.13	N/A	N/A	0.29	N/A	N/A	0.24	N/A	N/A	0.70	N/A
Total Grades 4 - 6	1,303	1,250.08	95.9%	1,277	1,229.11	96.2%	1,279	1,234.38	96.5%	1,283	1,239.38	96.6%	1,294	1,239.43	95.8%
Regular Ed Grades 7 - 8	870	833.33	95.8%	829	797.87	96.2%	820	795.81	97.1%	802	778.44	97.1%	775	747.66	96.5%
Mountain Park ISP Grades 7 - 8	1	2.18	218.0%	7	7.35	105.0%	7	7.57	108.1%	4	4.26	106.5%	4	4.80	120.0%
Special Ed Grades 7 - 8	32	26.46	82.7%	26	28.50	109.6%	21	19.96	95.0%	19	17.73	93.3%	21	17.85	85.0%
SELPA Special Ed Grades 7 - 8	6	7.07	117.8%	4	3.98	99.5%	4	3.76	94.0%	6	5.23	87.2%	8	7.09	88.6%
Extended Year Special Ed 7 - 8	N/A	0.71	N/A	N/A	2.73	N/A	N/A	1.48	N/A	N/A	1.10	N/A	N/A	1.88	N/A
NPS Grades 7 - 8	1	2.05	205.0%	3	2.15	71.7%	2	3.09	154.5%	4	3.55	88.8%	4	3.34	83.5%
Extended Year NPS Grades 7-8	N/A	0.03	N/A	N/A	0.10	N/A	N/A	0.18	N/A	N/A	0.29	N/A	N/A	1.24	N/A
Quest Academy CDS Grades 7 - 8	0	0.33	N/A	2	0.78	N/A	0	0.00	*	0	0.00	*	0	0.00	*
Total Grades 7 - 8	910	872.16	95.8%	871	843.46	96.8%	854	831.85	97.4%	835	810.60	97.1%	812	783.86	96.5%
Regular Ed Grades 9-12	1689	1606.24	95.1%	1744	1649.26	94.6%	1725	1620.37	93.9%	1627	1541.60	94.8%	1631	1539.61	94.4%
Canyon Oaks Continuation 9 - 12	130	115.07	88.5%	88	86.90	98.8%	101	97.46	96.5%	74	68.83	93.0%	77	66.19	86.0%
Mountain Park ISP Grades 9 - 12	51	51.24	100.5%	52	44.00	84.6%	54	51.99	96.3%	35	33.50	95.7%	25	17.62	70.5%
Special Ed Grades 9 - 12	50	43.26	86.5%	50	43.75	87.5%	48	43.26	90.1%	50	43.21	86.4%	47	43.71	93.0%
Adult Transition Program	9	8.25	91.7%	15	13.54	90.3%	13	14.42	110.9%	15	13.05	87.0%	13	9.89	76.1%
SELPA Special Ed Grades 9 - 12	5	3.99	79.8%	3	3.51	117.0%	4	3.67	91.8%	5	4.63	92.6%	5	4.66	93.2%
Extended Year Special Ed 9 - 12	N/A	3.85	N/A	N/A	5.08	N/A	N/A	5.74	N/A	N/A	1.92	N/A	N/A	3.89	N/A
NPS Grades 9 - 12	16	14.17	88.6%	16	12.62	78.9%	11	9.74	88.5%	15	13.37	89.1%	11	9.01	81.9%
Extended Year NPS Grades 9 - 12	N/A	1.72	N/A	N/A	0.97	N/A	N/A	0.83	N/A	N/A	0.86	N/A	N/A	2.40	N/A
Quest Academy CDS Grades 9 - 12	15	11.77	78.5%	18	11.15	61.9%	0	0.00	*	0	0.00	*	0	0.00	*
Total Grades 9 - 12	1,965	1,859.56	94.6%	1,986	1,870.78	94.2%	1,956	1,847.48	94.5%	1,821	1,720.97	94.5%	1,809	1,696.98	93.8%
Total TK - 12	5988	5724.09	95.6%	5903	5652.08	95.7%	5838	5587.45	95.7%	5616	5369.63	95.6%	5565	5290.07	95.1%

Enrollment is Census Day (CBEDS) enrollment as of the first Wednesday in October each year.
 Period 2 Average Daily Attendance (P-2 ADA) is cumulative attendance data from the first day of school through the district's P-2 ADA cutoff in late March.
 For programs with increased enrollment during the year, cumulative P-2 ADA can be more than 100% of October CBEDS enrollment.

* Quest Academy was closed in 2015-16, and the students moved to MHS. Enrollment and attendance is now included in Regular Ed.

Agenda Item Details

Meeting Date: 2018-05-09 19:00:00

AGENDA ITEM TITLE:

1. 17/18-1128 - AMENDMENT TO THE LOS ANGELES COUNTY OFFICE OF EDUCATION CONTRACT FOR THE TEACHING ENGLISH LEARNERS THROUGH THE ARTS PROJECT

RECOMMENDATION

The Board of Education is requested to approve an Amendment to the contract with the Los Angeles County Office of Education (LACOE) for the Teaching English Learners Through the Arts (TELA) Project to extend the contract period to August 31, 2018.

Rationale:

On March 28, 2018, the contract with the LACOE for the Teaching English Learners Through the Arts (TELA) Project was approved for a term from January 9, 2018 through June 30, 2018. This amendment extends the term to end on August 31, 2018.

Budget Implication (\$ Amount):

There are no financial implications with this Amendment.

Legal References:

Education Code 17604 requires that all contracts be approved by the Governing Board.

Additional Information:

A copy of the Amendment to the LACOE TELA Contract is attached.

ATTACHMENTS

- [LACOE - TELA Contract Amendmt 5-9-18.pdf](#)



Contract or Amendment Request

Section 1 - Request for Services Requestor must complete and attach the following items:

- If this CAR is an expenditure item, not with a District/Public Agency, attach 1) contractor/consultant qualifications 2) basis for selection and 3) W-9
- For Independent Consultants and Sole Proprietors, also attach 4) IRS Regulation Questionnaire, 5) EDD Report of Independent Contractor(s).

DATE OF REQUEST 3/23/18	PLEASE CHECK <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Increase <input type="checkbox"/> New Contract <input type="checkbox"/> Decrease	CONTRACT # TO AMEND 123620	CURRENT AMOUNT OF CONTRACT \$5,000.00	SOCIAL SECURITY # (Individual, Sole Proprietor*)
FULL LEGAL NAME OF CONTRACTOR/CONSULTANT/DISTRICT (NAME UNDER WHICH ENTITY FILES TAX RETURNS) Monrovia Unified School District			FED. TAX ID # (Sole Prop., Corp., District, etc.)	
NAME OF CONTACT PERSON (FIRST AND LAST) Sue Kaiser, Ed.D.		E-MAIL ADDRESS OF CONTACT skaiser@monroviaschools.net		TELEPHONE NUMBER (626) 471-2030
MAILING ADDRESS OF CONTRACTOR/CONSULTANT/DISTRICT (NUMBER, STREET, or P.O. BOX NUMBER, CITY, STATE AND ZIP CODE) 325 Huntington Drive Monrovia, CA 91016				FAX NUMBER ()
TITLE/POSITION/PROFESSIONAL AFFILIATION (IF APPLICABLE) Asst. Sup. for Educ Svcs		TYPE OF BUSINESS ORGANIZATION (CHECK CORRECT BOX) <input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship ("Enter SS# and/or Fed Tax ID above") <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> District/Public Agency		

DESCRIBE SCOPE OF WORK (ATTACH ADDITIONAL SHEETS IF NECESSARY)

Amendment - Extend the contract period for the Teaching English Learners through the Arts (TELA) project. The new contract end date is August 31, 2018. This is a no cost amendment.

BOARD DESCRIPTION
Amendment to extend the contract period to August 31, 2018 with no additional cost.

RATIONALE FOR LATE SUBMITTAL

ACCOUNT NUMBER TO BE CHARGED 01.2-58639.0-86000-21000-5891-0006320	PERCENT 100 %	ACCOUNT NUMBER TO BE CHARGED	PERCENT
---	------------------	------------------------------	---------

DATES OF SERVICE FROM 1/9/18 TO 8/31/18	PAYMENT SCHEDULE <input checked="" type="checkbox"/> Upon completion <input type="checkbox"/> See "Scope of Work" above <input type="checkbox"/> Monthly <input type="checkbox"/> Other (Specify)
--	---

Total Number	Rate	Total	Item	Expenses	Amount of this Request
DAYS	\$	\$	MILEAGE	\$	<input type="checkbox"/> LACOE Income
HOURS	\$	\$	TRAVEL	\$	<input checked="" type="checkbox"/> LACOE Expenditure
PROJECT	\$	\$	LODGING / MEALS	\$	
OTHER (SPECIFY)	\$	\$	OTHER (SPECIFY)	\$	
TOTAL TO BE PAID PER RATE SPECIFIED				\$ 0	TOTAL EXPENSES \$ 0

Section 2 - Agreement for Services

- Contractor/Consultant/District agrees to perform services (or to pay for LACOE services) as specified in Section 1 of this document, on the dates as specified for the rates indicated.
 - Exhibit A - Terms and Conditions attached and/or viewable at www.lacoe.edu/contracts (by clicking on "Contract Terms and Conditions")
 - Exhibit B - Additional Scope of Work (if applicable)
 - Other
 - All other terms and conditions remain the same.
- The parties agree to comply with this Agreement/Amendment and the following exhibits which are, by this reference, incorporated herein and made part of this Agreement/Amendment.

SIGNATURE OF LACOE DESIGNEE (CONTRACTS SECTION)	DATE	SIGNATURE OF CONTRACTOR/CONSULTANT/DISTRICT	DATE	AMENDMENT # A1 (See new Total Amended Contract Amount below.)
---	------	---	------	---

Section 3 - Preliminary Approvals and Certifications

I approve this request. I also certify that I have read and understand LACOE Board Policies 3322.2 & 3322.3 ("Prohibition Against Self-Dealing and "Prohibition Against Conflict of Interest") and that I have not violated either of these Prohibitions in regard to this Contractor / Consultant.



TYPE NAME OF REQUESTOR (FIRST AND LAST NAME) Dotti Ysais	TELEPHONE NUMBER (562) 922-8852	NAME OF DIVISION / SITE CIS / MAS and CDOL
SIGNATURE OF PERSON AUTHORIZED TO APPROVE PAYMENT(S) <i>[Signature]</i> Dotti Ysais (Mar 23, 2018)	DATE Mar 23, 2018	SIGNATURE OF DIVISION DIRECTOR (IF APPLICABLE) <i>[Signature]</i> Yvonne Contreras, Ed.D. (Mar 28, 2018)

(The following preliminary approvals are required PRIOR to submission to Contracts Section if either/both are applicable)

Use of Special Project Funds or Grants require GPM approval APPROVED BY GPM: <i>[Signature]</i> Fanny Wong (Mar 28, 2018)	DATE Mar 28, 2018	Independent Consultant & Sole Proprietor items over \$2,000 require Personnel Commission approval APPROVED BY PERSONNEL COMMISSION	DATE
--	----------------------	---	------

Section 4 - Approvals • Refer to Procurement Authorization Approved Matrix

SIGNATURE OF ASSISTANT SUPERINTENDENT (IF APPLICABLE) <i>[Signature]</i>	DATE Mar 28, 2018	SIGNATURE OF SUPERINTENDENT (IF APPLICABLE)	DATE
---	----------------------	---	------

Section 5 - Contracts Section Use Only

BOARD #/ATE NA	FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No	ASSIGNED TO JD	CONTRACT NUMBER 123620	AMEND. # A1	Total Amended Contract Amount \$5,000.00	TYPE SF	DATE MAILED
-------------------	---	-------------------	---------------------------	----------------	---	------------	-------------

Agenda Item Details

Meeting Date: 2018-05-09 19:00:00

AGENDA ITEM TITLE:

2. 17/18-1129 - CAREER TECHNICAL EDUCATION APPLICATION FOR 2018-2019 FUNDING (CARL D. PERKINS GRANT)

RECOMMENDATION

The Board of Education is requested to approve the Career Technical Education Application for 2018-2019 Funding (Carl D. Perkins Grant).

Rationale:

The Career Technical Program at Monrovia High School is a key component of preparing students to transition from school to career, whether at a post-secondary institution or a technical school. The approval of this application will help fund the enhancement and expansion of career- technical pathway programs.

Background:

The California Department of Education is providing a one-time allocation for Career-Technical Education (CTE) programs in grades seven through twelve for the fiscal year 2018-19. The allocation must be used solely to support high-quality CTE programs by (1) purchasing CTE equipment; (2) purchasing CTE supplies; (3) purchasing online programs for student use; or (4) making improvements to remove old equipment or utilize new equipment. Monrovia Unified School District's CTE program will use these funds to purchase equipment that will be used to provide students with training and obtain technical expertise to take industry-based licensing exams or obtain industry certification. These funds will also be used to purchase robotics equipment, and to purchase beginning next semester equipment and supplies for the automotive, TV productions, photography, information technology, and digital media arts pathway. Each district participating in a CTE program shall appoint a career technical education advisory committee to develop recommendations on the program and to provide liaison between the district and potential employers. Monrovia Unified School District does, by the authority of the Board, facilitate this Career-Technical Advisory Committee in conjunction with the Adult Education Program. The committee consists of one or more representatives of local industry sectors in addition all CTE teachers, a site administrator, and the Director of Counseling, College & Careers, knowledgeable about the disadvantaged, students, teachers, business, industry, school administration, and the field office of the Employment Development Department.

Budget Implication (\$ Amount):

This Carl D. Perkins Grant will provide \$35,995.00 to support Career-Technical Programs as outlined in the Budget Narrative included in the application.

Additional Information:

A copy of the Career Technical Education Application for 2018-2019 Funding can be found at www.monroviaschools.net. Pursuant to Application guidelines, the application will be submitted online following Board approval.

ATTACHMENTS

- [Carl Perkins Grant Application 5-9-18.pdf](#)

Program Grant Management System (PGMS)

[PGMS Portal](#)
[CDE Contact](#)
[LEA Profile](#)
[Application](#)
[Fiscal](#)
[Data](#)
[Report](#)
[Logoff](#)
[Section I](#)
[Section II](#)
[Section III](#)
[Section IV](#)
[Section V](#)
[Section VI](#)
[Section VII](#)
[Status](#)

Monrovia Unified (131 - Secondary)

2018-19 Application

Section I - State Assurances and Certifications

Allocation Amount	\$35,995.00
Budgeted Amount	\$35,995.00
Indirect Amount	\$1,285.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed \$0.00
Application Due Date	Tuesday, May 15, 2018 5:00 PM
Application Status	Not Submitted
Fiscal Activity	No Activity
Certified Claims	
Signed GAN Received by CDE	GAN has not been processed or sent to LEA

* Subject to change based on Capital Outlay and actual expenditures

Certifications Sign-off

This application is a commitment to comply with the following assurances, certifications, terms, and conditions associated with the Carl D. Perkins Career and Technical Education Improvement Act of 2006. The following Assurances, Certifications, and Grant Conditions are requirements of applicants and grantees as a condition of receiving funds. Applicants do not need to sign and return the general assurances and certification with the application; Every year, the LEA must download them, collect the appropriate signatures, and keep them on file to be available for compliance reviews, complaint investigations, or audits.

- [California Department of Education General Assurances](#)
- [Drug Free Workplace Certification](#)
- [U.S. Department of Education Debarment and Suspension](#)
- [U.S. Department of Education Lobbying](#)
- [Perkins IV Assurances and Certifications](#)
- [2018–19 Grant Conditions](#)

LEA Sign-off



As the duly authorized representative of the local educational agency applying for Carl D. Perkins Career and Technical Education Improvement Act of 2006, 2017–18 funding, I confirm that the LEA coordinators or administrators responsible for each of the programs associated with special population groups have reviewed and approved the 2018–19 Perkins IV application for funds.

CDE Review and Sign-off

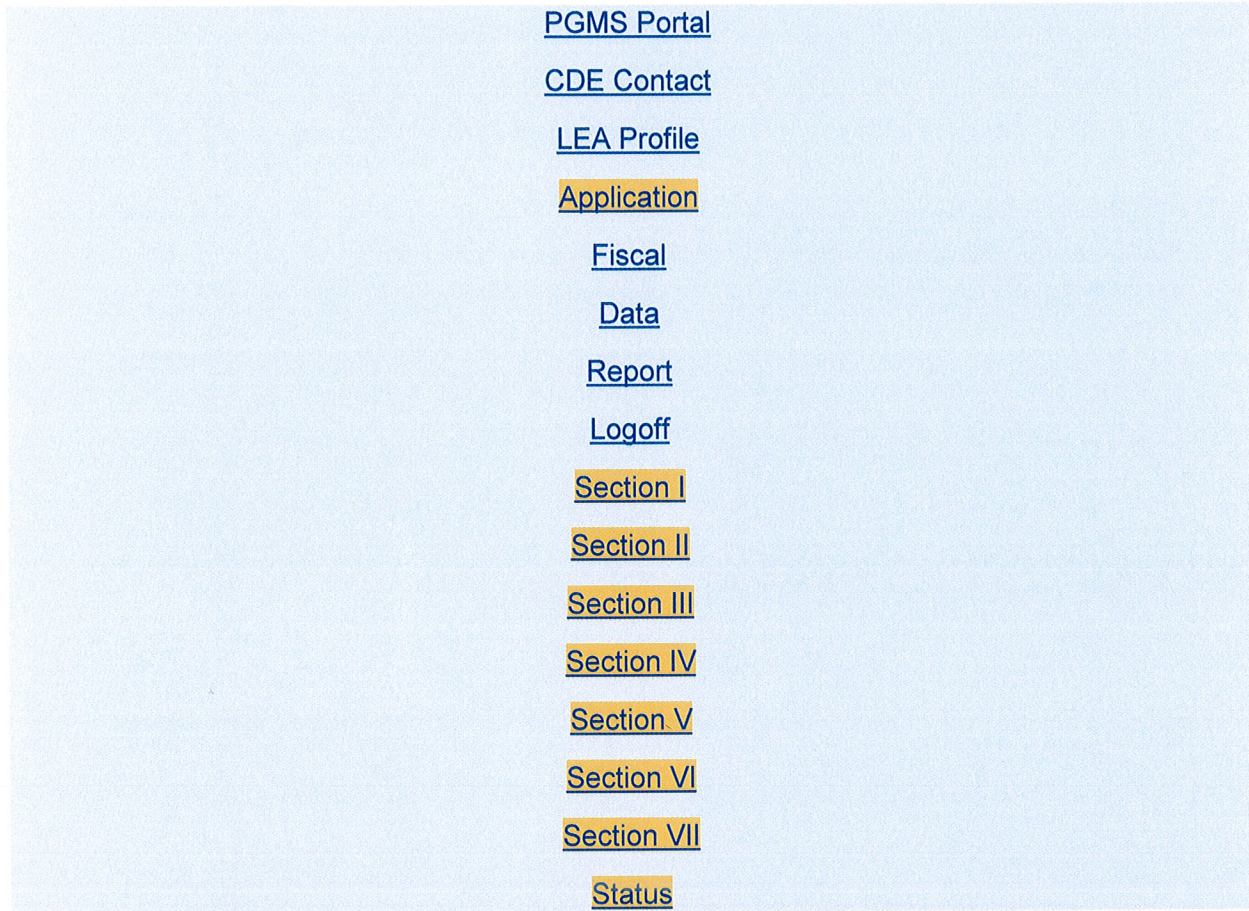


Section Approved

[Save](#)

[Save and Continue](#)

Program Grant Management System (PGMS)



Monrovia Unified (131 - Secondary)

2018-19 Application

Section II - Representatives of Special Populations

Allocation Amount	\$35,995.00
Budgeted Amount	\$35,995.00
Indirect Amount	\$1,285.00 *

Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed \$0.00
Application Due Date	Tuesday, May 15, 2018 5:00 PM
Application Status	Not Submitted
Fiscal Activity	No Activity
Certified Claims	
Signed GAN Received by CDE	GAN has not been processed or sent to LEA

* Subject to change based on Capital Outlay and actual expenditures

Representatives of Special Populations Sign-off

The Carl D. Perkins Career and Technical Education Improvement Act of 2006 requires local educational agencies (LEAs) to implement strategies to overcome barriers that may be lowering special population students' rates of access to or success in career technical education (CTE) programs assisted with the funds. CTE programs must be designed to enable special population students to meet the performance level targets established for the programs. These programs must also provide the activities needed to prepare these students for high-skill, high-wage, or high-demand occupations that lead to self-sufficiency.

Download the [Sign-off Form](#) for Representatives of Special Populations, collect the appropriate signatures, and keep the form on file to be available for compliance reviews, complaint investigations, or audits.

After collecting the required signatures, enter the name and title of the person representing each of the special populations listed below.

Economically Disadvantaged (Title I Coordinator)Title I Coordinator Name:Sue KaiserTitle I Coordinator Title:Assistant Superintendent of Educational Services

Limited English Proficiency (English Learner Coordinator)English Learner Coordinator Name:Sue KaiserEnglish Learner Coordinator Title:Assistant Superintendent of Educational Services

Disabled (Handicapped) (Special Education Coordinator)Special Education Coordinator Name:Kitty LouieSpecial Education Coordinator Title:Director of Special Education

Single Parent or Single Pregnant Women (Title IX Coordinator)Title IX Coordinator Name:Darvin JacksonTitle IX Coordinator Title:Assistant Superintendent of Human Resources

Gender Equity or Nontraditional Training (Title IX Coordinator)Title IX Coordinator Name:Darvin JacksonTitle IX Coordinator Title:Assistant Superintendent of Human Resources

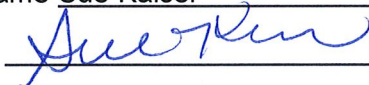
LEA Sign-off

SECTION II
SIGN-OFF FORM FOR REPRESENTATIVES OF SPECIAL POPULATIONS

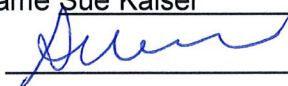
The Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV) requires local educational agencies (LEAs) to implement strategies to overcome barriers that may be lowering special population students' rates of access to or success in career technical education (CTE) programs assisted with the funds. CTE programs must be designed to enable special population students to meet the performance level targets established for the programs. These programs must also provide the activities needed to prepare these students for high-skill, high-wage, or high-demand occupations that lead to self-sufficiency.

This form confirms that the LEA coordinators or administrators responsible for each of the programs associated with special population groups have reviewed and approved the 2018–19 Perkins IV application for funds. Each special population category must be signed by the LEA's designated administrator or the certificated representative responsible for that program.

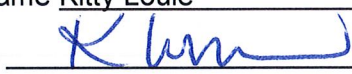
Economically Disadvantaged (Title I Coordinator/Administrator)

Printed Name Sue Kaiser Title Asst. Supt. of Ed Services
Signature  Date 4/24/18

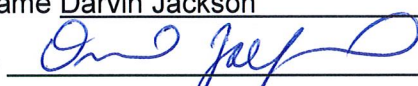
Limited English Proficiency (English Learner Coordinator/Administrator)

Printed Name Sue Kaiser Title Asst. Supt. of Ed Services
Signature  Date 4/24/18

Disabled (Handicapped) (Special Education Coordinator/Administrator)

Printed Name Kitty Louie Title Director of Special Ed
Signature  Date 4/24/18

Single Parent or Single Pregnant Women (Title IX Coordinator/Administrator)

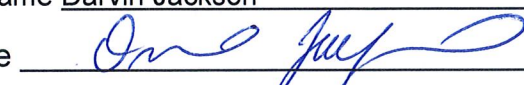
Printed Name Darvin Jackson Title Asst. Supt. of HR
Signature  Date 4/24/18

Gender Equity or Nontraditional Training (Title IX Coordinator/Administrator)

Printed Name Darvin Jackson Title Asst. Supt. of HR
Signature  Date 4/24/18

Displaced Homemaker (Title IX Coordinator/Administrator)

Note: Required only on Section 132 (Adult) applications

Printed Name Darvin Jackson Title Asst. Supt. of HR
Signature  Date 4/24/18

☑ As the duly authorized representative of the local educational agency applying for Carl D. Perkins Career and Technical Education Improvement Act of 2006, 2016–17 funding, I confirm that the LEA coordinators or administrators responsible for each of the programs associated with special population groups have reviewed and approved the 2017–18 Perkins IV application for funds.

CDE Review and Sign-off

☐

Program Grant Management System (PGMS)

[PGMS Portal](#)
[CDE Contact](#)
[LEA Profile](#)
[Application](#)
[Fiscal](#)
[Data](#)
[Report](#)
[Logoff](#)
[Section I](#)
[Section II](#)
[Section III](#)
[Section IV](#)
[Section V](#)
[Section VI](#)
[Section VII](#)
[Status](#)

Monrovia Unified (131 - Secondary)

2018-19 Application

Section III - Assessment of Career Technical Education Programs

Allocation Amount	\$35,995.00
Budgeted Amount	\$35,995.00
Indirect Amount	\$1,285.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed \$0.00
Application Due Date	Tuesday, May 15, 2018 5:00 PM
Application Status	Not Submitted
Fiscal Activity	No Activity
Certified Claims	
Signed GAN Received by CDE	GAN has not been processed or sent to LEA

* Subject to change based on Capital Outlay and actual expenditures

Section 123(b) of Perkins IV requires states to conduct annual evaluations of the progress and efforts grant recipients are making toward achieving the core indicator performance levels established for the state's CTE programs.

California LEAs provide data to the CDE through the 101-E1 report in the fall and 101-E2 report in the spring, and these data are used to determine the core indicators.

This section identifies the LEA's actual performance on each of the Core Indicators of performance and indicates if the LEA has met the state-established performance targets.

Monrovia Unified (131 - Secondary) has failed to meet three or more of the required targets of performance or has fallen below 60 percent in any one core indicator and is identified as a Priority Improvement Agency. This designation requires the LEA to submit an Action Plan. This form can be found on the CDE [Perkins Forms and Files](#) page. The Action Plan must be submitted along with the annual application. Applications cannot be approved without the submission of an Action Plan.

N/A may indicate that the LEA:

- Failed to report the required data for that indicator
- Is one of the State Special Schools or California Education Authority
- Did not receive Perkins funds in the prior year and was not required to report data

If 5S1 is the only indicator showing an N/A, the LEA failed to submit the required CDE-101 E2 report

1S1 Academic Attainment-Reading/Language Arts

Numerator:Number of 12th grade CTE concentrators who have met the proficient or advanced level in English-language arts.

Denominator:Number of 12th grade CTE concentrators.

LEA Level 2014-15:N/**ALEA Level 2015-16:**N/**ALEA Level 2016-17:**N/A

State Level 2016-17:N/**Required Target:**N/**Met Target:**N/A

1S2 Academic Attainment-Mathematics

Numerator:Numerator: Number of 12th grade CTE concentrators who have met the proficient or advanced level in mathematics.

Denominator:Number of 12th grade CTE concentrators.

LEA Level 2014-15:N/**ALEA Level 2015-16:**N/**ALEA Level 2016-17:**N/A

State Level 2016-17:N/**Required Target:**N/**Met Target:**N/A

2S1 Technical Skill Attainment

Numerator:Number of CTE concentrators enrolled in a capstone CTE course who received an 'A', 'B', or 'C' grade in the course, or received an industry-recognized certification, or passed an end of program assessment aligned with industry-recognized standards.

Denominator:Number of CTE concentrators enrolled in capstone CTE courses during the reporting year.

LEA Level 2014-15:N/**ALEA Level 2015-16:**N/**ALEA Level 2016-17:**N/A

State Level 2016-17:N/**Required Target:**N/**Met Target:**N/A

3S1 Secondary School Completion

Numerator:Number of 12th grade CTE concentrators who earned a high school diploma, or other state-recognized equivalent (including recognized alternative standards for individuals with disabilities).

Denominator:Number of 12th grade CTE concentrators who left secondary education during the reporting year.

LEA Level 2014-15:N/**ALEA Level 2015-16:**N/**ALEA Level 2016-17:**N/A

State Level 2016-17:N/**Required Target:**N/**Met Target:**N/A

4S1 Student Graduation Rate

Numerator:Number of 12th grade CTE concentrators who, in the reporting year, were included as graduated in the states computation of its graduation rate.

Denominator:Number of 12th grade CTE concentrators.
LEA Level 2014-15:N/**ALEA Level 2015-16:**N/**ALEA Level 2016-17:**N/A
State Level 2016-17:N/A**Required Target:**N/**AMet Target:**N/A

5S1 Secondary Placement

Numerator:Number of 12th grade CTE concentrators who left secondary education during the reporting year and entered postsecondary education or advanced training, military service, or employment, as reported on a survey six months following graduation.

Denominator:Number of 12th grade CTE concentrators who left secondary education during the reporting year and responded to a follow-up survey.

LEA Level 2014-15:N/**ALEA Level 2015-16:**N/**ALEA Level 2016-17:**N/A

State Level 2016-17:N/A**Required Target:**N/**AMet Target:**N/A

6S1 Non-traditional Participation

Numerator:Number of CTE participants from underrepresented gender groups who were enrolled in a program sequence that leads to employment in nontraditional fields.

Denominator:Number of all CTE participants enrolled in a program sequence that leads to employment in nontraditional fields.

LEA Level 2014-15:N/**ALEA Level 2015-16:**N/**ALEA Level 2016-17:**N/A

State Level 2016-17:N/A**Required Target:**N/**AMet Target:**N/A

6S2 Non-traditional Completion

Numerator:Number of CTE concentrators from underrepresented gender groups enrolled in a capstone CTE course that leads to employment in a nontraditional field who received an 'A', 'B', or 'C' grade in the course, or received an industry-recognized certification, or passed an end of program assessment aligned with industry-recognized standards.

Denominator:Number of all CTE concentrators enrolled in a capstone CTE course that leads to employment in nontraditional fields.

LEA Level 2014-15:N/**ALEA Level 2015-16:**N/**ALEA Level 2016-17:**N/A

State Level 2016-17:N/A**Required Target:**N/**AMet Target:**N/A

LEA Sign-off



Assessment of Career Technical Education Programs section is complete and ready for CDE review.

CDE Review and Sign-off

CDE Comments



Section Approval

Program Grant Management System (PGMS)

[PGMS Portal](#)
[CDE Contact](#)
[LEA Profile](#)
[Application](#)
[Fiscal](#)
[Data](#)
[Report](#)
[Logoff](#)
[Section I](#)
[Section II](#)
[Section III](#)
[Section IV](#)
[Section V](#)
[Section VI](#)
[Section VII](#)
[Status](#)

Monrovia Unified (131 - Secondary)

2018-19 Application

Section IV - Progress Report Toward Implementing the Local CTE Plan

Allocation Amount	\$35,995.00
Budgeted Amount	\$35,995.00
Indirect Amount	\$1,285.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed \$0.00
Application Due Date	Tuesday, May 15, 2018 5:00 PM
Application Status	Not Submitted
Fiscal Activity	No Activity
Certified Claims	
Signed GAN Received by CDE	GAN has not been processed or sent to LEA

* Subject to change based on Capital Outlay and actual expenditures

The implementation of each LEA's local Career Technical Education (CTE) plan directly affects the implementation of the State CTE Plan. Through the five-year duration of Perkins IV, 2008-2013, LEAs will report on the progress they

have made toward implementation of their local CTE plan. This progress report is an opportunity to reflect on the goals outlined in the local CTE plan as well as noting the successes and challenges that occurred during the previous school year.

Additionally, the LEA should set measurable CTE outcomes for the next school year based on the needs of the CTE students and programs offered by the LEA and the results of the core indicator data reported in Section III.

LEA personnel must respond to the following questions:

LEA Response

- 1. What process is used to annually evaluate the effectiveness of the CTE program and who is involved in the evaluation? How is data (both CTE and non-CTE) used as a component of the evaluation?**The CTE program is reviewed on a continuing and annual basis by district administration, site administration, and CTE teachers. Various data points are collected and reviewed in preparation for the E1 and E2 reports in October and March as well as the Perkins grant application for the following school year. Data collected and reviewed include student enrollment, enrollment by gender, ethnicity, and pathway completion. The application is reviewed annually by the school district's board of trustees, Perkins advisory committee, as well as the Superintendent and cabinet members.

Additionally, advisory committee meetings are held each semester with the following individuals in attendance: district Perkins administrator, site administration, all CTE teachers, the Director of Counseling, College, and Careers, and advisory board members from each industry sector represented at the site. During the advisory council meetings, budgets, program progress, required purchases, industry needs and recommendations, and upcoming CTE-related events are reviewed as well as new opportunities for collaboration with business partners and among the CTE programs on campus.

The recently-added Digital Studies Academy undergoes an additional evaluation by the National Academies Foundation including curriculum integration, student recruitment and enrollment, student and adult academy leadership opportunities, professional development opportunities, advisory board membership and operations, support for learning and sustainability, program of study, culture of college and career readiness, the work-based learning continuum and internship completion. The Digital Studies Academy is comprised of digital media arts and information technology.

School wide assessments include, but are not limited to, student performance on the California Assessment of Student Performance and Progress English Language Arts and Math assessments. A grade distribution analysis report is also produced for all courses taught at the high school level including all CTE programs.

In addition, students are administered certification tests using Precision Exams as well as Snap on automotive diagnostic equipment. In 2018, SkillsUSA job readiness skills assessments were added. These assessments are administered online to all CTE students in a concentration or completer program.

- 2. It is a requirement that the results of annual evaluation be shared with the public in a variety of formats. Doing so with fidelity and creativity shows that a school's stated value of career preparation as the equal to college preparation ("college and careers") is matched by their actions. Describe the variety of formats, venues, and ways in which your results of annual evaluation are shared with the public.**The Career Technical Education program evaluation data is shared and showcased in various ways within the Monrovia Unified School District. These formats, venues, and events include a CTE consortium program showcase, open house displays, 8th grade parent night high school program displays, superintendent's newsletter, various board recognitions, the Monrovia High School WASC report, chamber of commerce mixer, and Monrovia Days community showcase.
- 3. All Perkins funds are supplemental support for CTE programs. In order to demonstrate that Perkins funds are supplemental and that the district is not supplanting funds, LEAs are to use a specific Goal Code (3800, 6000, 4630) with in the Standard Accounting Code Structure. Please describe the funding sources your LEA uses to support CTE programs in the Local Control Funding Formula (LCFF) and how do you ensure that these funds are correctly coded?**The CTE program funding source codes are reviewed in various steps throughout the budgeting and expending process. Goal and object codes are reviewed first by the district compensatory education technician. In addition, CTE expenditures goal codes are reviewed with the Director of Business Services, an

accounting technician, and the Director of Counseling, College, and Careers.

Additional funding sources for the CTE program include LCAP funds in addition to funding from the CTE Incentive Grant, and community financial and equipment donations.

4. **Describe how your LEA manages the Perkins purchasing process so that all expenditures over \$500 and the highly pilferable items are added to the historical inventory as required by both federal regulations and California Education Code.**The district Director of Procurement and Business Support Services maintains a CTE equipment identification and tracking system for all CTE equipment and CTE classrooms. Future plans include a comprehensive annual site audit of CTE equipment. Additionally, printouts of all CTE purchases are requested from the Business Support services and teachers keep an inventory of their purchases.
5. **Please share how student leadership development is included as an integral part of the CTE sequence of courses in pathways offered by your LEA.**CTE students in the Monrovia Unified School District participate in the Skills USA Career Technical Student Organization. Student site leaders attend the Skills USA orientation meeting annually with their CTE teachers. The district has also invested in the Skills USA Career Essentials curriculum including a 9-unit program with assessments. The modules include Career Planning, Cooperation, Innovation, Program Management, Reliability, Resiliency, Resourceful, Responsive, and Workplace Habits.

In addition to the various competitions that students prepare for during the course of the year, student leaders within the site chapter prepare presentations to their peers, make service organization presentations, complete community service projects, and some are members of the National Technical Honor Society.

6. **Outside of serving on your district CTE Advisory Committee, describe the involvement of business and industry partners in your CTE pathways.**Local business partners partner with the Monrovia High School CTE pathways in various ways in addition to serving on the CTE Advisory Committee. Business partners serve as mentors and role models, particularly for females in traditionally male industries such as transportation. Business partners also actively add to our growing network of industry experts by connecting our CTE teachers to new resources and business partners to add to our potential guest speakers, demonstrations, career fair presenters, job shadow opportunities, and internships, both paid and unpaid. Business partners with specific industry expertise also serve in a coaching capacity for research and design in our robotics program as well as attending regional and national competitions as advisors and chaperones.

CTE Teacher Matrix

Please download the [CTE Teacher Matrix](#).

LEA Sign-off



Progress Report Toward Implementing the Local CTE Plan section is complete and ready for CDE review.

CDE Review and Sign-off

CDE Comments



Section Approval

Program Grant Management System (PGMS)



Monrovia Unified (131 - Secondary)

2018-19 Application

Section V - Sequence of Courses to Be Funded

Allocation Amount	\$35,995.00
Budgeted Amount	\$35,995.00
Indirect Amount	\$1,285.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed \$0.00
Application Due Date	Tuesday, May 15, 2018 5:00 PM
Application Status	Not Submitted
Fiscal Activity	No Activity

Certified Claims

Signed GAN Received by CDE

GAN has not been processed or sent to LEA

* Subject to change based on Capital Outlay and actual expenditures

Add Program

To budget funds in a pathway, select the 'Budget' link to the right of each pathway.

Only those Pathways identified in an LEA's approved Local CTE Plan, or submitted in a revision to the Local Plan may be supported by Perkins IV funds.

To fund a pathway not currently listed on this page and the pathway is approved in your CTE Local Plan on file at the CDE, you must add the pathway to this list. To add a pathway, select the site at which the pathway is offered. Next, select the industry sector in which the pathway lies. Then, select the pathway you wish to add and select the 'Add Pathway' button.

If a pathway is no longer going to be offered by the District, delete it from the list below.

If you are not funding a pathway in this application, but may fund that pathway in future applications, do not remove it from the list below.

Other Site Name:

Industry Sector:

Program Detail

This section is used to budget expenditures for each pathway in an industry sector.

Industry Sector	Career Pathway
and Entertainment	Design, Visual, and Media Arts
in	Systems Diagnostics, Service, and Repair
nd Communication Technologies	Software and Systems Development
	Total

Inventory Verification

Each LEA maintains a historical inventory system, which contains the description, name, serial or other identification number, acquisition date, original cost, and percentage of federal participation in the cost, location, use, condition, and date and mode of disposal of all equipment items acquired by it that has a market value of five-hundred \$500.00 or more per item. A reasonable estimate of the original cost may be used if the actual original cost is unknown. [CEC 35268]

Monrovia Unified (131 - Secondary) conducts a historical inventory verification at least every 2 years for all of the following:

- Description

- Name
- Serial or other identification number
- Acquisition date
- Original cost
- Location (room)
- Use, condition, and date and mode of disposal of all equipment items acquired by it that has a market value of five-hundred \$500.00 or more per item. A reasonable estimate of the original cost may be used if the actual original cost is unknown.

Yes No

Provide justification for not maintaining a historical inventory system that meet all of the above points.

LEA Sign-off

Sequence of Courses to Be Funded section is complete.

CDE Review and Sign-off

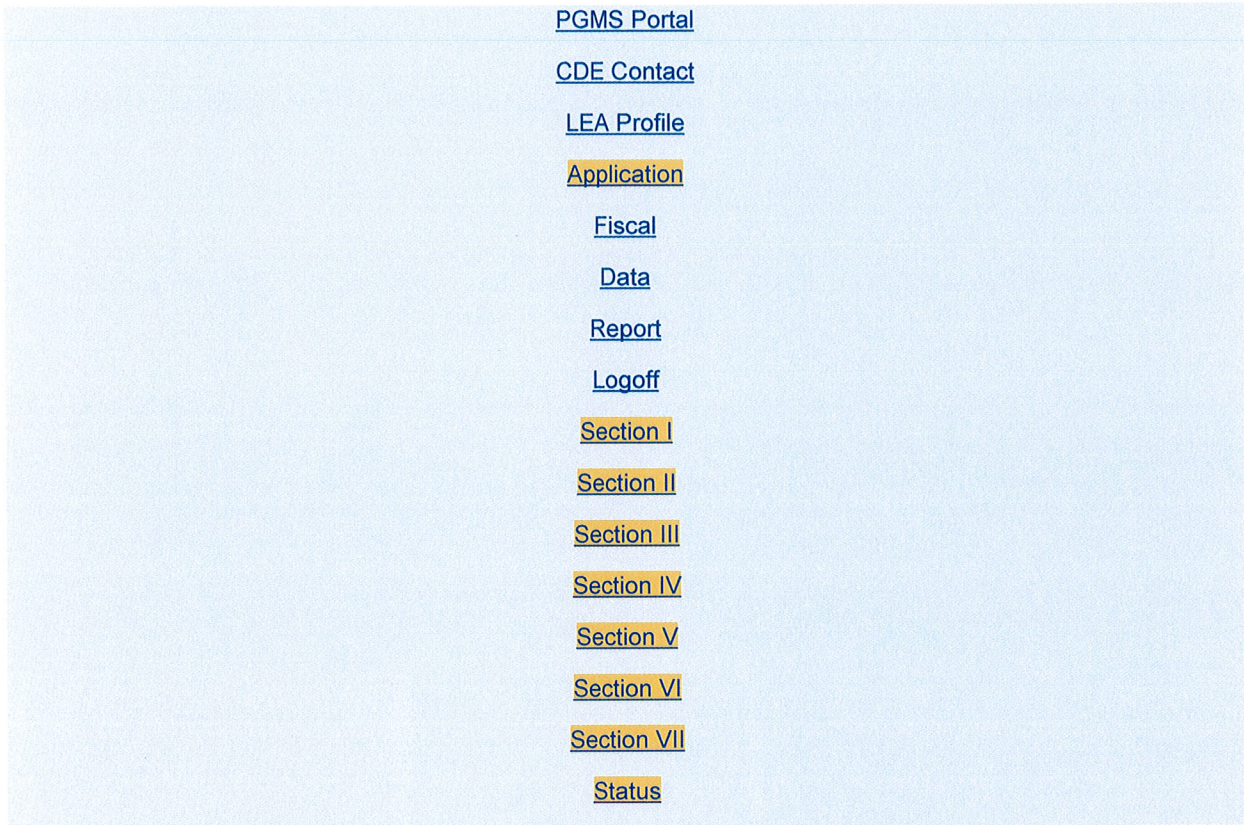
CDE Comments

Section Approval

Save

Save and Continue

Program Grant Management System (PGMS)



Monrovia Unified (131 - Secondary)

2018-19 Application

Section VI - Budget and Expenditure Schedule

Allocation Amount	\$35,995.00
Budgeted Amount	\$35,995.00
Indirect Amount	\$1,285.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed \$0.00
Application Due Date	Tuesday, May 15, 2018 5:00 PM
Application Status	Not Submitted
Fiscal Activity	No Activity

Certified Claims

Signed GAN Received by CDE

GAN has not been processed or sent to LEA

* Subject to change based on Capital Outlay and actual expenditures

To add more budget detail, go to [Section V](#).

Object Code	At Least 85% of the grant must be spent in these areas						Not to exceed 10% of total expenditure	Not to exceed 5% of total expenditure	Total
	(A) Instruction (Including Career Technical Student Organizations)	(B) Professional Development	(C) Curriculum Development	(D) Transportation and Child Care for Economically Disadvantaged Participants	(E) Special Populations Services	(F) Research Evaluation and Data Development	(G) Career and Academic Guidance and Counseling for Students Participating in CTE Programs	(H) Administration or Indirect Costs	
1000 Certificated Salaries	\$0.00	<u>\$675.00</u>	\$0.00	\$0.00	\$0.00	\$0.00	<u>\$345.00</u>	\$0.00	\$1,020.00
2000 Classified Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3000 Employee Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

4000 Books/S upplies	<u>\$8,965.0</u> <u>0</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,965.00
5000 Services / Operatin g Expense s	<u>\$15,725.0</u> <u>00</u>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,725.00
6000 Capital Outlay	<u>\$9,000.0</u> <u>0</u>	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$9,000.00
7000 Indirect Costs	N/A	N/A	N/A	N/A	N/A	N/A	N/A	<u>\$1,285.0</u> <u>0</u>		\$1,285.00
Total	\$33,690.00	\$675.00	\$0.00	\$0.00	\$0.00	\$0.00	\$345.00	\$1,285.00		\$35,995.00

CDE Review and Sign-off

Section Approved

<u>S</u> ave	<u>S</u> ave and Continue
--------------	---------------------------

Program Grant Management System (PGMS)

[PGMS Portal](#)
[CDE Contact](#)
[LEA Profile](#)
[Application](#)
[Fiscal](#)
[Data](#)
[Report](#)
[Logoff](#)
[Section I](#)
[Section II](#)
[Section III](#)
[Section IV](#)
[Section V](#)
[Section VI](#)
[Section VII](#)
[Status](#)

Monrovia Unified (131 - Secondary)

2018-19 Application

Section VII - Local CTE Plan Update

Allocation Amount	\$35,995.00
Budgeted Amount	\$35,995.00
Indirect Amount	\$1,285.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed \$0.00
Application Due Date	Tuesday, May 15, 2018 5:00 PM
Application Status	Not Submitted
Fiscal Activity	No Activity
Certified Claims	
Signed GAN Received by CDE	GAN has not been processed or sent to LEA

* Subject to change based on Capital Outlay and actual expenditures

Local CTE Plan Update

Applicants may update their local CTE plans annually, if necessary. Review the local CTE plan benchmarks and make adjustments to reflect progress or additions to the CTE program. This is particularly important if:

- New courses have been added to an existing program sequence.
- New sequences of courses have been developed for an existing industry sector.
- A new industry sector and the corresponding sequences of courses have been developed.

Are there any changes made to the local CTE plan for 2018-19?

Yes No

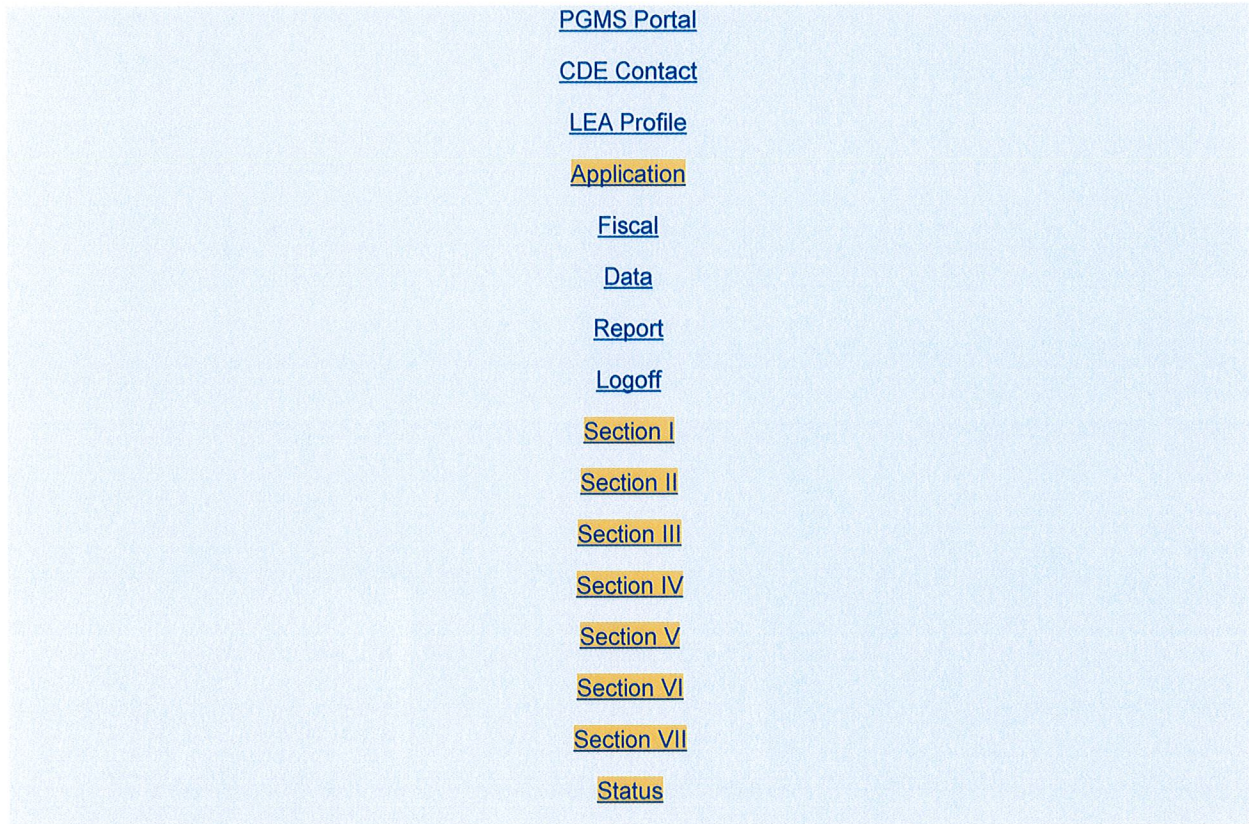
LEA Sign-off

Local CTE Plan Update section is complete and ready for CDE review.

CDE Review and Sign-off

Section Approved

Program Grant Management System (PGMS)



Monrovia Unified (131 - Secondary)

2018-19 Application

Application Status

Allocation Amount	\$35,995.00
Budgeted Amount	\$35,995.00
Indirect Amount	\$1,285.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed \$0.00
Application Due Date	Tuesday, May 15, 2018 5:00 PM
Application Status	Not Submitted

Fiscal Activity	No Activity
Certified Claims	
Signed GAN Received by CDE	GAN has not been processed or sent to LEA

* Subject to change based on Capital Outlay and actual expenditures

Application Overall Status

Application Over All Status: Not Submitted

This application has not been finalized and submitted to CDE. Before the LEA can be funded by the CDE, this application needs to be approved by CDE staff and certified by the LEA's superintendent. All sections under the 'Perkins' Coordinator Progress' need to have 'Complete' status before the LEA can submit the application for review by CDE. The LEA's Perkins Coordinator must select the 'Finalize & Submit To CDE' button to submit the application for review by CDE.

Sections	Perkins' Coordinator Progress	CDE Progress	Superintendent Progress
<u>LEA Profile</u>	Complete	Accepted	Not Submitted
<u>Section I</u>	Complete	Pending	Not Submitted
<u>Section II</u>	Complete	Pending	Not Submitted
<u>Section III</u>	Complete	Pending	Not Submitted
<u>Section IV</u>	Complete	Pending	Not Submitted
<u>Section V</u>	Complete	Pending	Not Submitted
<u>Section VI</u>	Complete	Accepted	Not Submitted
<u>Section VII</u>	Complete	Pending	Not Submitted

Finalize & Submit To CDE

Budget Detail Report

Site Name	Industry Sector	Career Pathway	Object Code	Description	Budget Category	Narrative	Amount
Monrovia High	Arts, Media, and Entertainment	Design, Visual, and Media Arts	1000 Certificated Salaries	Sub Pay - Provide Details	(B) Professional Development	Release day for teacher to attend industry sector-related professional development.	\$560.00
Monrovia High	Arts, Media, and Entertainment	Design, Visual, and Media Arts	1000 Certificated Salaries	Sub Pay - Provide Details	(B) Professional Development	Release day for teacher to attend industry sector-related professional development.	\$115.00
Monrovia High	Arts, Media, and Entertainment	Design, Visual, and Media Arts	4000 Books/Supplies	Other - Provide Details	(A) Instruction	Open purchase order for Amazon to purchase class-related materials in video production, game design, and graphic arts.	\$2,000.00
Monrovia High	Arts, Media, and Entertainment	Design, Visual, and Media Arts	5000 Services/Operating Expenses	Other - Provide Details	(A) Instruction	Repair for digital video and digital camera equipment.	\$500.00
Monrovia High	Arts, Media, and Entertainment	Design, Visual, and Media Arts	5000 Services/Operating Expenses	Other - Provide Details	(A) Instruction	Purchase of site license for Adobe online products, including Photoshop, Lightroom, and Adobe Premiere, and After Effects.	\$11,000.00
Monrovia High	Arts, Media, and Entertainment	Design, Visual, and Media Arts	5000 Services/Operating Expenses	Travel & Convention	(A) Instruction	SkillsUSA competitions, robotics competitions	\$1,250.00
Monrovia High	Transportation	Systems Diagnostics, Service, and Repair	1000 Certificated Salaries	Sub Pay - Provide Details	(G) Career and Guidance	Substitutes to cover teacher's absence to supervise students on career and guidance field trips.	\$345.00
Monrovia High	Transportation	Systems Diagnostics, Service, and Repair	4000 Books/Supplies	Instructional Materials	(A) Instruction	Open purchase orders for automotive tools, parts, welding and other instructional materials. Additionally, the cost of robotics kits for student competitions.	\$6,965.00
Monrovia High	Transportation	Systems Diagnostics, Service, and Repair	5000 Services/Operating Expenses	Field Trips	(A) Instruction	Field trips to NHRA career day, Peterson Museum and STEM exhibit, and visit to FAB School for articulation purposes.	\$1,500.00
Monrovia High	Transportation	Systems Diagnostics, Service, and Repair	5000 Services/Operating Expenses	Other - Provide Details	(A) Instruction	Site licenses for auto repair and safety training.	\$1,475.00
Monrovia High	Transportation	Systems Diagnostics, Service, and Repair	6000 Capital Outlay	Equipment - Provide details	(A) Instruction	Industry-recommended brake lathe for student training.	\$9,000.00
Monrovia High	Transportation	Systems Diagnostics, Service, and Repair	7000 Indirect Costs	Indirect Costs	(H) Administration	Administrative costs	\$1,285.00
						Total	\$35,995.00

Agenda Item Details

Meeting Date: 2018-05-09 19:00:00

AGENDA ITEM TITLE:

3. 17/18-1130 – SETTLEMENT AGREEMENT AND GENERAL RELEASE

RECOMMENDATION

The Board of Education is requested to ratify Settlement Agreements and General Releases in regards to OAH Case No. 2017090123 and OAH Case No. 2018020349, concurrent with the signing of the Settlement Agreements and General Releases.

Rationale:

Board approval is required in fulfillment of the settlement of all attorney's fees as stipulated in the Settlement agreement, which releases all disputes and claims for a Monrovia special education student.

Budget Implication (\$ Amount):

Total Cost is \$68,958

Legal References:

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

ATTACHMENTS

Agenda Item Details

Meeting Date: 2018-05-09 19:00:00

AGENDA ITEM TITLE:

4. 17/18-1131 – TRANSPORTATION REIMBURSEMENT AGREEMENT

RECOMMENDATION

The Board of Education is requested to ratify the Transportation Reimbursement Agreement for student 4703078518 provided by parent beginning April 23rd 2018 through June 30, 2018.

Rationale:

Transportation services provided by Parent of student 4703078518 are in lieu of contracting services for the student that attends school outside of the district in the agreement.

Budget Implication (\$ Amount):

The cost is \$500.00

Legal References:

Public Law 94-142; Education Code sections 56361, 56365, 56366, and 56740; and Title 5 CAC 3061 and 3062. Education Code 17604 which requires that all contracts to be approved by the Governing Board.

Additional Information:

See Transportation 17-18 Report #14.

ATTACHMENTS

Agenda Item Details

Meeting Date: 2018-05-09 19:00:00

AGENDA ITEM TITLE:

5. 17/18-1132 – PERSONAL SERVICE AGREEMENTS

RECOMMENDATION

The Board of Education is requested to ratify the Personal Service Agreement for Psychological Evaluations and IEP Attendance provided by Elise Morrissey as detailed in PSA 17-18 Report #15.

Rationale:

The California Education Code allows for placement of special education students in non-public agencies when no appropriate public school programs are available. The current agreements reflect the decision of the IEP team to meet the needs of these special education students.

Budget Implication (\$ Amount):

By increase of \$11,030.00, the revised cost is \$38,030

Legal References:

Public Law 94-142; Education Code sections 56361, 56365, 56366, and 56740; and Title 5 CAC 3061 and 3062. Education Code 17604 which requires that all contracts to be approved by the Governing Board.

Additional Information:

See PSA 17-18 Report #15.

ATTACHMENTS

- [17/18-1132- PSA 17-18 Report #15.pdf](#)

PSA 17-18 Report #15

Non Public School/Non Public Agency	Date of Master Contract	Original Amount	<u>Revised</u> Amount	Reason
Elise Morrissey Educational Psychologist	2/14/18	\$27,000.00	\$38,030.00	To provide Evaluations and IEP Attendance for Special Education students.

Agenda Item Details

Meeting Date: 2018-05-09 19:00:00

AGENDA ITEM TITLE:

6. 17/18-1133 – INDIVIDUAL SERVICE AGREEMENTS

RECOMMENDATION

The Board of Education is requested to ratify the Individual Service Agreements for ERICS Counseling, Academic Tutoring, Basic Education, Individual Counseling, and Transportation provided by Haynes STAR Academy and Canyon View School as detailed in ISA 17-18 Report #16.

Rationale:

The California Education Code allows for placement of special education students in non-public schools/agencies when no appropriate public school programs are available. The current agreements reflect the decision of the IEP team to meet the needs of these special education students.

Budget Implication (\$ Amount):

Total revised cost is \$33,685.60

Legal References:

Public Law 94-142; Education Code sections 56361, 56365, 56366, and 56740; and Title 5 CAC 3061 and 3062. Education Code 17604 which requires that all contracts to be approved by the Governing Board.

Additional Information:

See ISA 17-18 Report #16.

ATTACHMENTS

- [05092018SPED ISA Board Agenda Items No 1133 ISA attachmnts.pdf](#)

ISA 17-18 Report #16

Non Public School/Non Public Agency	Date of Master Contract	Individual Service Agreement Amount	Individual Service Agreement <u>Revised</u> Amount	Reason
Haynes STAR Academy 1174755870	9/27/2017	0	\$4,230.00	Add ERICS counseling
Haynes STAR Academy 8198530828	9/27/2017	0	\$9,000.00	Add academic tutoring
Canyon View School 2011259103	8/23/2017	0	\$5,255.60	Student changing NPS
Haynes STAR Academy 2116606375	9/27/2017	\$10,400.00	\$15,200.00	Add additional Academic Tutoring

Agenda Item Details

Meeting Date: 2018-05-09 19:00:00

AGENDA ITEM TITLE:

7. 17/18-2102 - PURCHASE ORDERS AND PAYMENT OF BILLS

RECOMMENDATION

The Board of Education is requested to ratify purchase orders in the amount of \$185,159.58 issued April 9, 2018, through April 23, 2018, and payments in the amount of \$238,800.74 issued April 10, 2018 through April 24, 2018.

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 in order to encumber available funds prior to 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

- [17/18-2012 - Purchase Order Rpt - 5-9-18.pdf](#)

May 9, 2018

SUBMITTED FOR RATIFICATION: April 25, 2018

PRINTED: April 9, 2018 – April 23

Purchase Order: P18-1837 – P18-1907

Purchase orders printed out of sequence: None

Change Orders: P18-0354, P18-0358, P18-0362, P18-0366, P18-0371,
P18-0379, P18-0381, P18-0390, P18-0397, P18-0402,
P18-0403, P18-0405, P18-0410, P18-0412, P18-1414,
P18-0466, P18-0922, P18-1724

Purchase orders excluded from sequence: P18-1868

Fund Summary

General Fund (01)	\$	168,629.80
Adult Education Fund (11)		112.55
Deferred Maintenance Fund (14)		<u>16,417.23</u>
Total.....	\$	<u>185,159.58</u>

RECOMMENDED: May 9, 2018

**RATIFICATION OF WARRANTS
RECOMMENDED FOR BOARD APPROVAL
May 9, 2018**

ACCOUNTS PAYABLE:

DATE ISSUED: April 10, 2018 through April 24, 2018

Batch Numbers:	0849-0858	\$	238,800.74
----------------	-----------	----	------------

TOTAL DISTRICT ACCOUNTS:	\$	<u>238,800.74</u>
---------------------------------	-----------	--------------------------

Includes Purchase Orders dated 04/09/2018 - 04/23/2018

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P18-1837	OFFICE DEPOT	0005	Instructional supplies/toner	01-4310	105.99
P18-1838	CURRICULUM ASSOCIATES, INC.	0005	iReady web services	01-5841	780.00
P18-1839	Lori Oczkus	0014	Two days of Professional Development	01-5850	7,200.00
P18-1840	Design Studio Graphics LLC	0012	Graphics Related Services	01-5891	6,504.11
P18-1841	ERIKA RAMIREZ MORALES	0008	Registration & Mileage for CUELA Palooza	01-5220	69.66
P18-1842	GRACIE VALDEZ	0008	Registration & Mileage for CUELA Palooza	01-5220	69.66
P18-1843	Design Studio Graphics LLC	0012	Graphic Design Services	01-5891	5,882.50
P18-1844	OFFICE DEPOT	0005	Instructional supplies/toner	01-4310	129.32
P18-1845	AVID CENTER	0014	AVID 2018-19	01-4210	1,605.00
				01-5310	11,697.00
P18-1846	SCHOLASTIC INC.	0002	Next Step Guided Reading Assessment Kits	01-4310	2,432.06
P18-1847	CHARLOTTE KNOX EDUCATIONAL ASSOCIATES INC	0002	Charlotte Knox Workshop & Materials	01-4310	100.00
				01-5850	3,000.00
P18-1848	PARENT INSTITUTE FOR QUALITY	0002	PIQE Materials	01-4310	120.00
P18-1849	THINKING MAPS, INC.	0002	Thinking Map Posters	01-4310	92.40
P18-1850	AMAZON.COM	0004	Megaphone	01-4310	118.79
P18-1851	HOME DEPOT	0014	Summer School Supplies	01-4310	85.15
P18-1852	CENTER FOR MATH & TEACHING INC	0014	Summer School Supplies Camp Infinity	01-4310	481.80
P18-1853	ILLUMINATE EDUCATION HEADQUARTERS	0014	Illuminate Conference Reg (2)	01-5220	300.00
P18-1854	Enrich LA	0014	Summer School Program @ Wild Rose	01-4310	1,275.00
P18-1855	Discovery Cube OC	0014	Discovery Cube Summer School Trip	01-4310	976.00
P18-1856	MUSEUM OF AMERICAN WEST c/o AUSTRY NATIONAL CENTER	0014	Autry Museum Summer School Trip	01-5881	338.00
P18-1857	Karyn Godbold	0030	Fingerprint Reimbursement	01-4390	56.00
P18-1858	Spenser Santos	0030	Fingerprint Reimbursement	01-4390	77.00
P18-1859	CHAD LOVELESS	0009	Basic PA System/Music for Graduation 6/5/2018	01-4390	290.00
P18-1860	Cyber Acoustics	0003	Headsets for Testing	01-4340	1,518.00
P18-1861	DON PUNGPRECHAWAT	0022	Mileage Don for 03/2018	01-5250	62.13
P18-1862	AMAZON.COM	0014	Teacher Resource	01-4210	47.85
P18-1863	HIGH PERFORMANCE COMPUTERS ATT N: MIKE	0050	Warehouse Inventory	01-9320	1,014.52
P18-1864	DAIN INSURANCE AGENCY	0040	Renewal for Employees Dishonesty Insurance	01-5450	4,258.00
P18-1865	Xello	0015	Subscription Renewal	01-5841	695.00
P18-1866	RIFTON COMPANY	0015	Rifton Chair for Sp Ed Student	01-6410	6,555.77
P18-1867	P-Line Consulting Inc	0046	Architecture Services for 2 LED Signs at Mayflower	01-5890	12,200.00

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 4

56

Includes Purchase Orders dated 04/09/2018 - 04/23/2018

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P18-1869	B & H	0014	CTE-Audio visual equipment-MHS	01-4310	4.92
				01-4410	27.21
P18-1870	WORKSHOP, THE	0008	Materials for the musical Tarzan	01-4310	1,529.72
P18-1871	WORKSHOP, THE	0008	Playbills for Tarzan the musical	01-4310	653.72
P18-1872	BEE SPECIALIST	0046	Bee Removal from Monroe	01-5570	75.00
P18-1873	Justine Sherman & Associates	0015	Speech Evaluation	01-5150	250.00
P18-1874	KITTY LOUIE	0015	Petty Cash Replenishment - ATP Program	01-4310	200.00
P18-1875	WOODSMALL LAW GROUP	0015	Settlement Agreement Legal Fees	01-5821	4,000.00
P18-1876	AMAZON.COM	0015	Hesinger Head Support for Sp Ed Student	01-4390	147.83
P18-1877	PARTY PRONTO	0009	Graduation Ceremony Decorations	01-4390	189.00
P18-1878	Caroline Nettles	0015	Reimbursement to Parent for Settlement Agreement	01-5810	2,720.00
				01-5890	3,355.00
P18-1879	Larry Cross	0047	Mileage to 39th Annual CASH Conference	01-5220	400.42
P18-1880	Pavement Engineering Inc	0046	MHS Parking reconfiguration	14-5890	8,760.00
P18-1881	AMAZON.COM	0015	SELPA Supplies-Underpads	01-4310	96.58
P18-1882	SUPPLYWORKS	0010	Custodial Paper	11-4370	112.55
P18-1883	C.A.S.H MAINTENANCE NETWORK RE GIONAL WORKSHOPS	0047	Maintenance Network Workshop for Larry Cross	01-5220	296.00
P18-1884	Patton Sales Corp	0008	Auto Shop Supplies	01-4310	500.00
P18-1885	CHARLOTTE KNOX EDUCATIONAL ASSOCIATES INC	0002	Charlotte Knox Workshop	01-4310	950.00
				01-5850	15,000.00
P18-1886	Riley's American Heritage Farm	0006	8th grade field trip to Rileys Farm	01-5884	3,240.00
P18-1887	Callifornia Science Center	0014	Summer School Trip to CA Science Center	01-5881	176.00
P18-1888	Sharp Business Systems	0025	Staples for Copier	01-4350	171.25
P18-1889	ACSA Region 15	0014	ACSA Spring Conference	01-5220	500.00
P18-1890	California School-Age Consorti	0025	Science Action Club Program	01-4390	200.00
P18-1891	Big Universe	0001	Reading Subscription Trial	01-5841	349.00
P18-1892	JENNIFER MALJIAN	0014	Mileage to AERIES & Illuminate Conferences	01-5220	114.80
P18-1893	CECILIA VEGA	0004	Mileage & Parking to AERIES Conference	01-5220	83.00
P18-1894	Jennifer Kwan	0014	Mileage & Parking to AERIES Conference	01-5220	80.82
P18-1895	Araceli Briones	0004	Mileage & Parking to AERIES Conference	01-5220	83.00
P18-1896	DELMA CARDENAL	0014	Mileage to Art of Coaching Workshop	01-5220	51.23
P18-1897	RICHARD MORRISON	0014	Mileage to the Art of Coaching Workshop	01-5220	77.02
P18-1898	DANA ELLIOTT	0014	COTSEN Reimbursement	01-4310	460.97

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 04/09/2018 - 04/23/2018

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P18-1899	DELMA CARDENAL	0014	Mileage TO MAS Bilingual Directors Meeting	01-5220	24.74
P18-1900	BRIAN ILHARREGUY	0014	Mileage TO MAS Bilingual Directors Meeting	01-5220	98.04
P18-1901	SHAKER SHIRTS	0005	MEO Games shirts	01-4390	835.43
P18-1902	US-GAMES	0007	Sports Rec Class Supplies	01-4310	483.04
P18-1903	Mark Lovers	0008	Mileage to LACOE History Materials Fair	01-5220	9.59
P18-1904	NATALIE HARRISON	0008	Mileage to LACOE History Materials Fair	01-5220	9.59
P18-1905	Cynthia Huerta	0008	Mileage to LACOE History Materials Fair	01-5220	9.59
P18-1906	Big Tex Trailer World Inc	0047	Purchase of Trailer for Grounds	14-6490	5,977.23
P18-1907	PRESIDENT'S EDUCATION AWARDS	0005	Instructional supplies	01-4310	677.57
Total Number of POs				70	
				Total	123,116.57

Fund Recap

Fund	Description	PO Count	Amount
01	General Fund	67	108,266.79
11	Adult Education Fund	1	112.55
14	Deferred Maintenance Fund	2	14,737.23
		Total	123,116.57

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 04/09/2018 - 04/23/2018

PO Changes

	<u>New PO Amount</u>	<u>Fund/ Object</u>	<u>Description</u>	<u>Change Amount</u>
P18-0354	14,000.00	01-5630	General Fund/Repairs	20,000.00-
P18-0390	785.38	01-4360	General Fund/Vehicle Supplies/Parts	1,500.00-
P18-0402	1,275.00	01-5890	General Fund/Other Services	3,000.00-
P18-0403	2,285.63	01-4360	General Fund/Vehicle Supplies/Parts	3,500.00-
P18-0414	330.00	01-5630	General Fund/Repairs	3,000.00-
P18-0922	1,529.55	01-5812	General Fund/Pupil Transportation Contract	5,000.00-
P18-1217	1,342.14	01-4350	General Fund/Office Supplies	3,292.45-
			Total PO Changes	39,292.45-

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

Board Report Worksheet
May 9, 2018

<u>Fund</u>		<u>P0</u>	<u>CHANGE</u>	<u>OLD</u>	<u>NEW</u>
Fund 01		P18-0354	-6,000.00	20,000.00	14,000.00
108,266.79		P18-0358	-2,000.00	2,000.00	0.00
		P18-0362	-2,000.00	2,000.00	0.00
		P18-0366	1,000.00	6,000.00	7,000.00
		P18-0371	-2,000.00	2,000.00	0.00
		P18-0379	-68.32	3,000.00	2,931.68
		P18-0381	-2,000.00	2,000.00	0.00
		P18-0390	-714.62	1,500.00	785.38
		P18-0397	-774.23	5,000.00	4,225.77
		P18-0402	-1,725.00	3,000.00	1,275.00
		P18-0403	-1,214.37	3,500.00	2,285.63
		P18-0405	-10,000.00	10,000.00	0.00
		P18-0410	-1,000.00	1,000.00	0.00
		P18-0412	-5,000.00	5,000.00	0.00
		P18-0414	-2,670.00	3,000.00	330.00
		P18-0466	100,000.00	180,000.00	280,000.00
		P18-0922	-3,470.45	5,000.00	1,529.55
			0.00		
			0.00		
			0.00		
	168,629.80	Total	60,363.01		
Fund 11		P0	CHANGE	OLD	NEW
112.55			0.00		
			0.00		
	112.55		0.00		
		Total	0.00		
Fund 14		P0	CHANGE	OLD	NEW
14,737.23		P18-1724	1,680.00	13,848.00	15,528.00
	16,417.23		0.00		
		Total	1,680.00		
123,116.57			62,043.01	Total of change notice amount	
	185,159.58		123,116.57	Total of all funds per Escape report	
			185,159.58	Actual funds spent during the period	

Agenda Item Details

Meeting Date: 2018-05-09 19:00:00

AGENDA ITEM TITLE:

8. 17/18-2103- DISTRICT CASH RECEIPTS

RECOMMENDATION

The Board of Education is requested to receive District cash receipts; Deposit Report No. 41 through No. 42 deposited April 23, 2018, through April 25, 2018, for a total amount of \$222,507.46.

Rationale:

The 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.

Background:

Budget Implication (\$ Amount):

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

Additional Information:

Copies of Deposit Report #41 through #42 are attached.

ATTACHMENTS

- [17/18-2103-Deposit Rpt #41.pdf](#)

ACCOUNT	AMOUNT	
01.0-00000.0-00000-00000-8650-6010040	\$ 10.00	Leases & Rentals
01.0-00000.0-00000-00000-8650-6020022	10,550.88	Leases & Rentals/Tech
01.0-00000.0-00000-00000-8699-0000000	14,048.00	Other Local Income
01.0-00000.0-00000-82000-8650-4080028	600.00	Leases & Rentals/Utilities/MHS
01.0-00000.0-00000-82100-8650-6010040	420.00	Leases & Rentals/Labor
01.0-00000.0-81000-59000-8650-6010040	230.00	Leases & Rentals/Options
01.0-34100.0-00000-00000-8699-0000000	1,132.26	Reimb/Dept of Rehabilitation
01.0-56401.0-00000-00000-8290-0000000	7,700.87	Medi-Cal
01.0-56402.0-00000-00000-8290-0000000	5,133.91	Medi-Cal 40%
01.0-65003.0-57500-00000-8699-0000000	2,744.76	Reimb/SELPA
01.0-90109.0-00000-00000-8699-2020000	620.00	Donations
01.0-90109.0-00000-00000-8699-2030000	700.00	Donations
01.0-90109.0-00000-00000-8699-2050000	1,150.00	Donations
01.0-90109.0-00000-00000-8699-6010035	1,000.00	Donations
01.0-90210.0-00000-00000-8650-2010000	4.80	Leases & Rentals
01.0-90210.0-00000-00000-8650-2020000	4.80	Leases & Rentals
01.0-90210.0-00000-00000-8650-2030000	4.80	Leases & Rentals
01.0-90210.0-00000-00000-8650-3060000	38.10	Leases & Rentals
01.0-90210.0-00000-00000-8650-6000000	472.50	Leases & Rentals
01.0-90221.0-00000-82100-8650-4080000	1,227.85	LKT PAC Rental/MHS
01.0-90221.0-17030-00000-8650-4080000	1,227.85	LKT PAC Rental/MHS
01.0-90305.0-00000-00000-8699-3060000	550.00	Materials Contribution/Clifton
01.0-90501.0-00000-00000-8689-0000000	646.00	Village Program/Parent Contributions
01.0-90801.0-00000-00000-9200-0000000	1,680.00	P/Y Accounts Receivable
01.0-00000.0-00000-72000-4390-6000050	0.01	Abate/Refund/Supplies
01.0-81500.0-00000-81101-4380-6040047	19.52	Abate/Refund/Supplies
01.0-90109.0-11100-10000-5841-3060000	464.08	Abate/Refund/Fees
01.0-93100.0-11100-41000-5881-6010014	2,140.00	Abate/Refund/Fees
Subtotal	<u>54,520.99</u>	General Fund
12.0-61050.0-00000-00000-8673-0000000	585.00	CSPP Parent Contributions
12.0-90503.0-00000-00000-8673-1650000	1,088.86	Tuition Based Preschool
12.0-90612.0-00000-00000-8699-0000000	4,000.00	CSPP Quality Improvement
Subtotal	<u>5,673.86</u>	Child Development Fund
13.0-53100.0-00000-37000-8634-0000000	35,925.65	Food Services Sales
13.0-53203.0-00000-37000-8520-0000000	6.01	State Reimb/CACFP
13.0-53204.0-00000-37000-8520-0000000	19.75	State Reimb/CACFP
13.0-53100.0-00000-00000-9523-0000000	(1,414.90)	Prepaid Sales/Used
13.0-53100.0-00000-00000-9552-0000000	119.21	Sales Tax
Subtotal	<u>34,655.72</u>	Food Services Fund
25.0-95500.0-00000-00000-8681-0000000	17,426.64	Developer Fees
Subtotal	<u>17,426.64</u>	Capital Facilities Fund
63.0-90123.0-00000-00000-8699-0000000	4,680.00	LKT PAC Donations
63.0-90221.0-00000-00000-8650-4080028	22,126.30	LKT PAC Rental
63.0-90221.0-00000-60003-8650-4080028	24,215.00	LKT PAC Rental/Labor
63.0-90306.0-00000-00000-8639-6010052	196.05	Catering
63.0-90123.0-00000-60003-5882-4080028	(159.77)	Bank Fees
Subtotal	<u>51,057.58</u>	Enterprise Fund
76.0-00000.0-00000-00000-9507-0000000	67.50	Abate/Refund/Medicare
76.0-00000.0-00000-00000-9518-0000000	390.73	Vountary Deductions
76.0-00000.0-00000-00000-9522-0000000	26,446.44	Retirees Health Insurance
Subtotal	<u>26,904.67</u>	Payroll Clearance Fund
Total	<u>\$ 190,239.46</u>	

DEPOSIT REPORT

4/25/2018

DEP #42

ACCOUNT	AMOUNT
12.0-61050.0-00000-00000-8590-0000000	<u>\$ 32,268.00</u>
Total	<u><u>\$ 32,268.00</u></u>

CSPP

Child Development Fund

Agenda Item Details

Meeting Date: 2018-05-09 19:00:00

AGENDA ITEM TITLE:

9. 17/18-2104 - 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 which may be expended for that classification of expenditures for the school year. Transfers may be made between expenditure classifications at any time with approval of the board of education.

Account:

N/A

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 off-set by revenue adjustments or are taken from the prior year restricted ending balances and have no impact on the unrestricted fund balance.

ATTACHMENTS

- [17/18-2104-Budgetary Transfers 5-9-18.pdf](#)

**FISCAL SERVICES DEPARTMENT
Fiscal Year 2017 - 2018**

Board Report:
Budget Revision

Board Meeting Date:
5/9/2018

GENERAL FUND #01.0

BUDGET REVISION

<u>DESCRIPTION</u>	<u>AMOUNT BUDGETED</u>	<u>TOTAL ALLOCATION</u>	<u>RATIONALE</u>
RESTRICTED FEDERAL RESOURCES			
# 35500.0 - VOC. & TECH. EDUC. ACT			
Teachers' Salaries-Sub	(\$815.00)	(\$815.00)	Budget Adjustment to reflect correct amount of grant.
Employee Benefits	\$245.00	\$245.00	
Materials and Supplies	(\$8,249.00)	(\$8,249.00)	
Services/Other Operations	\$8,819.00	\$8,819.00	
Total Restricted Federal Resources	<u>\$0.00</u>	<u>\$0.00</u>	
RESTRICTED LOCAL RESOURCES			
#90109.0 - DONATIONS MONROE			
Books and Supplies	\$1,348.00	\$1,348.00	Budget Allocation
# 90614.0 - DONATIONS - RECREATIONAL READING GRANT			
Books and Supplies	\$2,000.00	\$2,000.00	Budget Allocation
# 93100.0 - DONATIONS - SPECIAL MAYFLOWER			
Books and Supplies	\$30,707.00	\$30,707.00	Budget Allocation
ED SERVICES (6010014)			
All Other Local Revenues	\$6,120.00	\$6,120.00	Budget Transfer
Total Restricted Local Resources	<u>\$40,175.00</u>	<u>\$40,175.00</u>	
<u>TOTAL BUDGET REVISION Fund 01.0</u>	<u>\$40,175.00</u>	<u>\$40,175.00</u>	

**MONROVIA UNIFIED SCHOOL DISTRICT
FISCAL SERVICES DEPARTMENT
Fiscal Year 2017 - 2018**

Board Report:
Budget Revision

Board Meeting Date:
5/9/2018

**ADULT EDUCATION FUND
FUND #11.0**

BUDGET REVISION

<u>DESCRIPTION</u>	<u>AMOUNT BUDGETED</u>	<u>TOTAL ALLOCATION</u>	<u>RATIONALE</u>
RESTRICTED FEDERAL RESOURCES			
# 39050.0 - ADULT BASIC ED			
Teachers' Salaries-Sub	(\$30,587.00)	(\$30,587.00)	Budget Adjustment to reflect correct grant amount.
Employee Benefits	(\$6,265.00)	(\$6,265.00)	
Indirect Costs	\$5,629.00	\$5,629.00	
All Other State Revenues	\$31,223.00	\$31,223.00	
Subtotals	<u>\$0.00</u>	<u>\$0.00</u>	
# 39130.0 - ADULT SEC ED/ESL			
Teachers' Salaries-Sub	(\$5,057.00)	(\$5,057.00)	Budget Adjustment to reflect correct grant amount.
Employee Benefits	(\$1,036.00)	(\$1,036.00)	
Indirect Costs	\$790.00	\$790.00	
All Other State Revenues	\$5,303.00	\$5,303.00	
Subtotals	<u>\$0.00</u>	<u>\$0.00</u>	
# 39260.0 - EL & CIVICS			
Teachers' Salaries-Sub	(\$5,758.54)	(\$5,758.54)	Budget Adjustment to reflect correct grant amount.
Employee Benefits	(\$1,179.46)	(\$1,179.46)	
Indirect Costs	\$3,787.00	\$3,787.00	
All Other State Revenues	\$3,151.00	\$3,151.00	
Subtotals	<u>\$0.00</u>	<u>\$0.00</u>	
Total Restricted Federal Resources	<u>\$0.00</u>	<u>\$0.00</u>	
<u>TOTAL BUDGET REVISION</u>	<u>\$0.00</u>	<u>\$0.00</u>	

Agenda Item Details

Meeting Date: 2018-05-09 19:00:00

AGENDA ITEM TITLE:

10. 17/18-2105 - ACCEPTANCE OF GIFTS

RECOMMENDATION

The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 1718-15.

Rationale:

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

Budget Implication (\$ Amount):

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

Legal References:

Board Policy #3290 requires Board approval of gifts.

Additional Information:

Acceptance of Gifts Report attached.

ATTACHMENTS

- [Acceptance of Gifts #1718-15 05-09-18.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT
 Acceptance of Gifts Report No. 1718-15
 Board Meeting 20180509

	Type of Gift	Donor	Estimated Value of Gift	Purpose of Gift/Benefit to District	Prepared by	D Number	Budget Implications
1	Check	Child Care Alliance of Los Angeles	\$360.57	To be used to pay for child care for the Abriendo Puertas at Canyon Early Learning Center	Cynthia Lathrop, Interim Director Canyon Early Learning Center	D0509146	Increases site donation account
2	Check	Tony and Judy Sarsam	\$2,000.00	To be used for the benefit of the Monrovia High School band program	Kirk McGinnis, Principal Monrovia High School	D0509147	Increases site donation account
3	Check	Wild Rose PTA	\$537.00	To be used for the benefit of the students at Wild Rose Elementary School	Dr. Leslie Miller, Principal Wild Rose Elementary School	D0509148	Increases site donation account
4	Tangible	Danco	\$850.00	To be used for the benefit of students at the Monrovia High School Auto Shop department	Kirk McGinnis, Principal Monrovia High School		No cost to the district
5							
6							
7							
8							
9							
10							

Agenda Item Details

Meeting Date: 2018-05-09 19:00:00

AGENDA ITEM TITLE:

11. 17/18-2107 - CONTRACT FOR PEOPLESOFT FINANCIAL SYSTEM

RECOMMENDATION

The Board of Education is requested to approve a contract with Los Angeles County Office of Education (LACOE) to provide financial system services to the District for fiscal year 2018-19.

Rationale:

LACOE's PeopleSoft Financial System is the financial accounting and reporting system used by the district since July 1, 2002. The District's agreement with LACOE for the use of the PeopleSoft Financial System must be renewed each fiscal year.

Background:

The PeopleSoft Financial System provides comprehensive financial reports and enables a cost accounting approach to the financial reporting of the district. It helps ensure accurate reporting of the District's financial position, and facilitates compliance with the requirements of the Standardized Account Code Structure (SACS) and accounting regulations GASB 34 and GASB 54. Term of the agreement is July 1, 2018 through June 30, 2019.

Budget Implication (\$ Amount):

Cost to the District is \$2.40 per prior year P-2 Average Daily Attendance (ADA) and \$1.50 per general ledger (GL) account number in the PeopleSoft System, plus \$300.00 for 1099 reporting, for total charges of \$22,352.70.

Legal References:

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

Account:

01.0-000000.0-00000-77000-5890-6010040.

Additional Information:

A copy of the agreement is attached.

ATTACHMENTS

- [PeopleSoft Agreement - 2018-19.pdf](#)

LOS ANGELES COUNTY OFFICE OF EDUCATION
CONTRACT
FOR
PEOPLESOFT FINANCIAL SYSTEM
FISCAL YEAR 2018-2019

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

Monrovia Unified School District District, # 64790, hereinafter referred to as "District," mutually agree as follows:

1. BASIS OF CONTRACT

LACOE shall provide financial system services to the District in conformance with Exhibit A, Services Provided by LACOE, Exhibit B, PeopleSoft Reports, and Exhibit C, PeopleSoft Financial System FY 2018-19 Worksheet, all attached hereto and made a part hereof.

2. TERM AND TERMINATION OF CONTRACT

This Contract is effective July 1, 2018, and shall remain in effect through June 30, 2019. The Contract may be amended by mutual written consent of the parties and may be terminated by either party upon thirty (30) days advance written notification.

3. COSTS AND PAYMENTS

District shall pay LACOE the costs, as specified in Exhibits A, B, and C. The total amount payable to LACOE by the District for the fiscal year (FY) 2018-2019 for financial system services shall be transferred quarterly from the District to LACOE by a journal. Transfers made for the first three (3) quarters shall be based upon the estimated cost of the District during FY 2018-19. The final quarter transfer will be adjusted to reflect District's actual charges for the FY 2018-19's school year. Notices of journal transfers will be provided.

4. REVISING EXHIBITS

Both parties anticipate that during the course of the fiscal year, changes may be made to the subscribed services and revisions may be required to the exhibits which are part of this Contract. In these instances, District shall issue to LACOE Revised Exhibit A and/or Exhibit B accompanied by a signed Exhibit C to reflect any addition and/or deletion of subscribed services requested by the District during the fiscal year.

5. INDEMNIFICATION

District agrees to defend, indemnify, save, and hold harmless LACOE from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorney's 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.

LACOE agrees to defend, indemnify, save, and hold harmless the District from and against any and all demands, debts, liens, claims, losses, damages, liability, costs, expenses (including, but not by way of limitation, attorney's 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.

6. INSURANCE

District and LACOE shall take out and maintain such general liability, property damage, workers' compensation and automobile insurance as is required to protect their interests.

7. INDEPENDENT CONTRACTOR

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

8. RECORD RETENTION AND INSPECTION

The District 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 the District and made available to LACOE during the entire term of this Contract and for a period not less than five (5) years.

9. CONFIDENTIALITY AND NON-DISCLOSURE

Subject to any State or Federal laws requiring disclosure (e.g., the California Public Records Act), the parties agree, during the term of this Contract and for five (5) years after termination or expiration of the Contract, to hold each other's proprietary or confidential information in strict confidence, except for any information protected under confidentiality laws which shall be held in such confidence in perpetuity. The parties agree not to provide each other's proprietary or confidential information in any form to any third party or to use each other's proprietary or confidential information for any purpose other than the implementation of and as specified in this Contract. Each party agrees to take all reasonable steps to ensure that proprietary or confidential information of either party is not disclosed or distributed by its employees, agents or consultants in violation of the provisions of this Contract.

10. MODIFICATION

The 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 both contracting parties appear beside such deletion or change.

11. SEVERABILITY/WAIVER

11.1 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.

11.2 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.

12. 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 both of the parties hereto.

13. ATTORNEY'S FEES

Should either 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.

14. 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.

15. 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:

Los Angeles County Office of Education
Contracts Section
9300 Imperial Highway, Room ECW-153,
Downey, CA 90242-2890

District:
Mailing Address is District Office

16. EMPLOYEE FINGERPRINTING

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

17. TUBERCULOSIS TESTING

Contractor's employees and or employees of subcontractors must have a current tuberculosis (TB) test to determine that the employee is free from active tuberculosis as required by Education Code Section 49406. Those employees whose TB screening test is reactive (positive) shall be required to submit a chest x-ray and a radiological report to rule out active TB.

18. TOBACCO-FREE WORKPLACE

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 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 products at any time in LACOE-owned or leased buildings, on LACOE property and in LACOE vehicles.

19. ALCOHOL AND DRUG-FREE WORKPLACE

Both parties hereby certify under penalty of perjury under the laws of the State of California that District 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.

20. 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.

21. ASSIGNMENT

District 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 prior written consent is not given by LACOE to assign, transfer, or encumber this Contract, such action shall be deemed automatically void.

22. FORCE MAJEURE

In the event that performance on the part of any party hereto shall be delayed or suspended as a result of circumstances beyond the reasonable control and without the fault or negligence of said party, none of the parties shall incur any liability to the other

parties as a result of such delay or suspension. Circumstances deemed to be beyond the control of the parties hereunder shall include, but not be limited to, acts of God or of the public enemy, insurrection, acts of the federal government or any unit of state or local government in sovereign capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes or delays in transportation, to the extent that such circumstances are not caused by the party's willful or negligent acts or omissions, and to the extent that they are beyond the party's reasonable control.

23. NO THIRD PARTY OBLIGATIONS

The execution and delivery of this Contract shall not be deemed to confer any rights upon, nor obligate any parties thereto, to any person or entity other than the parties hereto.

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. NON-DISCRIMINATION AND NON-SEGREGATION

During the performance of this Contract, both parties hereby agree 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.

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

By executing this contractual instrument, District 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 records, 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 21.2 above, of this certification;
- 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. 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 counter-parts by each party on a separate copy thereof with the same force and effect as though all parties had executed a single original copy.

LOS ANGELES COUNTY
OFFICE OF EDUCATION

School Dist. Monrovia USD (64790) Contract # C-18048

By 
Patricia Smith
Executive Director
Business and Finance

By _____
KATHERINE THOROSSIAN
Typed or Printed Name

Date 4/13/18
Report 4/16

Title SUPERINTENDENT

Date MAY 9, 2018

Date Approved
by Board, if Required MAY 9, 2018

Contact Person DAVID C. CONWAY

Title DIRECTOR OF FISCAL SERVICES

Phone # (626) 471-2055

Email: dconway2@monroviaschools.net

Return the original signed copy to:
Adebayo Onanuga
ABD/LACOE
9300 Imperial Highway, ECW, Room 165
Downey, CA 90242-2890

SERVICES PROVIDED BY LACOE

- General Ledger (GL)
- Accounts Payable (AP)
- Inventory
- Purchasing
- 1099 Reporting
- Reports
- System Support
- Training

VARIOUS INTERFACES

- Accounts Payable (AP)
- Budget Adjustment
- Chart field
- General Ledger (GL)
- Vendor
- Outgoing Payment

Charges shall be computed in conformance with the amount indicated herein for each system and/or system component selected by the District. For the purpose of this Contract, ADA shall be the total average daily attendance of the K-12 district (includes Special Education, ROC/P, and Adult Education) as reported in the Second Period Report of Attendance for the prior Fiscal Year (2017-2018). Total accounts shall be defined as the total number of accounts for all funds on file on March 7, 2018.

It is estimated that the amount payable to LACOE for the FY 2018-2019 will be as follows:

GENERAL LEDGER AND ACCOUNTS PAYABLE

Features:

- Data entry through workstations
- Chart of accounts to meet State reporting requirements
- Balance by fund and resource
- Online data entry and maintenance of chart fields
- Edits for errors
- Budget checking and appropriation control
- Balanced set of accounting records
- Year-end accruals
- Fully integrated with County offered modules
- Audits trails
- Wide selection of online reports
- Commercial warrant processing
- SACS Compliance

Charge:

$$\begin{array}{rclclclclcl}
 \$2.40 & 5343 & = & \$12823.2 & \text{Plus} & \$1.50 & 6153 & = & \$ 9229.5 \\
 \text{X} & & & & & \text{X} & & & \\
 & \text{Total ADA} & & & & & \text{Total No. of} & & \\
 & & & & & & \text{Accounts} & &
 \end{array}$$

= Estimated General Ledger Charge

\$ 22052.7

Enter in Exhibit C

INTERFACE GENERAL LEDGER DISTRICTS

The structure is as follows for districts with their own general ledger system and where interfaces are provided:

From (FTE)	To (FTE)	Annual Fee
1	14,999	\$ 20,000
15,000	19,999	30,000
20,000	24,999	40,000
25,000	49,999	50,000
50,000	149,999	75,000
150,000+		\$ 100,000

Charge: ADA N/A = \$ N/A
 (Enter in Exhibit C)

Purchasing:

Features:

- District printing of purchase orders (PO)
- Site requisition
- Online PO sourcing
- Online PO approval
- Online item maintenance
- Online vendor maintenance
- Express requisition panels
- Express PO panels
- Interfaces with County-offered Accounts Payable, Inventory and General Ledger modules
- Automatic encumbering and disencumbering
- Change orders
- Wide selection of online reports

Charge:

$$\begin{array}{rcl} \$1.42 \text{ X} & \frac{5343}{\text{Total ADA}} & = \frac{\$ 0}{\text{Enter in Exhibit C}} \end{array}$$

Inventory:

Features:

- Stock receipts, issues, on-hand data available
- Interfaces with Purchasing and General Ledger modules
- Wide selection of inquiry panels
- Update of weighted average unit cost
- Wide selection of online reports

Charge:

$$\begin{array}{rcl} \$1.42 \text{ X} & \frac{5343}{\text{Total ADA}} & = \frac{\$ 0}{\text{Enter in Exhibit C}} \end{array}$$

1099 REPORTING

LACOE Responsibility and Support:

- Electronic filing of 1099-MISC to both the Internal Revenue Service (IRS) and the State of California
- LACOE will provide two copies of completed 1099-MISC forms - one for district file, and one to be mailed to the vendor
- LACOE will provide districts with the following reports and/or online Inquiries:
 - (1) Preliminary and final Detailed Summary report of all 1099 vendors reported to the IRS
 - (2) 1099 Vendor List
 - (3) Report of Duplicate Taxpayer Identification Numbers (TINs)
 - (4) Withholding Voucher/Vendor Match Report
- LACOE provides workshop for 1099 processing in November
- Provide instructions on IRS 1099 and 1096 forms for filing manual corrections
- Inclusion of Associated Student Body (ASB) or non-PeopleSoft payments for 1099 reporting, subject to compliance with LACOE requirements

District Responsibility:

- District will mail 1099 vendor copy before January 31
- District will cover cost of mailing materials
- District will be responsible for filing manual corrections to the IRS

Charge: \$300/Year = \$ 300
(Enter in Exhibit C)

SYSTEM SUPPORT

- LACOE ensures online availability of the PeopleSoft Financial System for more than 100 Local Education Agencies.
- Issues with connectivity and support are handled by the LACOE Help Desk and the System Support units.
- Important announcements are communicated to users through the issuance of LACOE Bulletins and messages posted on the application Bulletin Boards.

TRAINING

- LACOE offers training classes for district personnel on the PeopleSoft Financial System (PSFS).
- Financial module specific trainings are usually conducted monthly at LACOE from September through June.
- The training schedule is published yearly in August as noted in the LACOE Informational Bulletin titled Schedule for PeopleSoft Financial System Training.

Exhibit B- Basic Report Package (K.12)

PeopleSoft Financial System Report Package		
DAILY REPORTS CATEGORY		
LAAP029S	Warrant Register Report	
LACH029S	Daily ACH Payment Register	
LACHRJS1	ACH Rejection Register	
LACSUREG	Suspense Register	
LAGL008S	Trial Balance by Fund	
LAGL009C/S	Daily BCM Error Report	
LAGL010S	Journal Edit Error Report	
LAGL011C/S	Valid Transactions Report	
LAGL013S	Appropriation Control Report	
LAGL021C	Daily Cash Balance Report	
LAGL029C/S	Budget Journal Error Report	
LAGL037S	Trial Balance By Fund and Resource	
LAHR005S	HRS Edit Error Report	
LAIN001S	Daily Transaction Edit Listing Report	
LAIN007S	Daily BCM Error Report	
LAIN008S	Inventory On-order Report	
LAIN011S	Daily Inventory Put Away Report	
LAIN013S	Inventory Picking Plan Report	
LAIN0A1S	Daily Transaction by Location	
WEEKLY REPORT CATEGORY		
LAGL015C/S	Account List by Fund and Object/Expenditure	
LAGL016C/S	Account List by Fund and Location/Expenditure	
LAGL020C/S	Account List by Fund and Resource/Expenditure	
LAGL025C/S	Account List by Fund and Object/Revenue	
LAGL026C/S	Account List by Fund and Location/Revenue	
LAGL030C/S	Account List by Fund and Resource/Revenue	
LAGL019C/S	Cumulative Detail Expenditure Report	
LAGL819C/S	Cumulative Detail Revenue Report	
LAGL919C/S	Cumulative Detail 9xxx Report	
LAHR005C	HRS Edit Error Report	
LAIN002S	Inventory Stock Catalog	
LAIN006C/S	Inventory Shortage Report	
LAIN009C/S	Weekly Stock Status Report	
LAINA02S	Stock Category Report	
LAINA09S	Weekly Stock Status Report	
LAPO0009C	Board List Purchase Order Report	

Exhibit B- Basic Report Package (K.12)

MONTHLY REPORT CATEGORY			
	LAAP003C	Vendor Listing by Alpha Name	Prelim
	LAAP129C	Monthly Commercial Warrants	Prelim
	LAAP130C	Monthly Voided Commercial Warrants	Prelim
	LAAP140C	Cumulative Commercial Warrant Register	Prelim
	LAAP300C	Aged Vendor Liability	Prelim
	LAAP305C	Open Liability Report	Prelim
	LACH129C	Monthly ACH Payments	Prelim
	LACH130C	Monthly Rejection ACH Payments	Prelim
	LACH140C	YTD ACH Payment Register	Prelim
	LAGL008S	Trial Balance by Fund	Prelim/Final
	LAGL015C/S	Account List by Fund and Object/Expenditure	Prelim/Final
	LAGL016C/S	Account List by Fund and Location/Expenditure	Prelim/Final
	LAGL017S	Monthly Detail Expense Report (1000-7999) by Location	Prelim/Final
	LAGL019C/S	Monthly Cumulative Detail Expenditure Report	Prelim/Final
	LAGL020C/S	Account List by Fund and Resource/Expenditure	Prelim/Final
	LAGL023C/S	Monthly Expenditure Object Summary Report	Prelim/Final
	LAGL024C/S	Monthly Revenue Summary Report	Prelim/Final
	LAGL025C/S	Account List by Fund and Object/Revenue	Prelim/Final
	LAGL026C/S	Account List by Fund and Location/Revenue	Prelim/Final
	LAGL030C/S	Account List by Fund and Resource/Revenue	Prelim/Final
	LAGL037S	Trial Balance by Fund and Resource	Prelim/Final
	LAGL038S	Accounts Receivable List by Fund/Resource/Object	Prelim/Final
	LAGL040S	Deferred Revenue Listing by Fund/Resource/Object	Prelim/Final
	LAGL041S	Accounts Payable Listing by Fund/Resource/Object 9519	Prelim/Final
	LAGL042S	Accounts Payable Listing by Fund/Resource/Object 9520	Prelim/Final
	LAGL043S	Accounts Payable Listing by Fund/Resource/Object 9521	Prelim/Final
	LAGL111C	Monthly List of Valid Transactions Report	Prelim/Final
	LAGL817S	Monthly Detail Revenue Report (8000-8999) by Location	Prelim/Final
	LAGL819C/S	Monthly Cumulative Detail Revenue Report	Prelim/Final
	LAGL917S	Monthly Detail Balance Sheet Report (9000-9999)	Prelim/Final
	LAGL919C/S	Monthly Cumulative Detail 9xxx Report	Prelim/Final
	LAIN003S	Stock Status Cumulative Report	Prelim
	LAPO001S	Cumulative Detail AP/PO Report - Fund/Loc/Res/Obj	Prelim
	LAPO002S	Cumulative Detail AP/PO Report - Vendor Name & PO	Prelim
	LAAP030S	1099 Vendor Listing Report	Final
QUARTERLY REPORTS CATEGORY			
	LAGL044S	Average Daily Cash Balance by Fund	
	LAGL046S	Interest Allocation by Fund	
	LAGL056X	Cash Balance by Fund and Resource	

Exhibit B- Basic Report Package (K.12)

ANNUAL REPORTS CATEGORY		
LAAP300C	Aged Vendor Liability	
LAAP305C	Open Liability Report	
LAGL015C/S	Account List by Fund and Object/Expenditure	
LAGL016C/S	Account List by Fund and Location/Expenditure	
LAGL017S	Monthly Detail Expense Rpt (1000-7999) by Location	
LAGL019C/S	Monthly Cumulative Detail Expenditure Report	
LAGL020C/S	Account List by Fund and Resource/Expenditure	
LAGL023C/S	Monthly Expenditure Object Summary Report	
LAGL024C/S	Monthly Revenue Summary Report	
LAGL025C/S	Account List by Fund and Object/Revenue	
LAGL026C/S	Account List by Fund and Location/Revenue	
LAGL030C/S	Account List by Fund and Resource/Revenue	
LAGL038S	Accounts Receivable Listing by Fund/Resource/Object	
LAGL040S	Deferred Revenue Listing by Fund/Resource/Object	
LAGL041S	Accounts Payable Listing by Fund/Resource/Object 9519	
LAGL042S	Accounts Payable Listing by Fund/Resource/Object 9520	
LAGL043S	Accounts Payable Listing by Fund/Resource/Object 9521	
LAGL817S	Monthly Detail Revenue Rpt (8000-8999) by Location	
LAGL819C/S	Monthly Cumulative Detail Revenue Report	
LAGL917S	Monthly Detail Balance Sheet Report (9000-9999)	
LAGL 919C/S	Monthly Cumulative Detail 9xxx Report	
LAGL016C/S	Account List by Fund and Location/Expenditure	
LAGL017S	Monthly Detail Expense Rpt (1000-7999) by Location	
LAGL019C/S	Monthly Cumulative Detail Expenditure Report	
LAGL020C/S	Account List by Fund and Resource/Expenditure	
LAGL023C/S	Monthly Expenditure Object Summary Report	
LAGL024C/S	Monthly Revenue Summary Report	
LAGL025C/S	Account List by Fund and Object/Revenue	
LAGL026C/S	Account List by Fund and Location/Revenue	
LAGL030C/S	Account List by Fund and Resource/Revenue	
LAGL038S	Accounts Receivable Listing by Fund/Resource/Object	
LAGL040S	Deferred Revenue Listing by Fund/Resource/Object	
LAGL041S	Accounts Payable Listing by Fund/Resource/Object 9519	
LAGL042S	Accounts Payable Listing by Fund/Resource/Object 9520	
LAGL043S	Accounts Payable Listing by Fund/Resource/Object 9521	
LAGL817S	Monthly Detail Revenue Rpt (8000-8999) by Location	
LAGL819C/S	Monthly Cumulative Detail Revenue Report	
LAGL917S	Monthly Detail Balance Sheet Report (9000-9999)	
LAGL 919C/S	Monthly Cumulative Detail 9xxx Report	

Los Angeles County Office of Education
Accounting & Budget Development, ECW #165
9300 Imperial Highway, Downey, CA 90242

CONTRACT FOR PEOPLESFT FINANCIAL SYSTEM
Fiscal Year 2018-2019 Worksheet
EXHIBIT C

District Name: Monrovia Unified School District **District Number:** 64790

Exhibit A

1. General Ledger and Accounts Payable	\$ <u>22052.7</u>	
2. Interface General Ledger Districts	\$ <u>0.00</u>	
3. Inventory	\$ <u>0</u>	
4. Purchasing	\$ <u>0</u>	
5. 1099 Reporting	\$ <u>300</u>	
Total Exhibit A		\$ <u>22352.7</u>

Exhibit B (Additional Report Package)

(All online reports are available at no charge)

1. Daily (Online)
2. Weekly (Online)
3. Monthly (Online)
4. Quarterly (Online)
5. Annual (Year-End) – (Online)

Estimated TOTAL \$ 22352.7

By _____
(Signature)

KATHERINE THOROSSIAN

(Print/Type Name)

Title SUPERINTENDENT

Date MAY 9, 2018

Agenda Item Details

Meeting Date: 2018-05-09 19:00:00

AGENDA ITEM TITLE:

12. 17/18-3066 – CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL

RECOMMENDATION

The Monrovia Unified School District Board of education is requested to approve Travel and Conference Report # 16.

Rationale:

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

ATTACHMENTS

- [05092018TravelConference.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT
Conference/Inservice Attendance and Travel
Report #16

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

Ratification 1/FCMAT CBO Mentor Cohort #15
CASBO
May 4, 2018, Sacramento, CA
Account #: 01.0-00000.0-00000-72001-5220-6010040
Estimated cost: \$296.58 (Registration: \$0; Meals: \$18.00; Airfare: \$165.96
Mileage: \$42.62; Airport: \$30.00; Shuttle: \$ 40.00)

Connie Wu, Chief Business Officer.

GROUP B (Not within budget. Budget transfer required)

None

GROUP C (Within budget of Federal/Special programs)

None

GROUP D (No cost to District)

None

Agenda Item Details

Meeting Date: 2018-05-09 19:00:00

AGENDA ITEM TITLE:

13. 17/18-3067 - PERSONNEL ASSIGNMENTS

RECOMMENDATION

The Monrovia Unified School District Board of Education is requested to approve Personnel Assignments Report #16.

Rationale:

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

Legal References:

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

Additional Information:

ATTACHMENTS

- [2018-05-09 Personnel Report 16.pdf](#)

**MONROVIA UNIFIED SCHOOL DISTRICT
 Personnel Assignment Report #16**

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

A. Employments

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

B. Supplemental Hours/Special Assignments

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
1 #	Rebecca	Alarcon	Teacher	Attending TEAL / TEALA meeting	7/1/17-6/30/18	Wild Rose	NTE 2 hrs	C-30100.0	002534	\$27.00/hr	100%
2 #	Carol	Burrill	Adult Ed Teacher	Prof. Development - Amend hours approved 9/13/17	8/11/17-5/4/18	Adult Education	NTE 100 hrs	C-63911.0	003367	\$43.42/hr	100%
3 #	Alexis	Buttrey	Teacher	Saturday School Teacher	4/19/18-6/6/18	Wild Rose	As needed	C-30100.0	003645	\$32.00/hr	100%
4 #	Aylin	Donmez	Adult Ed Teacher	Prof. Development - Amend hours approved 9/13/17	8/11/17-5/4/18	Adult Education	NTE 200 hrs	C-63911.0	003367	\$35.86/hr	100%
5 #	Dana	Elliott	Teacher	Attending TEAL / TEALA meeting	7/1/17-6/30/18	Wild Rose	NTE 2 hrs	C-30100.0	002534	\$27.00/hr	100%
6 #	Maria	Lomelin	Teacher	Attending TEAL / TEALA meeting	7/1/17-6/30/18	Wild Rose	NTE 2 hrs	C-30100.0	002534	\$27.00/hr	100%
7 #	Markiena	Madison	Teacher	After School Intervention	3/1/18-6/6/18	Bradoaks	NTE 30 hrs	C-07102.0	003396	\$32.00/hr	100%
8 #	Alison	Meloserdoff	Teacher	Attending TEAL / TEALA meeting	7/1/17-6/30/18	Wild Rose	NTE 2 hrs	C-30100.0	002534	\$27.00/hr	100%
9 #	Jennifer	Menlove	Teacher	Home/Hospital Instruction	5/1/18-6/7/18	PPS	NTE 5 hrs/wk	G-00000.0	000196	\$32.00/hr	100%
10 #	Li	Miaoyan	Teacher	Interpreter (Mandarin)	4/9/18-6/8/18	Plymouth	As needed	C-07102.0	003666	\$27.00/hr	100%
11 #	Gloria	Mosqueda-Ruiz	Teacher	Attending TEAL / TEALA meeting	7/1/17-6/30/18	Wild Rose	NTE 2 hrs	C-30100.0	002534	\$27.00/hr	100%
12 #	Robin	Noble-Dolan	Adult Ed Teacher	Prof. Development - Amend hours approved 9/13/17	8/11/17-5/4/18	Adult Education	NTE 150 hrs	C-63911.0	003367	\$39.52/hr	100%
13 #	Joanna	Prather	Teacher	Attending TEAL / TEALA meeting	7/1/17-6/30/18	Wild Rose	NTE 2 hrs	C-30100.0	002534	\$27.00/hr	100%
14 #	Virginia	Recendez	Teacher	Latino Literacy Partners	7/1/17-6/30/18	Monroe	NTE 50 hrs	C-42030.0	003507	\$32.00/hr	100%
15 #	Amanda	Velez-Buck	Teacher	Attending TEAL / TEALA meeting	7/1/17-6/30/18	Wild Rose	NTE 2 hrs	C-30100.0	002534	\$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
16	Masis	Abdessian	80% Counselor	Approve release and non-reelection of temporary employee	6/7/18	Wild Rose
17	Crystal	Alvarenga	Counselor	Approve release and non-reelection of temporary employee	6/7/18	Monroe
18	Ryan	Rybicki	Counselor	Approve release and non-reelection of temporary employee	6/7/18	Bradoaks
19	Kylee	Smith	Teacher	Approve release and non-reelection of temporary employee	6/7/18	Monroe
20	Dania	Ward	Counselor	Approve release and non-reelection of temporary employee	6/7/18	Plymouth
21	Kathryn	Zeeman	Teacher	Approve release and non-reelection of temporary employee	6/7/18	Bradoaks

E. Other

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
22 #	Samar	Abi Saab	Adult Education Teacher	Change funding	3/1/2018	Adult Education		C-63910.0	003235	\$35.86/hr	100%
23 #	Victoria	Bian	Adult Education Teacher	Change funding	3/1/2018	Adult Education		C-63910.0	003235	\$35.86/hr	100%
24 #	Carol	Burrill	Adult Education Teacher	Change funding	3/1/2018	Adult Education		C-63910.0	003235	\$43.42/hr	100%
25 #	Heinar	Campos	Adult Education Teacher	Change funding	3/1/2018	Adult Education		C-63910.0	003235	\$35.86/hr	100%
26 #	Ricardo	Cortez	Adult Education Teacher	Change funding	3/1/2018	Adult Education		C-63910.0	003235	\$35.86/hr	100%
27 #	Yecsenia	Delgado	Adult Education Teacher	Change funding	3/1/2018	Adult Education		C-63910.0	003235	\$35.86/hr	100%
28 #	Aylin	Donmez	Adult Education Teacher	Change funding	3/1/2018	Adult Education		C-63910.0	003235	\$35.86/hr	100%
29 #	Cynthia	High	Adult Education Teacher	Change funding	3/1/2018	Adult Education		C-63910.0	003235	\$35.86/hr	100%
30 #	Dianna	Moraga	Adult Education Teacher	Change funding	3/1/2018	Adult Education		C-63910.0	003235	\$35.86/hr	100%

E. Other (continued)

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
31 #	Mark	Tremper	Adult Education Teacher	Change funding	3/1/2018	Adult Education		C-63910.0	003235	\$37.75/hr	100%
32 #	Suzette	Williams	Adult Education Teacher	Change funding	3/1/2018	Adult Education		C-63910.0	003235	\$35.86/hr	100%
33	Dan Krawitz DBA Science Education Center		Consultant	Approve Agreement	6/29/18-6/29/18	Educational Services		C-07102.0	To provide the following services: Provide science presentations for summer school program; for a total contract price not to exceed \$325.		
34	Harold "Duke" Freyermuth		Consultant	Approve Agreement	7/1/18-6/30/19	Educational Services		C-07302.0	To provide the following services: Provide intervention and tutoring support to low performing students within the Monrovia Unified School District with directions stipulated by the District Superintendent of Schools or designee; for a total contract price not to exceed \$45,000.		
35	Nancy Fetzer's Literacy Connections		Consultant	Approve Agreement	6/11/18-6/13/18	Wild Rose		C-42030.0	To provide the following services: Conduct professional development on instructional strategies and best practices for English Language Learners in reading and small group intervention; for a total contract price not to exceed \$6,000.		

E. Other - Volunteers

	First Name	Last Name	Classification	Action	Effective	Site
36 #	Martina	Barragan	Volunteer I	Approve	4/23/18-6/30/18	MO
37 #	Yesenia	Bernal	Volunteer I	Approve	4/19/18-6/30/18	MO
38 #	Steven	Chang	Volunteer I	Approve	4/27/18-6/30/18	MA
39 #	YiYi	Chang	Volunteer I	Approve	4/19/18-6/30/18	MA
40 #	Robyn	DeLeon	Volunteer I	Approve	5/2/18-6/30/18	MO
41 #	Allison	Dunbar	Volunteer I	Approve	4/19/18-6/30/18	BR
42 #	Elizabeth	Godina	Volunteer I	Approve	4/24/18-6/30/18	BR
43 #	Jennifer	Green	Volunteer I	Approve	4/19/18-6/30/18	MO
44 #	Judy	Joonas	Volunteer I	Approve	4/19/18-6/30/18	WR
45 #	Jeanine	Kaufmann	Volunteer I	Approve	4/27/18-6/30/18	MA,CL
46 #	Kristoffer	Kaufmann	Volunteer I	Approve	4/27/18-6/30/18	MA,CL
47 #	Erika	Levoe Chiechi	Volunteer I	Approve	4/27/18-6/30/18	BR
48 #	Bethel	Lira	Volunteer I	Approve	5/2/18-6/30/18	MA
49 #	Ufemia	McCoy	Volunteer I	Approve	4/23/18-6/30/18	MO VESP
50 #	David	Motheral	Volunteer I	Approve	5/1/18-6/30/18	MA
51 #	Thomas	Redd	Volunteer I	Approve	5/2/18-6/30/18	MA
52 #	Eileen	Rogstad	Volunteer I	Approve	4/19/18-6/30/18	MO
53 #	Colette	Schultz	Volunteer I	Approve	4/27/18-6/30/18	MO
54 #	Amanda	Stevens	Volunteer I	Approve	4/19/18-6/30/18	MA

E. Other - Volunteers (continued)

	First Name	Last Name	Classification	Action	Effective	Site
55 #	Christopher	Studebaker	Volunteer I	Approve	4/27/18-6/30/18	PL,MA,MO
56 #	Heather	Vales	Volunteer I	Approve	5/1/18-6/30/18	MA,CL
57 #	Arthur	Ybarra	Volunteer I	Approve	5/2/18-6/30/18	MA

MONROVIA UNIFIED SCHOOL DISTRICT
Personnel Assignment Report #16

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	# Devin	Ayala	Custodian Extra Hours	MHS	Employ: Fellowship Monrovia Church services/Taylor Performing Arts Center rental events	\$16.66/hr.	20	1	Hourly, as needed	4/1/18-6/30/18	002725	C	90221.0	100%
2	# Devin	Ayala	Custodian Extra Hours	MHS	Employ: School events	\$16.66/hr.	20	1	Hourly, as needed	4/15/18-6/30/18	000713	G	00000.0	100%
3	# Devin	Ayala	Custodian Extra Hours	MHS	Employ: Community Service	\$16.66/hr.	20	1	Hourly, as needed	4/2/18-6/30/18	002548	G	00000.0	100%
4	# Deborah	Bautista	Substitute Clerical Assistant I	Human Resources	Employ: To substitute as needed during the 2017-18 school year.	\$19.83/hr.	17	6	Hourly, as needed	4/11/18-6/30/18	001727	G	00000.0	100%
5	# Ricardo	Chavez	Custodian Extra Hours	Mayflower	Employ: Saturday School	\$17.97/hr.	21	2	NTE: 10 hours	3/24/18-6/5/18	003499	C	00603.0	100%
6	# Maria	De La O	Playground Aide Extra Hours	Wild Rose	Employ: To supervise students while parents attend PIQUE program.	\$14.14/hr.	Flat	Rate	NTE: 28.5 hours total	1/1/18-3/14/18	002692	C	07102.0	100%
7	# Vicente	Estrada	Custodian Extra Hours	MHS	Employ: Fellowship Monrovia Church services/Taylor Performing Arts Center rental events	\$16.66/hr.	20	1	Hourly, as needed	4/2/18-6/30/18	002725	C	90221.0	100%
8	# Vicente	Estrada	Custodian Extra Hours	MHS	Employ: School events	\$16.66/hr.	20	1	Hourly, as needed	4/15/18-6/30/18	000713	G	00000.0	100%
9	# Vicente	Estrada	Custodian Extra Hours	MHS	Employ: Community Service	\$16.66/hr.	20	1	Hourly, as needed	4/2/18-6/30/18	002548	G	00000.0	100%
10	# Angelica	Figuroa	Interpreter	District-wide	Employ: Interpret for Special Ed parent meetings, IEPs, Assessments, etc.	\$27.00/hr.	Flat	Rate	Hourly, as needed	4/5/18-6/30/18	002853	C	65000.0	100%
11	# Brenda	Garcia	Secretary Extra Hours	CO/MP	Employ: Assist with attendance data entry.	\$23.59/hr.	24	6	NTE: 10 hours per week	4/9/18-6/6/18	003404	G	00000.0	100%
12	# Sandra	Gray	Substitute Librarian Technician I	Monroe	Employ: To substitute as needed during the 2017-18 school year.	\$22.45/hr.	22	6	NTE: 18 hours total	4/10/18-6/30/18	003689	G	00000.0	100%
13	# Amy	Martinez	School Office Manager Extra Hours	CELC	Employ: QAI Panel Member	\$19.32/hr.	26	1	NTE: 3 hours total	1/31/18-2/28/18	002492	G	00000.0	100%
14	# Maria	Murrilo	Custodian Extra Hours	MHS	Employ: School events	\$16.66/hr.	20	1	Hourly, as needed	4/15/18-6/30/18	000713	G	00000.0	100%
15	# Maria	Murrilo	Custodian Extra Hours	Wild Rose	Employ: Saturday School	\$16.66/hr.	20	1	Hourly, as needed	4/25/18-6/30/19	003656	C	30100.0	100%
16	# Maria	Murrilo	Custodian Extra Hours	MHS	Employ: Fellowship Monrovia Church services/Taylor Performing Arts Center rental events	\$16.66/hr.	20	1	Hourly, as needed	4/9/18-6/30/18	002725	C	90221.0	100%
17	# Maria	Murrilo	Custodian Extra Hours	District-wide	Employ: Community Service	\$16.66/hr.	20	1	Hourly, as needed	4/9/18-6/30/18	003025	G	00000.0	100%

Ratification
* Correction
G General Fund
C Categorical Fund

A. Employments (continued)

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
18	# Jaime	Ponce Lezama	Interpreter	District-wide	Employ: Interpret for Special Ed parent meetings, IEPs, Assessments, etc.	\$27.00/hr.	Flat	Rate	Hourly, as needed	4/5/18-6/30/18	002853	C 65000.0	100%
19	# Elizabeth	Rubio	Substitute Inst. Aide-Kindergarten	Monroe	Employ: To substitute as needed during the 2017-18 school year.	\$14.73/hr.	15	1	Hourly, as needed	9/2/18-6/30/18	003605	G 00000.0	100%
20	# Nasim	Vaid	Substitute Inst. Aide-Kindergarten	District-wide	Employ: To substitute as needed during the 2017-18 school year.	\$14.73/hr.	15	1	Hourly, as needed	4/11/18-6/30/18	003432	G 00000.0	100%
21	# Nasim	Vaid	Substitute Preschool Developmental Aide	CELC	Employ: To substitute as needed during the 2017-18 school year.	\$14.73/hr.	15	1	Hourly, as needed	4/11/18-6/30/18	000678	C 61050.0	100%
22	# Ruben	Vargas	Head Custodian II Extra Hours	MHS	Employ: Fellowship Monrovia Church services/Taylor Performing Arts Center rental events	\$21.38/hr.	26	3	Hourly, as needed	4/1/18-6/30/18	002725	C 90221.0	100%
23	# Ruben	Vargas	Head Custodian II Extra Hours	MHS	Employ: Community Service	\$21.38/hr.	26	3	Hourly, as needed	4/1/18-6/30/18	002897	G 00000.0	100%
24	# Lisa	Woods	Technology Administrative Secretary Extra Hours	MHS	Employ: Community Service	\$30.19/hr.	34	6	Hourly, as needed	4/1/18-6/30/18	003687	G 00000.0	100%

B. Leaves of Absence

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
25	# Maria	Chavira	Clerical Assistant III	Ed Services	Leave of Absence - California Family Rights Act (CFRA)	\$3563.05/mo	22	4	8 hr./d.; 12 mo./yr.	3/13/18-9/30/18	003187	G 00000.0 C 30100.0 C 40350.0 C 07303.0	35% 10% 10% 45%
26	# Kyle	Frost	After School Activity Leader	VESP	Leave of Absence - California Family Rights Act (CFRA)	\$18.89/hr.	15	6	3.75 hr./d.; 9 mo./yr.	3/30/18-1/28/19	000308	C 60100.0	100%
27	# Bianca	Torres	Inst. Aide Special Education 1:1	Plymouth	Unpaid/Personal Leave of Absence	\$17.97/hr.	17	4	3.5 hr./d.; 9 mo./yr.	5/1/18-6/6/19	002585	C 65000.0	100%

C. Resignations

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
28	# Marilyn	Fung	Instructional Aide - Special Education 1:1	Mayflower	Voluntary Resignation	\$16.27/hr.	17	2	3.5 hr./d; 9 mo./yr.	4/30/2018	002658	C 33100.0	100%

Ratification
* Correction
G General Fund
C Categorical Fund

D. Changes of Status

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
29	# Eloina	Cuevas	Instructional Aide - Severe Disabilities	Clifton	Increase in hours, transfer from Mayflower; based on seniority	\$2892.85/mo	18	4	7.25 hr./d; 9 mo./yr.	4/16/2018	002978	C 65002.0	100%
30	# Nelly	Flores Torres	Instructional Aide - Severe Disabilities	Plymouth	Decrease in hours, transfer from Clifton	\$3084.05/mo	18	6	7 hr./d; 9 mo./yr.	4/16/2018	002973	C 65002.0	100%
31	# Theresa	Lopez	Instructional Aide - Special Education	Wild Rose	Layoff due to Elimination of Service; Fmr position Inst. Assistant-Severe Disabilities	\$2793.55/mo	17	6	6.5 hr./d; 9 mo./yr.	4/9/2018	002519	C 65000.0	100%

E. Other

Ratification
 * Correction
 G General Fund
 C Categorical Fund

Agenda Item Details

Meeting Date: 2018-05-09 19:00:00

AGENDA ITEM TITLE:

14. 17/18-3068 - BOARD OF EDUCATION DESIGNATED REPRESENTATIVES

RECOMMENDATION

The Board of Education is requested to appoint Katherine Thorossian and Darwin Jackson as Designated Representatives of Monrovia Unified School District's represented employees of Monrovia Teachers Association (MTA) and California School Employees Association (CSEA); Katherine Thorossian and Darwin Jackson as the Designated Representatives of non-represented employees of Confidential/Classified Managers (C/CM); and Katherine Thorossian as the Designated Representative of non-represented employees of Monrovia Association of School Administrators (MASA) for the purpose of salary discussions in closed sessions with the Board of Education for the 2018-2019 school year.

Rationale:

In accordance with Government Code 54957.6, the Board of Education may designate representatives for the District's represented (MTA & CSEA) and non-represented (MASA & C/CM) employees for the purpose of discussing employee salaries in closed session. The Board is also requested to adopt this practice annually.

Budget Implication (\$ Amount):

Budget Implications – No additional costs.

Legal References:

Legal Reference – Government Code 54957.6

ATTACHMENTS

Agenda Item Details

Meeting Date: 2018-05-09 19:00:00

AGENDA ITEM TITLE:

15. 17/18-4007 – MICROSOFT SOFTWARE SUBSCRIPTION RENEWAL, ENROLLMENT FOR EDUCATION SOLUTIONS (EES)

RECOMMENDATION

The Board of Education is requested to approve the renewal purchase of Microsoft Enrollment for Education Solutions (EES) subscription from SHI International Corp., effective May 24, 2018 through May 30, 2019.

Rationale:

Monrovia Unified School District currently supports a wide variety of computer devices of varying ages and types. The CAMSA (CETPA and Microsoft Strategic Alliance) program is a strategic alliance program supported by SHI. This contract can serve as a master purchasing vehicle for K-12 educational institutions in the state of California. Offering major discounts and simplifying the license purchase process, this consortium includes over 70% of LEAs in California who would not qualify for this type of pricing on their own. The Microsoft Enrollment or Education solutions agreement is a piggyback contract with Simi Valley USD, Microsoft and SHI to provide discounted pricing for Microsoft software. The agreement includes desktop management, anti-virus, server software, office software, operating system licensing and Minecraft for students to code.

Background:

The previous contract dated May 24, 2015 with Microsoft Enrollment for Education Solutions Agreement from SHI International Corp will expire May 24, 2018. This is a one year renewal.

Budget Implication (\$ Amount):

The costs of the services is determined by the count of Full Time Equivalent (FTE) staff who use a computer as part of their job and the number of processors in our server hardware. The cost will be up to \$29,380.50 annually. Departments, site and the Technology Services budget will provide funding.

Additional Information:

Please see document attached.

ATTACHMENTS

- [SHI Quote-15250939.pdf](#)



Pricing Proposal
 Quotation #: 15250939
 Created On: 4/27/2018
 Valid Until: 5/31/2018

Monrovia Unified School District

Inside Account Executive

Lisa Woods

325 E. Huntington Drive
 Monrovia, CA 91016
 UNITED STATES
 Phone: (626) 471-2016
 Fax:
 Email: lwoods@monrovia.k12.ca.us

Gregg Cambareri

300 Davidson Ave, Somerset, NJ
 Phone: 8004776479
 Fax:
 Email: Gregg_Cambareri@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Microsoft Learning Solutions: IT Academy - Services Subscription License (12 Months) - 1 user - EDU - Campus, School, Select, Select Plus - Win - All Languages Microsoft - Part#: 54R-00098	1	\$1,333.30	\$1,333.30
2 Microsoft Desktop Education (12 Months) - License & software assurance - EDU - Campus - Win - All Languages Microsoft - Part#: 2UJ-00001	453	\$41.80	\$18,935.40
3 Microsoft Office 365 (Plan A2) - Subscription license (12 Months) - 1 user - hosted - EDU - Campus, School - All Languages Microsoft - Part#: M6K-00001 Note: Faculty Licenses	453	\$0.00	\$0.00
4 Microsoft Office 365 (Plan A2) - Subscription license (12 Months) - 1 user - hosted - EDU - Campus, School - All Languages Microsoft - Part#: M6K-00001 Note: Student Licenses	6000	\$0.00	\$0.00
5 Microsoft Intune Add-On - Subscription license - hosted - academic, Student, Faculty - Campus, School - All Languages Microsoft - Part#: FYU-00001	453	\$6.60	\$2,989.80
6 IntuneEDU ShrdSvr ALNG SubsVL MVL PerUsr STUUseBnft Microsoft - Part#: FYR-00002	6000	\$0.00	\$0.00
7 MinecraftEdu ALNG SubsVL MVL PerUsr Microsoft - Part#: 2ZA-00002	453	\$12.30	\$5,571.90
8 MinecraftEdu ALNG SubsVL MVL PerUsr Microsoft - Part#: 2ZA-00001	6000	\$0.00	\$0.00
9 Microsoft System Center Datacenter Edition - License & software assurance - 2 cores - volume, Faculty - Win - All Languages Microsoft - Part#: 9EP-00037	5	\$25.00	\$125.0097

10	Microsoft System Center Standard Edition - License & software assurance - 2 cores - volume - Win - All Languages Microsoft - Part#: 9EN-00494	16	\$9.10	\$145.60
11	Microsoft Windows Server Datacenter Edition - License & software assurance - 2 cores - Enterprise - All Languages Microsoft - Part#: 9EA-00039	5	\$38.30	\$191.50
12	Microsoft Windows Server Standard Edition - License & software assurance - 2 cores - Enterprise - All Languages Microsoft - Part#: 9EM-00562	16	\$5.50	\$88.00

Shipping	\$0.00
*Tax	\$0.00
Total	\$29,380.50

*Tax is estimated. Invoice will include the full and final tax due.

Additional Comments

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are subject to the SHI Return Policy posted at www.shi.com/returnpolicy, unless there is an existing agreement between SHI and the Customer.

Agenda Item Details

Meeting Date: 2018-05-09 19:00:00

AGENDA ITEM TITLE:

16. 17/18-5063 – BOARD POLICY 9100, *ORGANIZATION*

RECOMMENDATION

The Board of Education is requested to receive for adoption Board Policy 9100, Organization, as recommended by the California School Board Association.

Rationale:

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

Background:

School districts receive regular policy updates from California School Boards Association (CSBA) which are compared to existing policies to determine the extent of modification that is needed. This revised policy is updated as recommended by CSBA as Board Policy 9100, Organization. This policy has been reviewed by the appropriate instructional stakeholders prior to presenting it for Board approval. Additionally, the Board of Education has reviewed this Board Policy and have made no further adjustments.

Additional Information:

A copy of the revised Board Policy 9100, Organization, is attached.

ATTACHMENTS

- [9100 BB ORGANIZATION.pdf](#)

ORGANIZATION

Annual Organizational Meeting

Each year, the Governing Board shall hold an annual organizational meeting prescribed by law. (Education Code 35143)

At this meeting the Board shall:

1. Elect a president, vice president, and a clerk from its members.
2. Appoint the Superintendent as secretary to the Board.
3. Authorize signatures
4. Designate Board representatives to serve on committees or commissions of the District, other public agencies, or organizations with which the District partners or collaborates

Election of Officers

The Board shall each year elect one of its members to be clerk. After serving one year as clerk, the elected member may serve the next year as vice president of the Board, and the following year as president. In addition to the election of the clerk, the Board shall vote to affirm the vice president and president move to the next office. A member elected as president shall have served at least two full years on the Board.

If a member does not wish to continue as vice president, or president, or is no longer on the Board, then the next member in line for office may move into the position. If no such successor is available, the Board shall elect officers for each vacant seat.

Alternative processes for selection of officers may be used in any one year after approval by a majority vote of the Board.

The election of Board officers shall be conducted during an open session of the annual organizational meeting.

Agenda Item Details

Meeting Date: 2018-05-09 19:00:00

AGENDA ITEM TITLE:

17. 17/18-5064 – BOARD POLICY 9110, *TERMS OF OFFICE*

RECOMMENDATION

The Board of Education is requested to receive for adoption Board Policy 9110, Terms of Office, as recommended by the California School Board Association.

Rationale:

As part of the Board of Education's commitment to review and update all MUSD Board Policies and Administrative Regulations, the Office of the Superintendent has conducted its annual review of the department's Board Policies and Administrative Regulations and is presenting another policy for adoption.

Background:

School districts receive regular policy updates from California School Boards Association (CSBA) which are compared to existing policies to determine the extent of modification that is needed. This revised policy is updated as recommended by CSBA as Board Policy 9110, Terms of Office. This policy has been reviewed by the appropriate instructional stakeholders prior to presenting it for Board approval. Additionally, the Board of Education has reviewed this Board Policy and have made no further adjustments.

Additional Information:

A copy of the revised Board Policy 9110, Terms of Office, is attached.

ATTACHMENTS

- [9110 BB TERMS OF OFFICE.pdf](#)

TERMS OF OFFICE

The Governing Board shall consist of five (5) members whose terms shall be staggered so that as nearly as practicable, one half of the members shall be elected in each even-numbered year.

The term of office for members elected in regular elections shall be four years, commencing on the first Friday in December next succeeding their election. (Education Code 5017)

Board member terms expire four years after their initial election on the first Friday in December following the election of new members. (Education Code 5000)

A member whose term has expired shall continue to discharge the duties of the office until his/her successor has qualified by taking the oath of office. (Government Code 1302, 1360, Education Code 5017)

Adopted: May 9, 2018

Agenda Item Details

Meeting Date: 2018-05-09 19:00:00

AGENDA ITEM TITLE:

18. 17/18-5065 – BOARD POLICY 9121, *PRESIDENT*

RECOMMENDATION

The Board of Education is requested to receive for adoption Board Policy 9121, President, as recommended by the California School Board Association.

Rationale:

As part of the Board of Education's commitment to review and update all MUSD Board Policies and Administrative Regulations, the Office of the Superintendent has conducted its annual review of the department's Board Policies and Administrative Regulations and is presenting another policy for adoption.

Background:

School districts receive regular policy updates from California School Boards Association (CSBA) which are compared to existing policies to determine the extent of modification that is needed. This revised policy is updated as recommended by CSBA as Board Policy 9121, President. This policy has been reviewed by the appropriate instructional stakeholders prior to presenting it for Board approval. Additionally, the Board of Education has reviewed this Board Policy and have made no further adjustments.

Additional Information:

A copy of the revised Board Policy 9121, President, is attached.

ATTACHMENTS

- [9121 BB PRESIDENT.pdf](#)

PRESIDENT

The Governing Board shall elect a president from among its members to provide leadership on behalf of the governance team and the educational community it serves.

To ensure that Board meetings are conducted in an efficient, transparent, and orderly manner, the president shall:

1. Call such meetings of the Board as he/she may deem necessary, giving notice as required by law
2. Call the meeting to order at the appointed time and preside over the meeting
3. Announce the business to come before the Board in its proper order
4. Enforce the Board's bylaws related to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act
5. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
6. Facilitate the Board's effective deliberation, ensuring that each Board member has an opportunity to participate in the deliberation and that the discussion remains focused
7. Explain what the effect of a motion would be if it is not clear to every member
8. Restrict discussion to the question when a motion is before the Board
9. Rule on issues of parliamentary procedure
10. Put motions to a vote, and ensure that the results of the vote are clearly stated

The president shall have the same rights as other members of the Board, including the right to discuss and vote on all matters and questions before the Board.

The president shall perform other duties in accordance with law and Board policy including, but not limited to:

- a) Signing all instruments, acts, orders, and resolutions necessary to comply with legal requirements and the will of the Board
- b) Consulting with the Superintendent or designee on the preparation of the Board's agendas
- c) Working with the Superintendent or designee to ensure that Board members have necessary materials and information
- d) Subject to Board approval, appointing and dissolving all committees

- e) In conjunction with the Superintendent or designee, representing the District as the Board's spokesperson in communications with the media
- f) Leading the Board's advocacy efforts to build support within the local community and at the state and national levels
- g) Representing the district and Board as a spokesperson on issues directly or indirectly related to school district business. For adopted policies, Board-determined legislative positions, decisions previously made by the Board, and practical matters, the Board President and Superintendent / designee may in consultation develop and share a message on behalf of the Board and/or district.

When the president resigns or is absent or unable to perform the duties of the president, the vice president shall perform the president's duties. When both the president and vice president are absent or unable to perform their duties, the clerk shall perform the president's duties.

Adopted: May 9, 2018

Agenda Item Details

Meeting Date: 2018-05-09 19:00:00

AGENDA ITEM TITLE:

1. 17/18-1127 - COGNITIVELY GUIDED INSTRUCTION (CGI) COHORT PLAN AND STEPS AGREEMENT WITH THE COTSEN FOUNDATION

RECOMMENDATION

The Board of Education is requested to ratify a two-year Cognitively Guided Instruction (CGI) Cohort Plan and Steps agreement with the Cotsen Foundation for Cognitively Guided Instruction (CGI) from May, 2018 to June 30, 2019. Motion by _____, seconded by _____, Vote _____ Board Member Wong _____, Board Member Rich _____, Board Member Hammond _____ Board Member Gilliland _____, Board President Williams _____

Rationale:

As part of the Monrovia Unified School District goal to promote professional learning, this agreement with the Cotsen Foundation is being brought forward to increase teaching of mathematics instruction for English Language Learners, by participating in a cohort to build instructional practices in Cognitively Guided Instruction (CGI). CGI builds on EL students' natural number sense and intuitive approaches to problem solving. CGI is a way of listening to EL students, asking smart questions, and engaging thinking while increasing the rigor to deepen EL students' learning. Transformation in mathematics instruction and English Learner student achievement will occur through a program in which proven educators receive coaching and mentoring to achieve the highest levels of teaching excellence. Each elementary school will have 3 upper grade teachers participate in this 2-year cohort, with the total capacity of the cohort consisting of 25 members including Cotsen CGI alumni teachers, principals and the 15 upper grade teachers. This is a partnership between Cotsen Foundation for the Art of Teaching and Monrovia Unified School District. Year 1 professional development will consist of 5 days of coaching, daily coaching with Instructional Coach Nancy Reyes, two days of PLC, and a CGI summer School - Camp Infinity. Year 2 will continue the professional development with 5 PD days, 2 Cotsen visits, lessons study weeks, and materials for cohort members. Training will be followed up by district instructional coaches who will be engaged in a lesson study model with the teachers in the cohort to guide and assist with modeling and coaching lessons in the classrooms.

Background:

The Cotsen Foundation for the Art of Teaching is a non-profit funded by the heirs of the Neutrogena Company. The passion and commitment for improving public education is displayed through the development of activities funded through this foundation. The Art of Teaching has been implemented over the past two years at Bradoaks and Wild Rose Elementary Schools. Plymouth Elementary School teachers have been selected to be mentored by the Cotsen Foundation in the 2018-19 school year. As a continuation of the work with selected school districts, Cotsen provides grant opportunities and partnerships for extending the research-based best practices developed by the Cotsen fellows and mentors to a wider range of teachers and

schools within a Cotsen school district. This CGI Cohort agreement will increase the capacity within our district for teachers to have an opportunity to participate in building their skills to become collaborative of educators, enthusiastic about how to increase the cognitive demands of students' foundational math skills, efficiency, persevere in solving problems, and the ability to critique, and construct viable arguments to support mathematical reasoning. Additionally, the opportunity for Bradoaks, Plymouth, and Wild Rose teachers engaged in the mentor work with Cotsen will build the sustainability of CGI throughout grade-level teams and within the entire professional learning community.

Budget Implication (\$ Amount):

The total cost of this agreement over the two years is \$50,434.00 and will be paid from Title III funds. The Cotsen Foundation will pay \$19,300.00, provided grant funding remains in place, bringing the overall cost to \$31,184.00.

Additional Information:

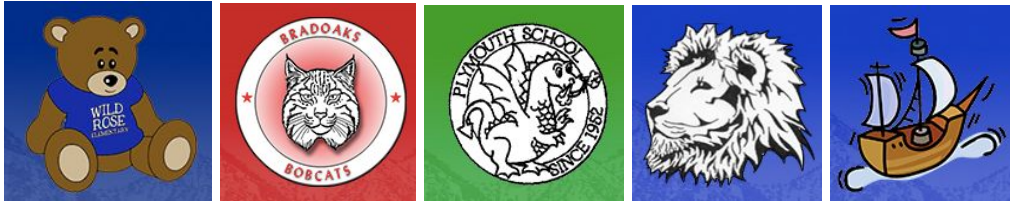
A copy of the CGI Cohort Plan and Steps agreement is attached.

ATTACHMENTS

- [CGI Proposal.pdf](#)

Action & Background for CGI Professional Development

Building Our Math Journey



What is CGI?

Cognitively Guided Instruction builds on students' natural number sense and intuitive approaches to problem solving. CGI is a way of listening to students, asking smart questions, and engaging with their thinking while increasing the rigor of the tasks to deepen students' learning.

Mission of MUSD CGI Cohort

The mission of the CGI Cohort is to become a collaborative of educators, enthusiastic about how to increase the cognitive demands of students' foundational math skills, efficiency, persevere in solving problems, and ability to critique and construct viable arguments to support their mathematical reasoning.

Focus of the Cohort

- **3 teachers per school site: 3rd, 4th & 5th grade teachers (Please consider grouping the 3 to be able to work together as collaborative teams)**
- Focus on conceptual understanding, building cognitive demand, critical thinking, communication, choice and problem solving.
- Cross cutting of core curriculum and literacy into mathematics.
- Lessons will be based on engagement, exploration and inquiry of concepts.
- Inclusion of technology as a tool and resource.

Who are our partners?

Cotsen Foundation
UCLA Professor Dr. Carolee Koehn Hurtado
District Instructional Coach - Nancy Reyes

What are features and the destination of our math journey?

- Building a team of enthusiastic educators who will deepen their mathematical practices.
- Increase students' reason, critical thinking, and communication through an inquiry based learning system.
- Visit, observe and debrief shared vision of what instruction looks like in Cotsen mentor-CGI classrooms.
- Increase students' Math and ELA achievement.
- Successfully backwards map the high leverage mathematics standards.

ELD Math Focus:

Part 1: Interacting in Meaningful Ways: C. Productive: Section 12. Selecting and applying varied and precise vocabulary and other language resources to effectively convey ideas.

Resources to help give you more background:

- From our Partner: [Cotsen Foundation "The Art of Teaching: CGI" Resources](#)
- [Article to give you background about CGI](#)
- [Resources from Heinemann](#)
- [Dr. Carolee Hurtado - @CaroleeHurtado](#)
- [Megan Franke - @meganfranke](#)
- [University of Washington CGI Assessment Tools & Resources](#)

CGI Cohort Plan & Steps Building Our Math Journey



May 2018 - June 30, 2018

Cotsen supported Coaching/Professional Development (with Dr. Carolee Hurtado and Nancy Reyes):

May 4: 8:00 - 3:00 PD for Summer School CGI Focus: Fractions with (+, -, x, and division) with Cohort team, summer school team & Bradoaks and Wild Rose Cotsen Fellow, Mentors and Plymouth team
PD: June 11 & 12 with Dr. Carolee Koehn Hurtado Focus: CGI for Upper grade (4th - 6th gr teachers)
PD June 20 with summer school teachers ONLY 8:00 - 2:30 - with Dr. Carolee Koehn Hurtado
PD: July 3 with summer school teachers ONLY 8:00 - 2:30 - with Dr. Carolee Koehn Hurtado

Total # of Days: 5 Days

District Instructional Coaching with Nancy Reyes:

Daily Coaching with Nancy Reyes, who has been trained in The Art of Coaching using the Cotsen Model.

PLC: June 27 - 12:30 - 2:30 - review progress and analyze next steps with Nancy - Summer School Teachers ONLY

PLC: July 11 -12:30 - 2:30 - review progress and analyze next steps with Nancy - Summer School Teachers

CGI Summer School - Camp Infinity Jr. (June 14, 2018 - July 12, 2019) Camp Infinity & Camp Infinity Jr.

Focus: *Summer teachers and 4th & 5th gr. Cohort will begin to work on support for students to build conceptual understanding of math, critical thinking, problem solving, communication and collaboration.*

Target Participant: ELL Incoming 4th & 5th graders in the yellow band measured by SMI and SRI

Target Instructional Area: Number Sense: Place value, additions, subtraction, multiplication and fractions

Total Number of Students: 30 - 40 students or 2 classes

CGI Summer School Plan
CGI Camp Infinity & Camp Infinity Jr.
2018



Camp Infinity

Current 5th - 7th grade. At grade level ELA below grade level math

Assessment Tool: Math Inventory (SMI)

Camp Infinity Jr.

Current 3rd - 4th grade students at grade level for ELA and below grade level math.

Assessment: Tri 1 & Tri 2 (score range: 40% - 60% on Swun Benchmark T1 & T2 & ELA on SRI at or above grade level)

Assessment tool: Math Inventory (SMI)

Email teachers inviting teachers to teach Camp Infinity Junior.
Invitations out by Friday, March 9th!!

Math Coach: Nancy Reyes

Partnership: Cotsen Foundation & Dr. Carolee Koehn Hurtado

PD Dates:

May 4 8:00 - 2:30 PD for Summer School CGI Focus: Number sense and Fractions with (+, -, x, and division)

PD: June 11 & 12 with Dr. Carolee Koehn Hurtado Focus: CGI for Upper grade (4th - 6th gr teachers)

PD June 20 with summer school teachers ONLY 8:00 - 2:30 - with Dr. Carolee Koehn Hurtado

PD: July 3 with summer school teachers ONLY 8:00 - 2:30 - with Dr. Carolee Koehn Hurtado

Camp Infinity Jr Daily Schedule

8:00 - 8:15 - CGI Warm up for Building number sense

8:15 - 8:55 - CGI Daily Lesson

8:55 - 9:30 - CGI Share out of learning/Teacher summary closing

9:30 - 10:30 - Small group math intervention

10:30-10:50 - Student Lunch

10:50 - 11:50 - STEAM Genius Hour

11:50 - 12:00 - Closure and Dismissal

July 1, 2018 - June 30, 2019

Cotsen supported Coaching/Professional Development:

PD: August 10 (tentative date): CGI Welcome Back & Gear Up for Academic Year 8:00 - 3:00

PD: Building Counting Collections with Dr. Carolee Koehn Hurtado - Nov TBD

PD: with Dr. Carolee Koehn Hurtado - January TBD

PD Next steps with Dr. Carolee Koehn Hurtado March TBD

PD: Reflection & Next Steps with Dr. Carolee Koehn Hurtado - June

Cotsen Supported Total # of Days: 5 Days with cohort

Cotsen Partner visitations (Visits to CGI schools hosted by Cotsen):

Fall: Visitation with Cotsen & Debrief

Spring: Visitation with Cotsen & Debrief

District Instructional Coaching (Nancy Reyes & Rich Morrison):

Lesson Study Week - Oct

Lesson Study Week - Feb

Lesson Study Week - April

District Instructional Coaching with Nancy Reyes & Rich Morrison:

Weekly coaching with 3rd - 5th grade cohort members

Cost of daily rate for Coaches is \$450 - \$500 per coach per day.

Coaching will be provided up to 60 days per school year. **Cost to district of up \$30,000 for designated support.**

Materials & Resources Books:

1. Children's Mathematics, Second Edition: Cognitively Guided Instruction Oct 27, 2014 by Thomas P Carpenter and Elizabeth Fennema
2. Extending Children's Mathematics: Fractions & Decimals: Innovations In Cognitively Guided Instruction by Thomas P Carpenter and Elizabeth Fennema

Additional Opportunity to Consider:

1. *PD for Principals using and sharing site budgets for 2 Days for Principal training and walking campus with our team*
2. *Opportunity for cohort members to attend the National CGI conference (location TBA)*
3. *Principal PD for the art of CGI math coaching with Dr. Hurtado and Dr. Cyndi Kratz.*

Additional Notes:

[Proposed Agendas for May 4, June 11 & 12](#)

Proposed Budget

CGI Budget: May 2018 - July 2018							
Object Code	Funding	Dates	Event	Description	Cost	Proposed Resource Cotsen/MUSD	Total
5800	Title III	May 4	Camp Infinity & Camp Infinity Jr. PD with Dr. Carolee Koehn Hurtado	PD Focus: Conceptualization of fractions for incoming 4th grade & 5th grade students, with +, -, X, and division of fractions.	Consultant cost \$2,000	MUSD	\$2,000.00
1900	Title III	May 4		Substitute costs	25 teachers covered with \$110 per sub	MUSD	\$2,200.00
		May 4	snacks			MUSD	\$500.00
4330	Title III	May 4	30 binders & dividers for CGI materials (25 teachers & 5 Principals)			MUSD	\$300.00
5800	Title III	June 11 & 12	4th - 6th gr. Summer CGI training with Dr. Dr. Carolee Koehn Hurtado	2 Day PD - Orientation to CGI. Focus on introduction to the types of CGI learning. Cohort will focus on use of building number talk lesson (30 minutes per day) and turning Swun Word problems into CGI problems. (45 minutes per lesson) Max: 20 teachers	Consultant cost \$2,000	MUSD	\$2,000.00
4220	Title III	May & June	Professional Reading	<u>Children's Mathematics, Second Edition: Cognitively Guided Instruction Oct 27, 2014</u> By Thomas P Carpenter and Elizabeth Fennema	\$25.00 per copy (Qty: 30)	MUSD	\$1,000.00
4220	Title III	May & June	Professional Reading	<u>Extending Children's Mathematics: Fractions & Decimals: Innovations In Cognitively Guided Instruction</u> By Thomas P Carpenter and Elizabeth Fennema	\$28.00 per copy (Qty 30)	MUSD	\$1,000.00
1110	Title III	June - July	PLC and PD additional hours for PD, PLC and planning on Wednesdays	Additional PD time from 12:30 - 2:30	\$32.00 per hour for 2 hours per day for 4 days	MUSD	\$1,024.00
		June - July		snacks and food items		MUSD	\$1,000.00
5800	Title III	June & July	summer school Wednesday PD	Dr. Carolee Koehn Hurtado will return for 2 afternoon trainings to guide on assessment development	Consultant cost for 2 days	MUSD	\$4,000.00
1110		June - July	Coaching teachers	Nancy Reyes will monitor, coach and provide support daily to all CGI summer school teachers. She will collaborate with consultant, provide PD and analyze data.	\$32.00 per hour for 5 hours per day for 21 days	MUSD	\$3,360
Total funding from MUSD:							\$18,384.0

CGI Budget: August 2018 - June 2019

Object Code	Funding	Dates	Event	Description	Cost	Proposed Resource Cotsen/M USD	Total
5800	Title III	August	Welcome Back to CGI	Meeting with all 12 CGI teachers and Dr. Carolee Koehn Hurtado for training	Consultant cost \$2,000	MUSD	\$2,000.00
1900	Title III				August Sub costs	Cotsen	\$2,750.00
1900	Title III	October	Lesson Study	Nancy Reyes, & Cohort will meet to work in modeling/coaching cyle	October Substitute	Cotsen	\$2,750.00
5800	Title III	November	PD Continues	Meeting with all 25 CGI teachers and Dr. Carolee Koehn Hurtado for training	Consultant cost \$2,000	MUSD	\$2,000.00
1900	Title III				November Sub costs	Cotsen	\$2,750.00
1900	Title III	November	Cotsen Visitation	Cohort will visit CGI classrooms observe and debrief	November Substitute	Cotsen	\$2,750.00
5800	Title III	January	CGI PD continues	Meeting with all 12 CGI teachers and Dr. Carolee Koehn Hurtado for training - Building Counting Collections	Consultant cost \$2,000	MUSD	\$2,000.00
1900	Title III				January Sub costs	Cotsen	\$2,750.00
1900	Title III	February	Lesson Study	Nancy Reyes, & Cohort will meet to work in modeling/coaching cyle	February Substitute	Cotsen	\$2,750.00
1900	Title III	March	Cotsen Visitation	Cohort will visit CGI classrooms observe and debrief	March Substitute	Cotsen	\$2,750.00
5800	Title III	June 2019	Reflection and Next Steps for CGI	Meeting with all 12 CGI teachers and Dr. Carolee Koehn Hurtado for training	Consultant cost \$2,000	MUSD	\$2,000.00
1110	Title III				\$32/hour for 6 hours - 25 teachers	MUSD	\$4,800.00
						Total:	\$32,050.00
						Total Requested Funding from Cotsen:	\$19,250.00
						Total Funding from MUSD:	\$12,800.00 (+\$30,000 for Coaching)

Agenda Item Details

Meeting Date: 2018-05-09 19:00:00

AGENDA ITEM TITLE:

2. 17/18-2108 - RESOLUTION AND AGREEMENT TO JOIN ALLIANCE OF SCHOOLS FOR COOPERATIVE INSURANCE JOINT POWER AUTHORITY

RECOMMENDATION

The Board of Education is requested to adopt Resolution No. 1718-15 and approve agreement to join Alliance of Schools For Cooperative Insurance Programs (ASCIP) Joint Power Authority (JPA) for the District's Property, Liability and Workers' Compensation Program starting the 2018-19 school year. Motion by _____, seconded by _____, Vote _____ Board Member Wong _____, Board Member Rich _____, Board Member Hammond _____ Board Member Gilliland _____, Board President Williams _____

Rationale:

The Board of Education's approval of the Resolution and Agreement are required to join the ASCIP JPA.

Background:

On April 25th, the Board of Education approved the District to join ASCIP JPA effective July 1, 2018 after our current JPA, San Gabriel Valley School Districts, will officially dissolve by the end of this school year. By joining ASCIP, the District will be able to continue to provide risk management programs to employees, receive claim support and assistance, and control and monitor the program cost.

Budget Implication (\$ Amount):

The estimated cost for property and liability for the 2018-19 school year will be \$278,400 and \$675,000 for workers' comp.

Legal References:

Additional Information:

A copy of the Resolution and JPA agreement are attached.

ATTACHMENTS

- [BA Item 2108\(b\) ASCIP Resolution to Join 5-9-18.pdf](#)
- [BA Item 2108\(c\) ASCIP Resolution to Join 5-9-18.pdf](#)

ALLIANCE OF SCHOOLS FOR COOPERATIVE INSURANCE PROGRAMS
JOINT POWERS AUTHORITY AGREEMENT
(AS AMENDED TO THE ORIGINAL 1985 AGREEMENT)

THIS DOCUMENT is an Amendment to the Joint Powers Agreement dated October 1, 1985 ("The Agreement"), and is made and entered into by those school districts, community colleges, regional occupation centers, public charter schools, and other public educational agencies and joint powers authorities comprising the Alliance of Schools for Collective Insurance Purchase, a/k/a the Alliance of Schools for Cooperative Insurance Programs, a California Joint Powers Authority, amending and superseding all provisions of the original Joint Powers Agreement, effective upon final execution by three-fourths of the member public agencies.

WITNESSETH;

WHEREAS, Sections 35214 and 81602 of the Education Code of the State of California authorize governing boards of school districts, community colleges, regional occupation centers, and other public educational agencies and joint powers authorities to provide protection from school funds for the purpose of covering liability, property, and other losses; and

WHEREAS, the governing boards of the participating public agencies have determined that it is beneficial to establish a program of self insurance and risk management for liability, property, and other losses; and

WHEREAS, Sections 39603 and 81603 of the Education Code of the State of California authorize the governing boards of the participating public agencies to establish a Joint Powers Authority pursuant to Article 1 (commencing with Section 6500 of Chapter 5 of Division 7 of Title 1) of the Government Code of the State of California; and

WHEREAS, it has been determined by the governing boards of the participating public agencies that a Joint Powers Authority providing certain self insurance for liability, property, and other losses is of value on an individual and on a mutual basis; and

WHEREAS, it is deemed advisable to the participating public agencies to provide for cooperative self insurance and risk management programs by jointly exercising their common powers through an elected Executive Committee of the Joint Powers Authority; and

WHEREAS, the participating public agencies, pursuant to the statutory authority and on the basis of the referenced determination, previously formed and/or later joined the Alliance of Schools for Cooperative Insurance Programs as a Joint Powers Authority for the purposes referenced, and need and desire to continue to provide for ongoing and future cooperative self insurance and risk management programs through a continuation of the Joint Powers Authority;

NOW THEREFORE, the participating public agencies, for and in consideration of the mutual benefits, promises, and agreements set forth herein, individually and mutually agree as follows:

1. CONTINUATION OF THE JOINT POWERS ENTITY

Pursuant to the provision of Article 1, Chapter, 5, Division 7, Title 1 of the Government Code of the State of California (commencing with Section 6500) the parties have created and elect to continue a public agency and Joint Powers Authority, separate and apart from the member public agencies, to now be known as the Alliance of Schools for Cooperative Insurance Programs or "ASCIP".

2. FUNCTIONS OF ASCIP

ASCIP is established and shall continue to operate for the purpose of administering this Agreement, pursuant to the joint powers provisions of the Government Code, and to exercise such common powers jointly by creating a regional authority that will provide the parties to this Agreement with a program for the establishment and operation of cooperative self insurance and risk management programs. The functions of ASCIP are to design and implement cooperative self insurance and risk management programs, to provide ancillary services and related programs, and to perform such other functions as may be necessary or appropriate to carry out this Agreement.

3. FORMATION OF THE EXECUTIVE COMMITTEE

There presently is, and shall continue to be an Executive Committee comprised of not less than nine (9) representatives from member public agencies. The participating agencies through their superintendents, or the superintendents' designated agents, shall vote for members of the Executive Committee. The number of members of the Executive Committee, the representative categories, the terms of office, and the appointment of other advisory bodies or committees, shall be prescribed in the Bylaws.

4. ASCIP BYLAWS

ASCIP will be maintained, operated, and governed pursuant to the Bylaws, as initially developed and published, and as amended by the Executive Committee. These Bylaws will contain the terms and conditions under which each individual agency will participate in ASCIP and in ASCIP's self insurance and risk management programs, including, but not limited to, provisions for allocation of losses, the establishment of reserves, administrative costs, withdrawal from ASCIP, and distribution of any unobligated funds upon dissolution of ASCIP. A copy of the Bylaws will be provided to each of the participating public agencies. Each party that elects to participate agrees to comply with and to be bound by the provisions of the Bylaws and further agrees that ASCIP will be operated pursuant to this Agreement and the Bylaws.

5. RESPONSIBILITIES OF ASCIP

ASCIP shall be responsible for the operation of the Joint Powers Authority, for the implementation of this Agreement, and for the protection of the interests of the member public agencies. ASCIP, through its elected Executive Committee shall: (a) provide for a plan and system for self-insurance and risk management for liability, property and other losses; (b) provide for the administration of ASCIP, and may designate, retain, or terminate administrative staff or third party administrative personnel or agencies for such service; (c) be responsible for public funds placed on deposit; (d) take actions that serve in the best interest of the collective membership; and (e) ensure that timely and appropriate communications are maintained with the member public agencies, through the Superintendents or their designees.

6. RESPONSIBILITIES OF THE PARTICIPATING PUBLIC AGENCIES

Each participating public agency in ASCIP shall: (a) cooperate in research and development activities conducted by ASCIP by furnishing all statistical data, experience data, and other information as may be requested by ASCIP; (b) pay such amounts as are determined to be due to cover premiums, self-insured losses until concluded, and other costs or obligations incurred by ASCIP; (c) cooperate and participate in risk management and related programs and services offered by ASCIP; (d) comply with the terms of the Agreement and the Bylaws; and (e) provide input to ASCIP, through their Superintendents and/or their designees, on ASCIP's programs and operations so as to continue to assure and promote needed programs and responsiveness to cultural sensitivity and diversity in program management and operation.

7. ANNUAL AUDIT AND AUDIT REPORTS

The Executive Committee shall cause an annual audit to be made with respect to all receipts and disbursements by a certified public accountant or public accountant, and a report of such audit shall be filed as a public record with each of the participating agencies and also with the county auditor of each county in which the participating public agency is located. Such report shall be filed no later than twelve (12) months after the end of the fiscal year under examination. All costs of such audit shall be approved by the Executive Committee and paid by ASCIP as a charge against funds established in the Bylaws for administrative costs.

8. AMENDMENTS

Any amendment to this Agreement must be approved by the Executive Committee, and shall then require that at least a majority of the parties to the Agreement must tender a formal response to the proposed amendment, with approval by at least two-thirds of the respondents required for enactment of the amendment.

9. SEVERABILITY

Should any portion, term, condition, or provision of this Agreement be decided by a court of competent jurisdiction to be illegal or in conflict with any law of the state of California, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions, and provisions shall not be affected thereby.

10. TERM

This Agreement shall become effective as of the date hereof and shall continue in full force and effect until revoked by an affirmative vote of three-quarters of the then existing public agency members following a determination that there are insufficient members to continue an actuarially sound program.

11. EXECUTION

This Agreement may be executed by each current as well as future participating public agency on a separate copy thereof with the same force and effect as though all participating public agencies had executed a single original copy. The collection of such separately executed copies shall be treated as a single copy executed by all such participating public agencies.

ALLIANCE OF SCHOOLS FOR
COOPERATIVE INSURANCE PROGRAMS

By: 

Fritz J. Heirich

Typed or Printed Name

Title: Chief Executive Officer

Date: 6/5/18

MONROVIA UNIFIED
SCHOOL DISTRICT

By: 

Katherine Thorossian

Typed or Printed Name

Title: Superintendent

Date: May 9, 2018

Date Approved
by Executive Board: May 9, 2018

**ALLIANCE OF SCHOOLS FOR COOPERATIVE INSURANCE PROGRAMS
(ASCIP)**

RESOLUTION NUMBER: 17/18-15

WHEREAS, Monrovia Unified School District (District), along with other school districts in the State of California, have been studying self-funding of property, liability and workers' compensation; and

WHEREAS, these districts have determined there is a need for a self-funding system for property liability and workers' compensation by combining their respective efforts to establish, operate, and maintain a Joint Powers Authority for self-funding of property, liability and workers' compensation; and

WHEREAS, Title I, Division 7, Chapter 5, Article I (Section 6500 et seq.) of the Government Code of the State of California, authorizes joint exercise by two or more public agencies of any power common to them,

WHERE, California law authorizes school districts to establish self-funded programs.

NOW, THEREFORE, BE IT RESOLVED that:

1. Monrovia Unified School District is one of the public school district members in San Gabriel Valley School District Joint Power Authority (JPA). This JPA will be dissolved effectively on June 30, 2018
2. The Board of Education of Monrovia Unified School District hereby declares its membership in the Alliance of Schools for Cooperative Insurance Programs and instructs its duly authorized agent to execute on behalf of the District, the attached Joint Powers Authority Agreement, effective on July 1, 2018.
3. The Board instructs staff to take all necessary steps to implement this resolution.

PASSED AND ADOPTED this 9th day of May 2018, by the Governing Board of the Monrovia Unified School District by the following vote:

AYES:
NOES:
ABSENT:

I, Katherine Thorossian, Secretary to the Governing Board of the Monrovia Unified School District, of Los Angeles County, do hereby certify that the foregoing is a full, true, and correct copy of the resolution adopted by the said Board at a regular meeting thereof held at its regular place of meeting at the time and by the vote above stated, which resolution is on file in the office of the said Board.



Secretary to the Governing Board of the
Monrovia Unified School District

Agenda Item Details

Meeting Date: 2018-05-09 19:00:00

AGENDA ITEM TITLE:

3. 17/18-2109 - RESOLUTION AND AGREEMENT TO JOIN SCHOOLS EXCESS LIABILITY FUND (SELF), A JOINT EXERCISE OF THE POWERS AGREEMENT

RECOMMENDATION

The Board of Education is requested to adopt Resolution No. 1718-16 and approve agreement to join Schools Excess Liability Fund (SELF), A Joint Exercise of Powers Agreement for District's excess Property, Liability and Workers' Compensation Program for the 2018-19 school year. Motion by _____, seconded by _____, Vote _____ Board Member Wong _____, Board Member Rich _____, Board Member Hammond _____ Board Member Gilliland _____, Board President Williams _____

Rationale:

The Board of Education's approval of the Resolution and Agreement are required to join SELF.

Background:

On April 25th, the Board of Education approved the District to join ASCIP JPA effective July 1, 2018 after our current JPA, San Gabriel Valley School Districts, officially dissolve by the end of this school year. All ASCIP members are required to join SELF for excess liability coverage above the ASCIP limit of \$5 million.

Budget Implication (\$ Amount):

The estimated cost will be \$8.60 per ADA on prior year's ADA for 18-19 school year.

Legal References:

Additional Information:

A copy of Resolution and JPA agreement are attached.

ATTACHMENTS

- [BA Item 2109\(b\) ASCIP Resolution to Join SELF 5-9-18.pdf](#)
- [BA Item 2109\(c\) ASCIP Resolution to Join SELF 5-9-18.pdf](#)

**BOARD RELATING TO PARTICIPATING IN SELF-FUNDING EXCESS
LIABILITY PLAN**

RESOLUTION NUMBER: 17/18-16

WHEREAS, the Board of the Monrovia Unified School District, along with other school districts of the State of California, have been studying self-funding of excess liability; and

WHEREAS, these districts and public charter schools have determined there is a need for a self-funding system for excess liability coverage by combining their respective efforts to establish, operate and maintain a Joint Powers Agency for self-funding of excess liability; and

WHEREAS, Title I, Division 7, Chapter 5, Article I (Section 6500 et seq.) of the Government Code of the State of California, authorizes joint exercise by two or more public agencies of any power common to them,

WHEREAS, California law authorizes school district to establish Self-funded Programs.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

1. Monrovia Unified School District is one of the public school district members in San Gabriel Valley School District Joint Power Authority (JPA). This JPA will be dissolved effectively on June 30, 2018.
2. The Board of Education of Monrovia Unified School District hereby declares its membership in the Schools Excess Liability Fund and instructs its duly authorized agent to execute on behalf of the district/charter school, the attached Joint Powers Agreement.
3. The Board instructs staff to take all necessary steps to implement this resolution.

PASSED AND ADOPTED by the Board of Directors of Monrovia Unified School District this 9th day of May 2018, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____

Date

President, Board of Directors

ATTEST:

_____ Board Secretary

**SCHOOLS EXCESS LIABILITY FUND
A JOINT EXERCISE OF POWERS AGREEMENT
Among Specified Public Educational Agencies
for the Management, Operation and Maintenance
of Risk Pooling and Insurance Programs for
Excess Liability, Property, Workers' Compensation and other Programs**

THIS DOCUMENT constitutes the Fifth Amended Schools Excess Liability Fund Joint Powers Agreement (hereinafter "Agreement"), and it supersedes that Agreement originally dated March 1, 1986. Pursuant to the provisions of Title I, Division 7, Chapter 5, Article 1 of the Government Code of the State of California (commencing with Section 6500 thereof) relating to the joint exercise of common powers, this Agreement is entered into among those **public educational agencies** as defined in this Agreement, which are or may hereafter become **parties** to this Agreement, for the purpose of operating an **Authority** to be known and designated as "Schools Excess Liability Fund," hereinafter referred to as SELF.

W I T N E S S E T H

WHEREAS, the public interest requires and it is to the mutual benefit of the **parties** hereto to join together to establish and operate cooperative **programs** of risk pooling, insurance and risk management for excess liability, property, workers' compensation and other **programs**, and

WHEREAS, the operating of such cooperative **programs** is of such magnitude that it is necessary for the **parties** to this Agreement to join together to accomplish the purposes hereinafter set forth, and

WHEREAS, each of the **public educational agencies** which is a **party** to this Agreement has the power to establish, manage, operate and maintain **programs** of excess risk pooling and insurance for liability, property, workers' compensation and other **programs**, and

WHEREAS, Title I, Division 7, Chapter 5, of the California Government Code authorizes the joint exercise by two or more public agencies of any power which is common to each of them;

NOW THEREFORE, for and in consideration of the mutual advantages to be derived therefrom and in consideration of the execution of this Agreement by other **public educational agencies**, each of the **parties** hereto does agree as follows:

(Throughout this Agreement, words and phrases that appear in bold type have special meanings. They are defined in Section I, below.)

I. DEFINITIONS

Unless otherwise stated herein, for purposes of this Agreement the following words shall have the meanings stated:

- A. **Agreement** means this Joint Powers Agreement executed by parties to **SELF**.
- B. **Authority** means **SELF**.
- C. **Board** means the **Board** of Directors of SELF as established by this Agreement and the Bylaws.
- D. **Bylaws** means the **Bylaws** by which SELF is to be governed.
- E. **Claim** means that portion of a settlement, judgment, compromise and release, award, **claim** or other covered loss, which exceeds or is likely to exceed a **party's retained limit** as specified in the appropriate **Memorandum of Coverage**. **Claim** costs shall include expenses as defined in such **Memorandum of Coverage**.
- F. **Contribution** shall mean money, including, but not limited to, special assessments, paid by a **party** to SELF in return for the services and coverage outlined in the appropriate **Memorandum of Coverage**.
- G. **Fiscal year** means the period of time commencing on July 1 and ending the following June 30.
- H. **Fund** means a sum of money established for the purpose of carrying out this Agreement. A separate **fund** shall be established for each **program**.
- I. **Member** means a person duly elected or appointed to the **Board** of Directors as provided for in this Agreement.
- J. **Memorandum of Coverage** means a document specifying terms, conditions, coverages, and limits of liability for a **program** operated by SELF.
- K. **Party** means a **public educational agency** which is a **party** to this Agreement.
- L. **Program** means liability, property, workers' compensation, or other coverage programs authorized by the **Board**.
- M. **Public educational agency/agencies** means any public school district, community college district, county board of education/county superintendent of schools, regional occupational programs/centers, The California State University or other public entity providing educational programs or services to the community, or such joint powers agencies/authorities consisting of one or more of the foregoing and serving the interests of the public entities detailed in this Agreement.

II. PURPOSE

The purpose of this Agreement is to establish, operate, and maintain and/or fund pooling and insured **programs** for excess liability, property, workers' compensation and other **programs** approved by the **Board**, the function of said **programs** being within the power common to each of the **parties** to this Agreement.

III. ADMINISTRATION

SELF shall be governed by a **Board** of Directors, which shall be established and shall operate as follows:

- A. With the exception of the two *ex-officio* positions, eligibility for membership on the **Board** shall be limited to employees of **public educational agencies** that are **parties** to the SELF **Agreement** as defined. Only the designated primary **Board member** or alternate **Board member** may represent that **member's** constituency.
- B. Membership: The **Board** of Directors shall consist of sixteen elected and one appointed voting **members** and two *ex-officio* **members**, as follows:
 - 1. There shall be four elected **members** from community colleges, two representing the South and two representing the North (See Appendix I);
 - 2. There shall be one elected **member** from each of the **SELF Areas** one, two, three and four (See Appendix I);
 - 3. There shall be two elected **members** from **SELF Area** five (See Appendix I);
 - 4. There shall be six elected **members** from **SELF Area** six (See Appendix I);
 - 5. There shall be one *ex-officio* **member** from the State Community College Chancellor's Office;
 - 6. There shall be one *ex-officio* **member** from the Office of the State Superintendent of Public Instruction; and
 - 7. There shall be one **member** appointed by the Chancellor of The California State University for so long as The California State University is a **party** to the SELF **Agreement**.
- C. Election: Each **party** to the **Agreement**, with the exception of The California State University, shall be entitled to submit one ballot for the election of **members** within its **SELF Area**. Elected **Board members** shall begin their term of office July 1, following the election.

- D. Alternates: The **Board** shall appoint alternates for each **member**. The **Board** may consider recommendations from **members** when making such appointments. Alternates shall serve at the pleasure of the **Board**.
- E. Term of Office: Elections shall be held every two years. Each **member** shall serve for a period of four (4) years. The terms of office for the **members** from the State Community College Chancellor's Office, the Office of the State Superintendent of Public Instruction, and The California State University shall be determined by the appointing authority.
- F. Vacancies of the **Board**: In the event that a **member** is unable to fulfill his/her term of office, the **Board** shall, at its discretion, appoint a replacement to serve the remainder of the **member's** term. In the event that a **member** is an employee or agent of a **party** giving notice of withdrawal, pursuant to Article XV of these Bylaws, such **member** shall be deemed to have resigned from the **Board** as of the date of the notice, even though the effective date of the resignation occurs at the end of the fiscal year.
- G. SELF shall comply with the Ralph M. Brown Act (Government Code § 54950 *et seq.*) to the extent required by law.
- H. Quorum: Except as otherwise required by the **Agreement** and these **Bylaws**, a quorum of the **Board** shall consist of a majority of the voting **members** of the **Board** or when applicable (*e.g.*, due to **Board member(s)** absence from a meeting), **Board** alternates.
- I. Attendance at Meetings: All **members** or their alternates shall attend all meetings of the **Board**. If a **member** or alternate fails to attend two consecutive meetings, the **Board** may declare a vacancy in that office.
- J. Voting: With the exception of *ex-officio* positions, each **member** or, when applicable, alternate, shall have one vote, which may be cast on any issue before the **Board**. Except as otherwise permitted by Sections 54950, *et seq.* of the California Government Code, no proxy or absentee votes shall be permitted. Except as otherwise provided in these **Bylaws**, a vote of a majority of the primary or alternate **Board members** in attendance shall be sufficient to constitute action, provided a quorum is established.
- K. **Board** Officers: The officers of the Board shall consist of a chairperson, vice chairperson, secretary and comptroller. The officers shall be elected by the **Board** from among themselves on a single vote per **member** basis. The term of office for officers shall be two (2) years.
- L. Notice of Meetings: Except for special meetings, notices of meetings shall be sent by mail to each **member** and alternate no less than thirty (30) days before regularly scheduled meetings.
- M. Conduct of Meetings: Unless otherwise determined by the **Board**, meetings shall be conducted pursuant to the most current edition of "Robert's Rules of Order."

- N. Minutes: The secretary shall cause to be kept minutes of all open-session meetings of the **Board** and shall, as soon as possible after each meeting, cause a copy of the minutes to be provided to each **member** and alternate.
- O. Expense Reimbursement: Members or alternates shall receive reimbursement for travel and *per diem* expenses incurred in accordance with policy established by the Board. Members or alternates shall not receive any other form of reimbursement.
- P. Indemnification: **Board members** and their alternates are indemnified, by the **Agreement**, and SELF does hereby agree to indemnify and hold them, and each of them, severally and jointly, harmless against and free from all claims, expenses, demands, penalties, fines, forfeitures, judgments, settlements, attorney fees, and any other amount whatsoever actually and reasonably incurred or threatened by reason of, or as a result of, their official participation and actions in pursuance of the execution and administration of the **Agreement** and the operation of the **Authority** created thereunder, including but not limited to amounts arising out of or by any judicial or quasi-judicial action or proceeding, whether civil, criminal, administrative or investigative, on condition that it appear to the satisfaction of the **Board** that the indemnitee acted in good faith and in a manner reasonably believed by him or her to be in the best interest of SELF, or that such a person had no reasonable cause to believe that his or her conduct under the circumstances was unlawful. The termination of any proceeding by judgment, order, settlement, conviction, or plea of *nolo contendere* or its equivalent shall not for purposes of the Agreement and these **Bylaws** of itself create any presumption that the indemnitee did not act in good faith and in a manner which he or she reasonably believed to be in the best interest of SELF, nor any presumption that such a person had reasonable cause to believe that his or her conduct under the circumstances was unlawful. This provision of indemnity shall not be construed to obligate SELF to pay any liability, including but not limited to, punitive damages, which by law would be contrary to public policy or itself unlawful. The **Board**, at its discretion, may self-fund or provide for errors and omissions insurance policy coverage for the directors and officers and employees of SELF, at the expense of SELF.
- Q. Meetings: The **Board** may conduct regular, adjourned regular, special, and adjourned special meetings, provided, however, that it will hold at least two regular meetings each year. The date, time and place for the regular meetings shall be fixed by the **Board**. Such meetings shall be publicly noticed prior to the meeting by the **Board**. All meetings of the **Board** shall be called, held, and conducted in accordance with the terms and provisions of the Ralph M. Brown Act (Sections 54950, *et seq.* of the California Government Code), and as augmented by rules of the **Board** not inconsistent therewith. A calendar shall be distributed to all primary and alternate **Board members**, and to any person who has filed a written request seeking notice of **Board** meetings, and shall provide notice solely of regular (*i.e.* not special or adjourned regular or special) meetings. The **Board** may hold additional meetings as determined by the **Board** and consistent with the Brown Act. Except as otherwise provided or permitted by law, all meetings of the **Board** shall be open and public. The **Board** shall cause to be kept minutes of its meetings, and shall promptly transmit to the primary **members** of the **Board** and their alternates, true and correct copies of the minutes of such meetings.

- R. The **Board** shall designate its principal office as the location at which it will receive notices, correspondence, and other communications, and shall designate one of its primary **members** or employees as an officer for the purpose of receiving service on behalf of the **Board**. The **Board** shall comply with the provisions of Sections 6503.5 and 53051 of the Government Code requiring the filing of a statement with the Secretary of State and with the State Controller.
- S. The Board may establish rules governing its own conduct and procedure, and have such expressed or implied authority as is not inconsistent with or contrary to the laws of the State of California, this **Agreement** and the **Bylaws**.
- T. Consistent with Government Code Section 6509, SELF shall designate a contracting **party** whose restrictions upon the manner of exercising power shall also apply to SELF.
- U. Administration: The **Board** shall, either directly or by contract, perform the following services:
1. Provide for payments of **claims** in accordance with this **Agreement** and the **Bylaws**.
 2. Establish yearly **contributions** and loss reserves for each **program** and return of **contributions**/rate credits if appropriate. Pursuant to the payment of the required **contributions** by each **party** to SELF, SELF shall issue to each **party** a **Memorandum of Coverage** indicating the coverage provided to the **party** by SELF and the exchange of services, if any. The coverage provided by such **Memorandum of Coverage** will begin for each **party** on the date set forth in the declarations of the **Memorandum of Coverage** and will expire at the end of the **fiscal year**.
 3. Provide a strict accountability of all **funds** for each **program** and a report of all receipts and disbursements.
 4. Provide for pooled or insured **excess coverage** above the **retained limit** as specified in the respective **program Memorandum of Coverage**.
 5. Provide, when necessary, for legal representation in defense of **claims** expected to exceed the **retained limit**.
 6. Provide for annual audit of the **funds** by an independent Certified Public Accountant.
 7. Provide for management reports, including but not limited to, actuarial analyses, claims audits and special reports.
 8. Prepare and maintain **claim** files and other records and cause same to be retained.
 9. Provide for, when necessary, investigation of **claims**.

10. Provide information in defense of **claims**.
11. Authorize the allowance, compromise, settlement or rejection of **claims**.
12. Prepare all notices and reports and otherwise prepare all matters necessary to comply with the provisions of state law and other legal directives.
13. Prepare a Policy and Procedures Operating Manual to be followed by each of the **parties** hereto.
14. Except as otherwise provided in this **Agreement** and the **Bylaws**, the **Board** shall have the authority to make and enter into contracts, employ agents and employees, acquire, hold and dispose of real and personal property, incur all debts, liabilities or obligations as is necessary to administer and carry out the purposes of the Authority, file suit, and enter into such settlements as may be beneficial to SELF, as determined by the **Board**.
15. Appoint a **custodian** to be the depository and have custody of all the money of SELF pursuant to the California Government Code, Section 6505.5. Such **custodian** shall perform those functions as required by said Code and other applicable law.
16. Establish bank accounts and/or trust funds as appropriate.
17. Provide procedures for election of the **Board** of Directors.
18. Provide for other services as necessary.

IV. BYLAWS

SELF shall be governed by this Agreement and the **Bylaws** which are incorporated herein by reference. **Parties** to this Agreement are bound by the provisions of the **Bylaws**. In the event that there is a conflict in the provisions of this Agreement and the **Bylaws**, this Agreement shall prevail over the **Bylaws**.

V. TERM OF AGREEMENT

This Agreement shall continue in effect unless and until it is terminated as provided for in Section IX of this Agreement.

VI. MEMBERSHIP

- A. Eligibility: **Public educational agencies** within California may become **parties** to this Agreement upon application to and approval by the **Board**. **Parties** may participate in any one or more **programs** operated by SELF.
- B. Successors: Should a **party** to this Agreement reorganize in accordance with State law, the successor or successors in interest to such **party** may be substituted as a **party** or **parties** to this Agreement, and such substitution shall become effective upon the filing with the **Board** of an assignment by such **party** to its successor or successors in interest of all of said **party's** rights and obligations hereunder, provided such assignment is fully executed by the **party** to this Agreement and its successors.

VII. WITHDRAWAL OF A PARTY

A **party** to this Agreement may cease to be a **party** hereto or may discontinue participation in any **program**, and may withdraw as a **party** to this Agreement or from any **program**, in the manner hereinafter provided:

- A. Three (3) Fiscal Years' Participation: No party to this Agreement may withdraw from a program until it has been a party to such program for at least three (3) consecutive, full fiscal years.
- B. Resolution of Withdrawal: To effect withdrawal from this Agreement, or from any **program** (e.g., Liability or Worker's Compensation) in which a **party** is participating, such **party**, by its governing body, shall adopt a resolution stating that it is going to withdraw from SELF or from the SELF program, effective July 1 of that year or the following year.
- C. Notice of Withdrawal: A **party** that is going to withdraw shall cause to be sent to the **Board** a true copy of the resolution of its governing body stating that it is going to withdraw.
- D. A **party** which is going to withdraw shall serve its notice of withdrawal upon the **Board** in the manner provided in this **Agreement** (at **Section XIV** hereof, *infra*) for the giving of notice. As long as the notice of withdrawal is received in the SELF office by the close of business on December 31, the notice shall be effective on the last day of SELF's **fiscal year** during which the notice of withdrawal was given. If the notice of withdrawal is received in the SELF office after the close of business on December 31, the effective date of such withdrawal shall be on the last day of SELF's **fiscal year** following the fiscal year in which the notice was given.
- E. Continuing Obligations of a Withdrawing **Party**: A **party** withdrawing from a **program** may be entitled to a share of any equity distributions, if any, or be liable for its share of any assessments, if any, declared by the **Board**. After considering reserves for **claims**

reported and **claims** incurred but not reported, the **Board** shall make a determination as to whether to declare any equity distribution or impose any loss assessment, that is based on the overall fiscal impact of the withdrawal on the **program** pool, and that fosters the preservation of the fiscal integrity of the **program** pool. In no event will any equity distribution be made to a withdrawing **party** until after five (5) years have elapsed from the date the **party** withdrew from the **program**. In addition, the withdrawal of a **party** from a **program** shall not relieve such **party** of any obligations that such **party** otherwise has in connection with **claims** which arose while said withdrawn **party** was a participant in such **program**.

VIII. INVOLUNTARY TERMINATION OF MEMBERSHIP IN SELF

- A. A **party** may be involuntarily terminated from **SELF** for failure to pay contributions or assessments to **SELF** when due; failure to report claims in a timely manner; failure to comply with the provisions of the **Memorandum of Coverage, Agreement, or Bylaws**; or for other good cause as determined by the **Board**. In the event of such termination, the terminated **party's** equity or deficit position while a participant in any **SELF program** will continue to be reflected in the records and reports required under "**Article XIII, Accounts and Records,**" in the **Bylaws**, and the provisions of **Section VII, Paragraph E** of this **Agreement, supra**, shall also apply to such terminated **party**.

IX. TERMINATION OF AGREEMENT

The governing bodies of the **parties** may determine that the public interest will not be served by the continuance of this Agreement. In such event, by a two-thirds (2/3) vote of the total number of **parties** voting in favor of termination, this Agreement shall be terminated effective at the end of the **fiscal year** specified by such parties at the time of voting. The **Board** shall provide for the continued administration of **SELF** business during the period of up to ten (10) years as referred to in Section X, *infra*.

X. DISTRIBUTION OF PROPERTY AND MONIES UPON TERMINATION OF THIS AGREEMENT

- A. Reserve Account: Upon any termination of this Agreement, the **Board** shall provide or cause to be provided, **program** reserve accounts for a period of up to ten (10) years for the purpose of paying all legal obligations hereunder, and such obligations shall include but not be limited to, all payments required to be established for the purpose of paying **claims**, and any other legal obligations incurred by the **Board** pursuant to this Agreement. At the end of such period of up to ten (10) years, the **Board** or its designee shall make no more payments in connection with **claims** which arose while the Agreement was in effect and any such liability shall revert to the individual **parties** to this Agreement. In lieu of liabilities reverting to the individual parties, the Board may, at

its discretion, arrange for the transfer of such liabilities through the purchase of commercial insurance.

- B. Distribution of Assets: Upon termination of this Agreement, all assets remaining after the establishment of the reserve accounts shall be distributed to the then current **parties** to this Agreement in proportion to each **party's** cumulative **contributions** relative to the cumulative **contributions** of all **parties**.

XI. LIABILITIES

- A. **Claims** Indemnification and Hold Harmless: Each **party** to this Agreement shall be liable for its *pro rata* share of all of the debts and liabilities of the **parties** hereto for **claims**. A **party's** *pro rata* share shall be determined by such **party's** cumulative contributions and assessments relative to the cumulative contributions and assessments of all **parties** to this Agreement. To achieve such purpose, each **party** hereby indemnifies and holds harmless the other **parties** for any loss, cost, or expense that may be imposed upon such other **party** in excess of such *pro rata* liability. The rules for interpreting indemnity agreements as set out in Civil Code Section 2778 are hereby expressly made a part of this Agreement.
- B. Other Debts, Liabilities and Obligations: Except as otherwise provided in paragraph A of this Section, the debts, liabilities and obligations incurred in the administration of this Agreement shall not constitute any debt, liability or obligation of any of the individual **parties** to this Agreement, and the **Board** as administrator of this Agreement may insure all or any part of any liability incurred by it hereunder. The cost of such insurance shall be an administrative expense of the **Board** and it shall be expended from the appropriate **funds** in the same manner as other administrative expenses.

XII. AMENDMENTS TO THIS AGREEMENT

- A. Any amendment to this Agreement shall require that once a majority of the **parties** to the Agreement have voted on a proposed amendment properly approved by the SELF **Board**, approval by two-thirds (2/3) of the voting **parties** shall be sufficient to enact the proposal. As to amendments to this Agreement, a **party** may cast an individual vote or a joint powers agency whose members are **parties** to this Agreement may cast the votes on behalf of all of its members, so long as the joint powers agency and its members have expressly so agreed, in writing.
- B. Proposed Amendments: Any **party** to this Agreement may at any time propose amendments to this Agreement. Any proposed amendment shall first be submitted to the **Board** for study and recommendation. The **Board** shall have a reasonable time within which to make such study and to submit its recommendations to the **parties**. Recommendation for adoption of an amendment shall occur at a meeting wherein two-thirds (2/3) of the **members** are present and at least three-fourths (3/4) of such **members**

vote for adoption. A copy of the proposed amendment, together with the **Board's** report and recommendation, shall be sent to all **parties** for action by their governing bodies either approving or rejecting the amendment. If the proposed amendment does not receive approval by vote of the **Board**, no further action shall be required.

- C. Action on a Proposed Amendment: When the **Board** submits to the **parties** a proposed amendment for action, the **Board** shall specify thereon the deadline for action by the **party** or **parties**. Within the deadline specified, each **party** shall consider the proposed amendment and take action, either approving or rejecting it, and a copy of such action shall be filed with the **Board**. Responses must be post-marked on or before the deadline, in order to be counted. In the event fifty per cent (50%) of the parties have not responded by the deadline, the **Board** may, at its discretion, extend the deadline.
- D. Effective Date of Amendment: Unless otherwise stated in the amendment, the effective date of any amendment shall be on July 1 following its adoption.

XIII. TORT LIABILITY

Section 895.2 of the Government Code imposes certain tort liability jointly upon public entities solely by reason of such entities being **parties** to an agreement as defined in Section 895 of said Code. Therefore, the **parties** hereto, as between themselves, pursuant to the authorization contained in Sections 895.4 and 895.6 of the Government Code, each assumes the full liability imposed upon it or any of its officers, agents, or employees by law for injury caused by a negligent or wrongful act or omission occurring in the performance of this Agreement, to the same extent that such liability would be imposed in the absence of Section 895.2 of the Government Code. To achieve this purpose, each **party** hereby agrees to indemnify and hold harmless the other **parties** for any loss, cost or expense that may be imposed upon such other **parties** solely by virtue of Section 895.2 of the Government Code.

XIV. NOTICE AND SERVICE THEREOF

Any notice given pursuant to this Agreement shall be in writing and shall be dated and signed by the party giving, and duly authorized to give, such notice. Notices to SELF shall be delivered to SELF's principal place of business, which is currently 1531 "I" Street, Suite 300, Sacramento, California 95814.

XV. SEVERABILITY

Should any portion, term, condition, or provision of this Agreement be determined by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or be otherwise rendered unenforceable or ineffectual, the remaining portions, terms, conditions, and provisions shall not be affected thereby.

XVI. MISCELLANEOUS

- A. The section headings herein are for convenience only and are not to be construed as modifying or governing the language in the section to which they refer.
- B. Whenever in this Agreement any consent or approval is required, the same shall not be unreasonably withheld.
- C. By execution of this Agreement the executing **party** certifies that it has read the currently adopted **Bylaws**, and agrees to comply therewith and with future **Bylaws** as approved by the **Board** in the exercise of its powers under this Agreement.

XVII. EFFECTIVE DATE

This amended Agreement will become effective immediately upon its adoption by two-thirds (2/3) of the **parties** voting thereon, as more specifically set forth in Section XII, Paragraph A., *supra*.

IN WITNESS WHEREOF, each of the **parties** hereto has caused this **JOINT POWERS AGREEMENT** to be executed as an original counterpart by its duly authorized representative on the date indicated below.

Date: _____

Name of Public Educational Agency: _____

Address: _____

City, State: _____ **Zip Code:** _____

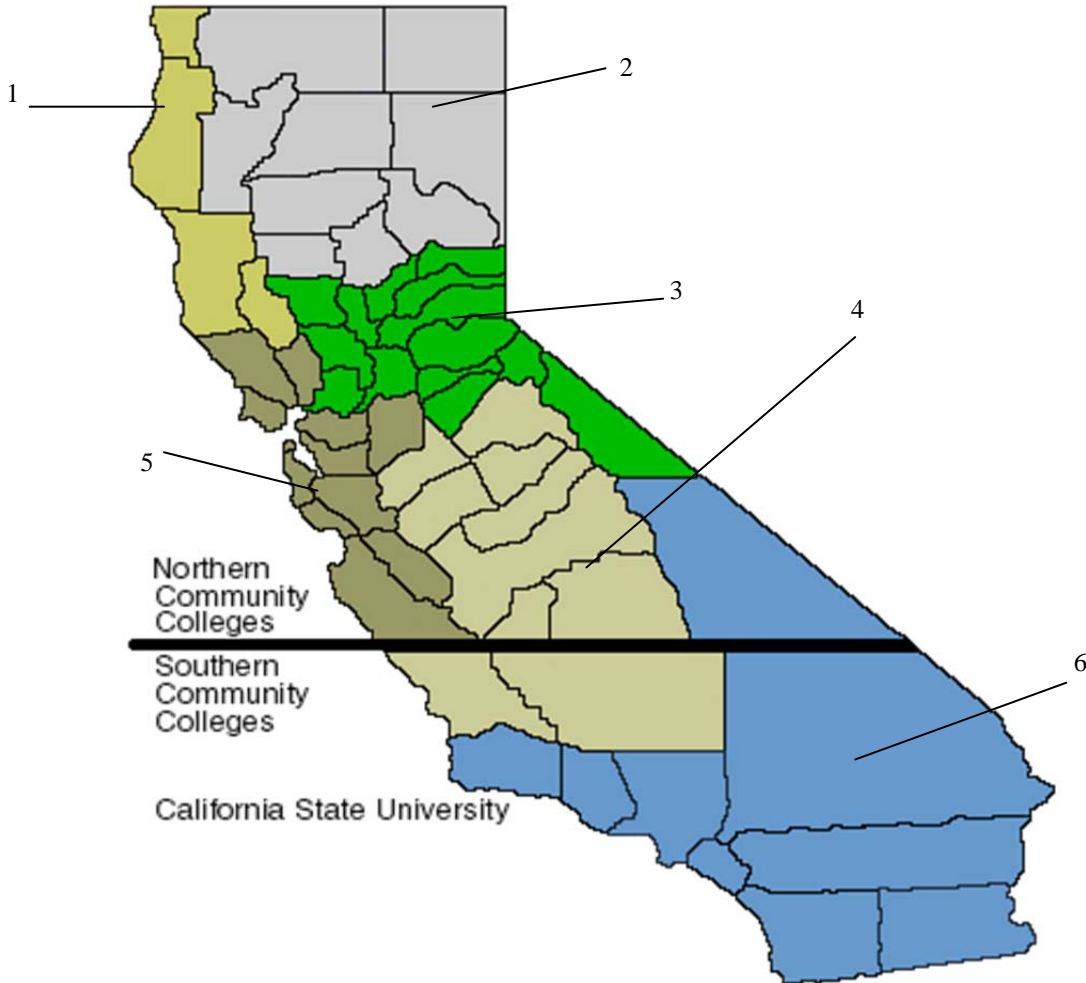
Telephone Number: _____ **Facsimile Number:** _____

School District Number: _____

By: _____

SCHOOLS EXCESS LIABILITY FUND APPENDIX I

AREA DESIGNATIONS



COUNTIES BY SELF AREA

DEL NORTE	1	ALPINE	3	FRESNO	4	ALAMEDA	5	IMPERIAL	6
HUMBOLDT	1	AMADOR	3	KERN	4	CONTRA COSTA	5	INYO	6
LAKE	1	CALAVERAS	3	KINGS	4	MARIN	5	LOS ANGELES	6
MENDOCINO	1	COLUSA	3	MADERA	4	MONTEREY	5	ORANGE	6
BUTTE	2	EL DORADO	3	MARIPOSA	4	NAPA	5	RIVERSIDE	6
GLENN	2	MONO	3	MERCED	4	SAN BENITO	5	SAN BERNARDINO	6
LASSEN	2	NEVADA	3	SAN LUIS OBISPO	4	SAN FRANCISCO	5	SAN DIEGO	6
MODOC	2	PLACER	3	STANISLAUS	4	SAN JOAQUIN	5	SANTA BARBARA	6
PLUMAS	2	SACRAMENTO	3	TULARE	4	SAN MATEO	5	VENTURA	6
SHASTA	2	SIERRA	3	TUOLOUMNE	4	SANTA CLARA	5		
SISKIYOU	2	SOLANO	3			SANTA CRUZ	5		
TEHAMA	2	SUTTER	3			SONOMA	5		
TRINITY	2	YOLO	3						
		YUBA	3						

Agenda Item Details

Meeting Date: 2018-05-09 19:00:00

AGENDA ITEM TITLE:

4. 17/18-3069 – MUSD SCHOOL CALENDAR FOR THE 2018-2019 and 2019-2020 SY

RECOMMENDATION

The Board of Education is requested to approve the calendars for the 2018-2019 and 2019-2020 school years. Motion by _____, seconded by _____, Vote _____ Board Member Wong _____, Board Member Rich _____, Board Member Hammond _____ Board Member Gilliland _____, Board President Williams _____

Rationale:

The Monrovia Teachers Association, California School Employees Association and the District agreed to the proposed 2018-2019 and 2019-2020 school calendars. It is now being presented to the Board of Education for final approval.

Background:

During the ongoing negotiations process, the calendar has now been finalized with placement of classified holidays, certificated staff development days and the last day of school.

Budget Implication (\$ Amount):

There is no direct cost associated with the calendar adoption.

Legal References:

Education Code Section 37200 defines the school calendar.

Additional Information:

A copy of the proposed 2018-2019 and 2019-2020 calendars and calendar dates are attached.

ATTACHMENTS

- [2018-2019 MUSD District Calendar.pdf](#)
- [2019-2020 MUSD District Calendar.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT

School Calendar 2018-2019

Certificated Staff Return:

School Starts:

School Ends:

Legal Holiday:

Uneven Semesters

	Mon					Tue					Wed					Thu					Fri					Days Taught/ Workday	Legal Holiday	Local Holiday																	
	Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri																				
First School Month	AUG																																												
August 6–August 31	6	7	8	9	10	PD	ASI	SS			13	14	15	16	17	20	21	22	23	24	27	28	29	30	31																				
Second School Month	SEP																																												
September 3–September 28	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	17	18	19	20	21	K-5	K-5	K-5	K-5	K-5	PTC	PTC	PTC	PTC	PTC	24	25	26	27	28										
Third School Month	OCT																																												
October 1–October 26	1	2	3	4	5	6-8	6-8	6-8	6-8	6-8	8	9	10	11	12	15	16	17	18	19	15	16	17	18	19	22	23	24	25	26															
Fourth School Month	NOV																																												
October 29–November 23	29	30	31	1	2						5	6	7	8	9	12	13	14	15	16	* ©					X	X	X	X	X	19	20	21	22	23										
Fifth School Month	DEC																																												
November 26–December 21	26	27	28	29	30	3	4	5	6	7	10	11	12	13	14	10	11	12	13	14	17	18	19	20	21				M	Z															
Sixth School Month	JAN																																												
December 24–January 18	X	X	X	X	X	©	* ©	X	X	X	31	1	2	3	4	7	8	9	10	11	7	8	9	10	11	14	15	16	17	18															
Seventh School Month	FEB																																												
January 21–February 15	* ©					ASI					28	29	30	31	1	6-8	6-8	6-8	6-8	6-8	PTC	PTC	PTC	PTC	PTC	* ©					11	12	13	14	15										
Eighth School Month	MAR																																												
February 18–March 15	* ©										25	26	27	28	1	4	5	6	7	8						K-5	K-5	K-5	K-5	K-5	PTC	PTC	PTC	PTC	PTC	11	12	13	14	15					
Ninth School Month	APR																																												
March 18–April 12					PD					X ©	25	26	27	28	29	X	X	X	X	X	X	X	X	X	X	8	9	10	11	12															
Tenth School Month	MAY																																												
April 15–May 10	15	16	17	18	19	22	23	24	25	26	29	30	1	2	3	29	30	1	2	3	6	7	8	9	10																				
Eleventh School Month	JUNE																																												
May 13–June 7	13	14	15	16	17	20	21	22	23	24	©					27	28	29	30	31	©					3	4	5	6	7			SE												
June 10–June 14	10	11	12	13	14																																								

LEGEND:

- z= Middle & high schools semester ends
- *= Legal Holiday
- x= Local Holiday
- m= Modified School Day K-8
- ©= CSEA Paid Holiday
- BTS= Back to School Night

- NT= New Teacher Orientation
- ASI= All Staff Inservice
- SS= School Starts
- SE= School Ends
- PD= Professional Development
- PTC= Parent Teacher Conference Mid-Semester
- M= Minimum Day (6-12)

Note:

180/186	0	0
85/87	First Semester	
95/99	Second Semester	

MONROVIA UNIFIED SCHOOL DISTRICT

School Calendar 2019-2020

Certificated Staff Return:

School Starts:

School Ends:

Legal Holiday:

Uneven Semesters

	Mon					Tues					Wed					Thu					Fri					Days Taught/Workday	Legal Holiday	Local Holiday
	Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri	Mon	Tues	Wed	Thu	Fri								
First School Month	AUG																											
August 5–September 30	5	6	7	8	9	PD	ASI	SS			12	13	14	15	16	19	20	21	22	23	26	27	28	29	30			
Second School Month	SEP																											
September 2–September 27	2	3	4	5	6						9	10	11	12	13	16	17	18	19	20	K-5	K-5	K-5	K-5	K-5			
Third School Month	OCT																											
September 30 – October 25	6-8	6-8	6-8	6-8	6-8						7	8	9	10	11	14	15	16	17	18	21	22	23	24	25			
Fourth School Month	NOV																											
October 28–November 22	28	29	30	31	1						4	5	6	7	8	11	12	13	14	15	18	19	20	21	22			
Fifth School Month	DEC																											
November 25–December 20	X	X	X	X	X						2	3	4	5	6	9	10	11	12	13	16	17	18	19	20			M
Sixth School Month	JAN																											
December 23–January 17	X	X	X	X	X						X	Ⓞ	*Ⓞ	X	X	6	7	8	9	10	13	14	15	16	17			Z
Seventh School Month	FEB																											
January 20–February 14	*Ⓞ					ASI					27	28	29	30	31	3	4	5	6	7	10	11	12	13	14			*Ⓞ
Eighth School Month	MAR																											
February 17–March 13	*Ⓞ					24	25	26	27	28	2	3	4	5	6					PD	9	10	11	12	13			
Ninth School Month	APR																											
March 16–April 10					ASI					*Ⓞ	X	X	X	X	X	30	31	1	2	3	6	7	8	9	10			
Tenth School Month	MAY																											
April 13–May 8	13	14	15	16	17	20	21	22	23	24	27	28	29	30	1	4	5	6	7	8								
Eleventh School Month	JUNE																											
May 11–June 5	11	12	13	14	15	18	19	20	21	22	*Ⓞ					25	26	27	30	31	1	2	3	4	5			SE
June 8–June 12	8	9	10	11	12																							

LEGEND:

- z= Middle & high schools semester ends
- *= Legal Holiday
- x= Local Holiday
- m= Modified School Day K-8
- Ⓞ= CSEA Paid Holiday
- BTS= Back to School Night

NT= New Teacher Orientation

- ASI= All Staff Inservice
- SS= School Starts
- SE= School Ends
- PD= Professional Development
- PTC= Parent Teacher Conference Mid-Semester
- M= Minimum Day (6-12)

Note:

180/186	0	0
---------	---	---

85/87	First Semester
95/99	Second Semester

Subject: PENDING BOARD ISSUES

Prepared by: Katherine F. Thorossian, 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		
LCFF / LCAP	Annual review and revision of LCAP with input from stakeholder groups.	Recommendation to Board in June
Supt. Performance Objectives	Establish performance objectives for Superintendent Evaluation.	Review May 23rd
Review of Vision & Goals	Review Vision & Goals and progress on the Strategic Plan.	Annually by July
Facilities Master Plan	We have received a proposal for consideration	Board review

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>5/23/18: • Class of 2018 Report • Homeless & Foster Youth Report (Board Update) • Village Program Informational Report • CELC Program Report</p> <p>6/13/18: • Multiple Measures Report w/ LCAP data • GATE Program Report (Board Update) • Annual LCAP Public Review</p> <p>6/27/18: • Con Ap approval • LCAP Adoption</p> <p>7/25/18 • Function of County Offices of Education</p>	
<p>Technology Projects</p>	<p>Staff technology standards & teaching plan – working with Educational Services.</p>	<p>July 2018</p>

Issue/Question/Request	Status	Next steps
Cyclical Reports (Continued)		
Budget/ Enrollment/Staffing	<u>2017-18 Budget Preparation Calendar:</u> <ul style="list-style-type: none"> • May 23, 2018: 2018-19 Governor’s May Budget Revision (Board Update) • June 13, 2018: 2018-19 LCAP Public Hearing • June 13, 2018: 2018-19 Adopted Budget Public Hearing • June 27, 2018: 2018-19 LCAP Adoption • June 27, 2018: 2018-19 Budget Adoption 	
WASC Preparations MHS & COHS/MP	Information updates to the Board regarding preparations for WASC at MHS:	MHS: March 18-20, 2019
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.	May 23, 2018

Issue/Question/Request	Status	Next steps
Legislative Policy	<ul style="list-style-type: none"> • Review legislative policy changes/updates • Special Education funding 	
Monrovia Days 2018	Date and logistics have been planned	<ul style="list-style-type: none"> • May 18-20, 2018

Issue/Question/Request	Status	Next Steps
Regular Policy Review	District Vision – 0000; Community Relations – 1000; Administration – 2000; Board Operations – 8000; Board Bylaws – 9000	2017-18
	Business Policies	2017-18
	Human Resources Policies	2017-18
	Educational Services Policies	2017-18
	Pupil Personnel Services	2017-18