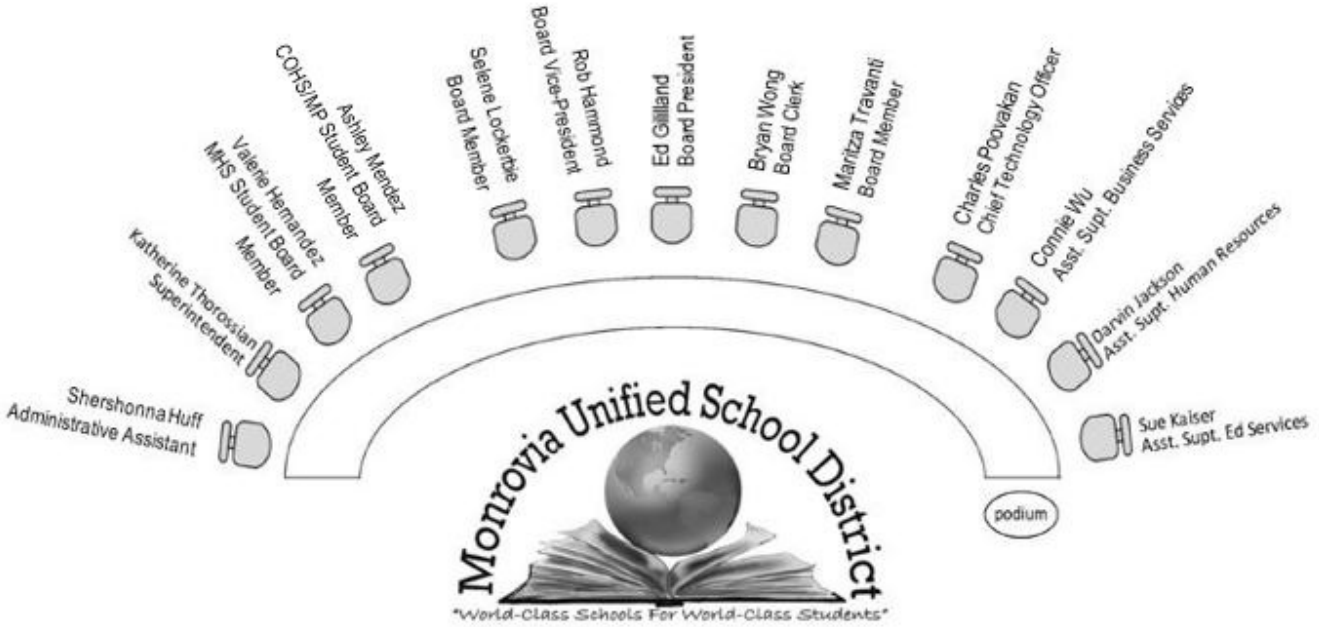
In accordance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please call the Superintendent's Office (626) 471-2010, twenty-four hours prior to the meeting so that reasonable arrangements can be made. The Administration Center Board Room is wheelchair 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 22, 2019
5:30 p.m. - Board Room

BOARD OF EDUCATION CLOSED SESSION
Wednesday, May 22, 2019
6:00 p.m. - Superintendent's Office

BOARD OF EDUCATION OPEN SESSION MEETING
Wednesday, May 22, 2019
7:00 p.m - Board Room

A. CONVENE BOARD OF EDUCATION STUDY SESSION (5:30 p.m.)
1. Preliminary Implications of Governor's May Revise on MUSD Budget

B. ADJOURN BOARD OF EDUCATION STUDY SESSION.

C. CONVENE REGULAR BOARD OF EDUCATION OPEN SESSION (6:00 p.m.)
1. Call to Order
2. Public Comment for Items on the 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. Public Employee Discipline/Dismissal/Release (Government Code Section 54957)
3. Confer with legal counsel regarding potential litigation (Government Code 54956.9)

E. ADJOURN BOARD OF EDUCATION CLOSED SESSION

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

1. Meeting called to order by presiding chairperson, _____ at _____ pm.
2. Pledge of Allegiance led by Monrovia High School

3. Roll Call:

Ed Gililland, Board President ____ Katherine Thorossian, Superintendent ____
Rob Hammond, Board Vice-President ___Sue Kaiser, Asst. Supt. Ed. Svcs. ____
Bryan J. Wong, Board Clerk _____ Darvin Jackson, Asst. Supt. HR _____
Maritza Travanti, Board Member _____ Connie Wu, Asst. Supt. Bus. Svcs. _____
Selene Lockerbie, Board Member _____ Charles Poovakan, CTO _____
Analisa Amaya, MHS Student Board Member _____
Jared Cupp, COHS/MP Student Board Member _____

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 Special Board of Education Meeting on April 19, 2019.
Motion by_____, seconded by _____, Vote _____
Board Member Wong____, Board Member Lockerbie____ Board Member Travanti____
Board Member Hammond _____, Board President Gililland _____
BM Minutes - April 19, 2019.pdf

3. Approve the Minutes of the Regular Board of Education Meeting on May 8, 2019.
Motion by_____, seconded by _____, Vote _____
Board Member Wong____, Board Member Lockerbie____ Board Member Travanti____
Board Member Hammond _____, Board President Gililland _____
BM Minutes - May 8, 2019.pdf

H. RECOGNITIONS AND COMMUNICATIONS

1. The Board of Education would like to thank **Analisa Amaya of Monrovia High School, and Jared Cupp of Canyon Oaks High School/ Mountain Park School**, on their service as Student Board Members for the Board of Education.

2. The Board of Education would like to recognize **Kijana Blount, Angelo Collado, Nathaniel Overby, Angie Portillo, and Mason Tyler** of Monrovia High School, on being nominees and receipients of the **2019 Jerry Herman Awards.**

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

- **Mary Archibald - Teacher, Monrovia Adult School - 23 years**
- **Teresa Behnke - Teacher, Plymouth ES - 1 year**
- **Martha Billington - Food Service Worker, Clifton MS - 6 years**
- **Tony Ellis - Teacher, Santa Fe CSMS - 33 years**
- **Christina Flores - Instructional Aide Special Ed., Santa Fe CSMS - 27 years**
- **Laurie Hemingway - Instructional Assistant, Clifton MS - 33 years**
- **Karin Jones - Teacher, Monroe ES - 35 years**
- **Juana Kramer - Teacher, Monroe ES - 39 years**
- **Thomas Rosenstein - Teacher, Canyon Oaks HS - 32 years**
- **Carol Summerell - Secretary, MHS - 29 years**
- **Ann Van Dyke - Teacher, Monrovia High School - 21 years**

4. The Board of Education wishes to honor **Monrovia High School teacher, Anne Battle,** for **50 years of service** to the students of Monrovia Unified School District.

(A brief reception will follow recognitions)

I. RECESS THE BOARD OF EDUCATION OPEN SESSION MEETING

J. RECONVENE THE BOARD OF EDUCATION OPEN SESSION MEETING

1. Board Member Reports
2. Student Board Member Report
3. Report from the Superintendent
   - Santa Fe CSMS Board Walk Site Visit

K. <u>PUBLIC COMMENTS</u> - *The Board of Education encourages public participation, and invites you to share your views on school business.*

Please complete the "Addressing the Board of Education" form and give it to the Secretary of the Board (Superintendent) or the designee, prior to the meeting. In order to accomplish Board business in a timely and efficient manner, public input is limited to no more than five (5) minutes per person per item.

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

2. Public Comments for items on the Open Session Agenda

L. INFORMATIONAL REPORTS AND PRESENTATIONS

1. P-2 STUDENT ATTENDANCE REPORT. *(Connie Wu, Asst. Supt. of Business Svcs.)*

The Board of Education will receive an informational report on the Period 2 (P-2) Student Attendance for the 2018-19 school year.

P-2 ADA as a Percentage of CBEDS Enrollment.pdf

M. 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 Wong____, Board Member Lockerbie____, Board Member Travanti____
Board Member Hammond____, Board President Gililland____

EDUCATIONAL SERVICES

1. 18/19-1153 - AMENDMENT TO SCHOOL PLAN FOR STUDENT ACHIEVEMENT FOR CANYON OAKS HIGH SCHOOL

The Board of Education is requested to approve the amendment to the "School Plan for Student Achievement" Canyon Oaks High School for the 2018-2019 academic school year.
COHS SPSA 2018-19 Amendment 5-22-19.pdf

2. 18/19-1155 - BRANDMAN UNIVERSITY FIELD EXPERIENCE AGREEMENT

The Board of Education is requested to approve a Field Experience Agreement with Brandman University from July 1, 2019 through June 30, 2020.
Brandman Field Agreement 5-22-19.pdf

3. 18/19-1156 - CAREER TECHNICAL EDUCATION APPLICATION FOR 2019-2020 FUNDING (CARL D. PERKINS GRANT)

The Board of Education is requested to approve the Career Technical Education Application for 2019-2020 Funding (Carl D. Perkins Grant).
Perkins Application 2019-20.pdf

4. 18/19-1157 - AGREEMENT WITH SOULDRIVER LESSEE dba KIMPTON SOLAMAR HOTEL AND THE MONROVIA UNIFIED SCHOOL DISTRICT

The Board of Education is requested to approve an Agreement with the Souldriver Lessee dba Kimpton Solamar Hotel and the Monrovia Unified School District for a block of rooms from June 17, 2019 – June 20, 2019 for Solution Tree's Professional Learning Communities conference.
Kimpton Hotel 5-22-19 rev

BUSINESS SERVICES

5. 18/19-2128 - PURCHASE ORDERS AND PAYMENT OF BILLS

The Board of Education is requested to ratify purchase orders in the amount of $279,139.55 issued April 22, 2019 through May 6, 2019, and payments in the amount of $5,622,101.46 issued April 25, 2019 through May 8, 2019.
BA Item 2128(b-e) Purchase Order Rpt 5-22-19.pdf

6. 18/19-2129 - DISTRICT CASH RECEIPTS

The Board of Education is requested to receive District cash receipts; Deposit Report No. 41 through No. 42 deposited April 29, 2019 through May 3, 2019 for a total amount of $2,855,197.06.
BA Item 2129(b,c) Deposit Rpts #41-42 5-22-19.pdf

7. 18/19-2130 - BUDGETARY TRANSFERS AND REVISIONS

The Board of Education is requested to approve the budgetary adjustments as submitted.
BA Item 2130(b) Budgetary Transfers 5-22-19.pdf

8. 18/19-2131 - CUMULATIVE OBJECT SUMMARY REPORTS

The Board of Education is requested to receive the final District Cumulative Object Summary report for the month of April.
BA Item 2131(b) Cumulative Object Summary Rpt - April 2019 5-22-19.pdf

9. 18/19-2132- ACCEPTANCE OF GIFTS

The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 1819-19.
Acceptance of Gifts #1819-19 05-22-19.pdf

10. 18/19-2134 - CONTRACT AGREEMENT WITH BEYNON SPORTS, INC.
The Board of Education is requested to approve the contract with Beynon Sports, Inc. in the amount of $38,150.00 to refurbish and enhance the track.
BA Item 2134(b-c) Agreement with Beynon Sports 5-22-19.doc.pdf

HUMAN RESOURCES
11. 18/19-3061- PERSONNEL ASSIGNMENTS
The Monrovia Unified School District Board of Education is requested to approve Personnel Assignments Report #18.
2019-05-22 Personnel Report 19.pdf

12. 18/19-3064 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL
The Monrovia Unified School District Board of education is requested to approve Travel and Conference Report #20.
05222019TravelConference.pdf

BOARD BUSINESS
13. 18/19-5063 – BOARD BYLAW 9005, *GOVERNANCE STANDARDS*
The Board of Education is requested to receive for adoption Board Bylaw 9005, Governance Standards.
9005 BB Governance Standards - Final May 22 2019.pdf

N. ACTION ITEMS (Non-Consent)

EDUCATIONAL SERVICES – ***Sue Kaiser, Ed.D, Asst. Supt., Educational Svcs.***
1. 18/19-1144 - MONROVIA HIGH SCHOOL 2019 GRADUATES
The Board of Education is requested to approve Monrovia High School students for graduation on June 5, 2019.
Motion by_____, seconded by _____, Vote _____
Board Member Wong____, Board Member Lockerbie____ Board Member Travanti____
Board Member Hammond _____, Board President Gililland _____
Graduates MHS 5-22-19.pdf

2. 18/19-1145 - CANYON OAKS HIGH SCHOOL 2019 GRADUATES
The Board of Education is requested to approve Canon Oaks High School students for graduation on June 4, 2019.
Motion by_____, seconded by _____, Vote _____
Board Member Wong____, Board Member Lockerbie____ Board Member Travanti____
Board Member Hammond _____, Board President Gililland _____
Graduates COHS 5-22-19.pdf

3. 18/19-1146 - MOUNTAIN PARK SCHOOL 2019 GRADUATES
The Board of Education is requested to approve Mountain Park School students for graduation on June 4, 2019.
Motion by_____, seconded by _____, Vote _____
Board Member Wong____, Board Member Lockerbie____ Board Member Travanti____
Board Member Hammond _____, Board President Gililland _____
Graduates Mtn Pk 5-22-19.pdf

4. 18/19-1147 - MONROVIA COMMUNITY ADULT SCHOOL 2019 GRADUATES

The Board of Education is requested to approve the Monrovia Community Adult School students for graduation on May 30, 2019.
Motion by_____, seconded by _____, Vote _____
Board Member Wong____, Board Member Lockerbie____ Board Member Travanti____
Board Member Hammond _____, Board President Gililland _____
Graduates - Adult Ed 5-22-19.pdf

5. 18/19-1148 - NEW COURSE OFFERING FOR HIGH SCHOOL STUDENTS: *ADVANCED DANCE*
The Board of Education is requested to approve Advanced Dance as a new course offering for high school students.
Motion by_____, seconded by _____, Vote _____
Board Member Wong____, Board Member Lockerbie____ Board Member Travanti____
Board Member Hammond _____, Board President Gililland _____
Advanced Dance 5-22-19.pdf

6. 18/19-1149 - NEW COURSE OFFERING FOR HIGH SCHOOL STUDENTS: *ADVANCED GRAPHIC DESIGN*
The Board of Education is requested to approve Advanced Graphic Design as a new course offering for high school students.
Motion by_____, seconded by _____, Vote _____
Board Member Wong____, Board Member Lockerbie____ Board Member Travanti____
Board Member Hammond _____, Board President Gililland _____
Adv Graphic Design 5-22-19.pdf

7. 18/19-1150 - NEW COURSE OFFERING FOR HIGH SCHOOL STUDENTS: *WEB DEVELOPMENT*
The Board of Education is requested to approve Web Development as a new course offering for high school students.
Motion by_____, seconded by _____, Vote _____
Board Member Wong____, Board Member Lockerbie____ Board Member Travanti____
Board Member Hammond _____, Board President Gililland _____
Web Development 5-22-19.pdf

8. 18/19-1151 - NEW COURSE OFFERING FOR HIGH SCHOOL STUDENTS: *GAME DEVELOPMENT*
The Board of Education is requested to approve Game Development as a new course offering for high school students.
Motion by_____, seconded by _____, Vote _____
Board Member Wong____, Board Member Lockerbie____ Board Member Travanti____
Board Member Hammond _____, Board President Gililland _____
Game Development 5-22-19.pdf

9. 18/19-1152 - REVISED COURSE OFFERING FOR HIGH SCHOOL STUDENTS: *ADVANCED PLACEMENT PSYCHOLOGY*
The Board of Education is requested to approve the revised course description for Advanced Placement (AP) Psychology as a course offering for high school students.
Motion by_____, seconded by _____, Vote _____
Board Member Wong____, Board Member Lockerbie____ Board Member Travanti____
Board Member Hammond _____, Board President Gililland _____
AP Psychology 5-22-19.pdf

10. 18/19-1154 - EDGENUITY, INC. AGREEMENT
The Board of Education is requested to approve a five year agreement between Edgenuity, Inc. and the Monrovia Unified School District on behalf of Canyon Oaks High School to provide comprehensive digital licenses from July 1, 2019 through June 30, 2024.
Motion by_____, seconded by _____, Vote _____
Board Member Wong____, Board Member Lockerbie____ Board Member Travanti____
Board Member Hammond _____, Board President Gililland _____
Edgenuity - COHS 5-22-19.pdf

11. 18/19-1158 - CERTIPORT, A BUSINESS OF NCS PEARSON, INC., AUTHORIZED TEST CENTER AGREEMENT
The Board of Education is requested to approve a Test Center Agreement between Certiport, a business of NCS Pearson, Inc., and the Monrovia Unified School District on behalf of Monrovia High School to act as a testing center to administer the Certiport Pathway Solutions and Methods exam.
Motion by _____, seconded by _____ Vote _____
Board Member Wong ____, Board Member Lockerbie ____, Board Member Travanti ____
Board Member Hammond ____, Board President Gililland ____
Certiport Test Center Agrmtn 5-22-19.pdf

12. 18/19-1159 - CERTIPORT, A PEARSON VUE BUSINESS, SALES ORDER TERMS AND CONDITIONS
The Board of Education is requested to approve a Sales Order Terms and Conditions with Certiport, a Pearson VUE business.
Motion by _____, seconded by _____ Vote _____
Board Member Wong ____, Board Member Lockerbie ____, Board Member Travanti ____
Board Member Hammond ____, Board President Gililland ____
Certiport Sales Order Terms 5-22-19.pdf

13. 18/19-1160 - MEMORANDUM OF UNDERSTANDING – PARTNERSHIP AGREEMENT FOR SERVICES PROVIDED BY MONROVIA UNIFIED SCHOOL DISTRICT
The Board of Education is requested to approve a Memorandum of Understanding – Partnership Agreement for Services Provided by Monrovia Unified School District on behalf of Monrovia Community Adult School from May 23, 2019 through June 30, 2020.
Motion by _____, seconded by _____ Vote _____
Board Member Wong ____, Board Member Lockerbie ____, Board Member Travanti ____
Board Member Hammond ____, Board President Gililland ____
Temple City Partnership Agreement MOU 5-22-19.pdf

BUSINESS SERVICES – ***Connie Wu, Asst. Supt. of Business Svcs.***
14. 18/19-2133 - CONTRACT AGREEMENT WITH FIELDTURF USA, INC.
The Board of Education is requested to approve the contract with FieldTurf USA, Inc. to provide and install upgraded turf replacement at the Monrovia High School athletic sports field in the amount of $210,077.97.
Motion by_____, seconded by _____, Vote _____
Board Member Wong____, Board Member Lockerbie____ Board Member Travanti____
Board Member Hammond _____, Board President Gililland _____
BA Item 2133(b,c) Agreement with FieldTurf 5-22-19.pdf

15. 18-19-2135 RESOLUTION TO ESTABLISH SELF INSURANCE FUND
The Board of Education is requested to adopt Resolution No. 18/19-15 to establish Self Insurance Fund 67 in the PeopleSoft accounting system.
Motion by_____, seconded by _____, Vote _____

Board Member Wong____, Board Member Lockerbie____ Board Member Travanti____
Board Member Hammond _____, Board President Gililland _____
Fund 67 Resolution - Signed.pdf

HUMAN RESOURCES - ***Darvin Jackson, Ed.D., Asst. Supt. of Human Resources***
16. 18/19-3066 - DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS
The Board of Education is requested to adopt the Declaration of Need for Fully Qualified Educators for the 2019-2020 school year.
Motion by _____, seconded by _____ Vote _____
Board Member Wong ____, Board Member Lockerbie ____, Board Member Travanti ____
Board Member Hammond ____, Board President Gililland ____
Declaration of Need for Fully Qualified Educators 2019-20.pdf

BOARD BUSINESS – ***Katherine Thorossian, Ed.D. - Superintendent of Schools***
17. 18/19-5064 - 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 052219.pdf

O. OLD BUSINESS

- Wednesday, June 12, 2019; 7:00 p.m. - Regular Board of Education Meeting
- Wednesday, June 26, 2019; 7:00 p.m. - Regular Board of Education Meeting

P. NEW BUSINESS

Open Houses:
- Santa Fe CSMS - May 23, 2019 @ 5 pm

Promotions & Graduations:
- Monrovia Adult School Graduation @ Clifton MS - May 30, 2019; 6pm
- Clifton MS - June 4, 2019 @ 9:00 a.m.
- Santa Fe CSMS - June 4, 2019 @ 9:30 a.m.
- Canyon Oaks HS/MP @ Clifton MS - June 4, 2019; 6:00 p.m.
- Bradoaks ES - June 5, 2019 @ 8:15 a.m.
- Mayflower ES - June 5, 2019 @ 8:30 a.m.
- Monroe ES - June 5, 2019 @ 9:00 a.m.
- Plymouth ES - June 5, 2019 @ 8:30 a.m.
- Wild Rose SOCA - June 5, 2019 @ 8:30 a.m.
- MHS - June 5, 2019 @ 7:00 p.m.

Other dates to Calendar:

- PIQE Graduation @ Plymouth ES - May 23, 2019; 6:30 p.m.
- Memorial Day (ALL SITES CLOSED) - May 27, 2019

Q. 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

SPECIAL BOARD OF EDUCATION MEETING
Friday, April 19, 2019
9:00 a.m. - 3:00 p.m.
Monrovia Canyon Park - Cabin/Conference Center
1200 N. Canyon Blvd.
Monrovia, CA 91016

UNADOPTED MINUTES

A. CONVENED SPECIAL BOARD OF EDUCATION MEETING (GC54959)

1. Meeting called to order by Board President Gililland at 9:05 a.m.

2. Roll Call:

Ed Gililland, Board President Present
Rob Hammond, Board Vice-Pres. Present
Bryan J. Wong, Board Clerk Present
Maritza Travanti, Board Member Present
Selene Lockerbie, Board Member Present
Dr. Katherine Thorossian, Superintendent Present
Dr. Gary Rapkin, Facilitator for Special Board Meeting Present

2. Public Comments for items on this agenda
There were none.

B. BOARD BUSINESS

1. Board of Education Team Building
2. Board Protocols
3. Goal Setting

C. ADJOURNED SPECIAL BOARD OF EDUCATION MEETING at 3:01 p.m.

Dr. Katherine Thorossian, Superintendent & Secretary of the Board

Bryan J. Wong, Board Clerk

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

BOARD OF EDUCATION CLOSED SESSION
Wednesday, May 8, 2019
5:30 p.m. - Superintendent's Office

BOARD OF EDUCATION OPEN SESSION MEETING
Wednesday, May 8, 2019
7:00 p.m. - Board Room

ADOPTED MINUTES

A. CONVENED REGULAR BOARD OF EDUCATION OPEN SESSION

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

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

1. Expulsion Case No. 1819-12, Student I.D. No. 111114153 [Education Code 48900 (a.1)].
2. 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).
3. Public Employee Discipline/Dismissal/Release (Government Code Section 54957)
4. Superintendent Goals

C. ADJOURNED BOARD OF EDUCATION CLOSED SESSION at 7:05 p.m.

D. RECONVENED BOARD OF EDUCATION OPEN SESSION MEETING

1. Meeting called to order by Board President Gililland at 7:05 p.m.

2. Pledge of Allegiance led by Plymouth Elementary School

3. Roll Call:

Ed Gililland, President	Present	Katherine Thorossian, Superintendent	Present
Rob Hammond, Vice Pres.	Present	Sue Kaiser, Asst. Supt., Ed Services	Present
Bryan J. Wong, Clerk	Present	Darvin Jackson, Asst. Supt., HR	Present
Maritza Travanti, Member	Present	Connie Wu, Asst. Supt. of Bus. Svcs.	Present
Selene Lockerbie, Member	Present	Charles Poovakan, Chief Tech. Officer	Present

Analisa Amaya, MHS Student Board Member Present

4. Report on Closed Session held this date
   There was no action 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 #I.4 was pulled from Consent and placed in Action under

Board Business. Agenda Item# I.10 was pulled from Consent and placed on the Action Items agenda under Business.

2. Approve the Minutes of the Regular Board of Education Meeting on April 24, 2019.
Motion by Board Member Wong, seconded by Board Member Lockerbie, **Vote 5-0**
Board Member Wong – Y, Board Member Lockerbie – Y, Board Member Travanti – Y, Board Member Hammond – Y, Board President Gililland – Y
BM Minutes - April 24, 2019
BM Minutes - April 24, 2019.pdf

F. RECOGNITIONS AND COMMUNICATIONS

1. The Board of Education congratulated **Emily Neal** on being a **National Merit Scholarship Program nominee**, which honors exceptional American youths and encourages them in achieving their goals and aspirations.

2. The Board of Education recognized the students and staff who participated in and coordinated the "**Next Generation Elementary Math Bee."**

3. The Board of Education congratulated the **"The Kings & Queens"** of **Monrovia High School**, and **"The Hippiebots"** of **Clifton Middle School** on competing in the **2019 FIRST Tech Challenge (FTC) Championship.**

4. Board Member Reports
- **Board Vice-President Hammond** shared on the library renaming at Canyon Oaks HS to the **"Bruce and Mariellen Staller" Library** that occurred on May 6, 2019.
- **Board Member Travanti** shared on the **"Bite of Reality**" event that occurred at Monrovia High School (MHS) on May 1, 2019. Board Member Travanti also shared on the **PTA Founders Day** celebration that occurred on May 7, 2019, where **Board Vice-President Hammond** was recognized for his "**I Ride 4 You"** bike campaign.
- **Board President Gililland** thanked the **Monrovia PTA** for a wonderful event and all of their hard work in support of Monrovia schools.

5. Student Board Member Report
6. Report from the Superintendent
- **Dr. Thorossian** shared on the **PIQE** graduation that occurred at Mayflower ES on April 25, 2019, Monrovia High Schools's **"Bite of Reality Event"** and discussed Wild Rose SOCA's **"Lion King"** performance which occurred at the Ahmanson Theater on April 29, 2019.

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

Please complete the "Addressing the Board of Education" form and give it to the Secretary of the Board (Superintendent) or the designee, prior to the meeting. In order to accomplish Board business in a timely and efficient manner, public input is limited to no more than five (5) minutes per person per item.

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

- **MHS Teacher & Monrovia Teachers Association (MTA) President, Anne Battle**, shared on "The Day of the Teacher" that occurred on May 8, 2019.
- **MHS students Daylon Adkison, Alexis Ruiz, and Tanya Volkon** shared with the Board methods to improve the District's going green initiatives.

- **Kim Crissey and Girl Scout Troop 2851** informed the Board of their mission to achieve a bronze service award, earned by picking up trash in local waterways, and urged the Board and community to not litter, pick up trash when seen, and make greater efforts to recycle and used recyclable materials.

2. Public Comments for items on the Open Session Agenda

- **Barbara Dickerson, representative of Congresswoman Grace Napolitano**, presented certificates on behalf of Congresswoman Napolitano, to the students and staff of Monrovia High School for their Mental Health awareness public service announcements, and presented certificates to the MHS Kings & Queens and Hippiebots of Clifton MS.

H. INFORMATIONAL REPORTS AND PRESENTATIONS

1. **MUSD MENTAL HEALTH AND WELLNESS SERVICES.*(Susan Hirsch, Director of MHS Wellness Center & Intervention Programs)*.** The Board of Education received an update on the latest efforts of Monrovia Unified School District to promote mental health awareness.

2. **COMPREHENSIVE SUPPORT AND IMPROVEMENT (CSI) PLAN.*(Flint Fertig, Director of Adult Education & Alternative Programs).*** The Board of Education received an informational report on the Comprehensive Support and Improvement (CSI) Plan for Canyon Oaks High School.

I. CONSENT AGENDA

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

Consent Agenda Item(s) Pulled, if any: **Agenda Item #I.4 & I.10 were pulled from Consent and placed in Action. Agenda Item # I.14 was amended to reflect 2018-19 school year in the rationale.**

Approval of Consent Agenda:

Motion by Board Member Hammond to approve with the amendments as stated above, seconded by Board Member Lockerbie, **Vote 5-0**

Board Member Wong – Y, Board Member Lockerbie – Y, Board Member Travanti – Y, Board Member Hammond – Y, Board President Gililland – Y

EDUCATIONAL SERVICES

1. 18/19-1137 - ADOPT RECOMMENDED ONLINE CURRICULUM

The Board of Education is requested to adopt the following online curriculum for tobacco prevention: The Stanford Medicine Tobacco Prevention Toolkit: Modules for Tobacco and Nicotine Education.

2. 18/19-1138 - ADOPT RECOMMENDED TEXTBOOKS

The Board of Education is requested to adopt the following textbooks for the Sports Medicine I and Sports Medicine II courses: "Fundamentals of Anatomy and Physiology" (NASTA Edition) by Pearson, and "Sports Medicine Essentials: Core Concepts in Athletic Training & Fitness Instruction," 3rd Edition, by Cengage Learning.

3. 18/19-1139 - MEMORANDUM OF AGREEMENT BETWEEN SAN JOAQUIN COUNTY OFFICE OF EDUCATION AND THE MONROVIA UNIFIED SCHOOL DISTRICT

The Board of Education is requested to approve a Memorandum of Agreement between the San Joaquin County Office of Education (CEDR Department), a county office of education of the state of California, (SJCOE/CEDR) and the Monrovia Unified School District concerning

design, programming and maintenance of integration components between Special Education Information System (SEIS) and Monrovia Unified School District's student information system, Aeries from July 1, 2019 through June 30, 2022.
San Joaquin COE - SEIS 5-8-19.pdf

5. 18/19-1143 - SALES ORDER AGREEMENT WITH PEAR DECK, INC.
The Board of Education is requested to approve a Sales Order Agreement with Pear Deck, Inc. for premium access for the 2019-20 school year.
Pear Deck 5-8-19.pdf

BUSINESS SERVICES

6. 18/19-2119 - PURCHASE ORDERS AND PAYMENT OF BILLS
The Board of Education is requested to ratify purchase orders in the amount of $435,297.05 issued April 8, 2019 through April 22, 2019, and payments in the amount of $765,643.63 issued April 11, 2019 through April 24, 2019.
BA Item 2119(b-e) Purchase Order Rpt.pdf

7. 18/19-2120 - DISTRICT CASH RECEIPTS
The Board of Education is requested to receive District cash receipts; Deposit Report No. 40 deposited April 22, 2019 for a total amount of $197,603.80.
BA Item 2120(b) Deposit Rpt #40.pdf

8. 18/19-2121 - BUDGETARY TRANSFERS AND REVISIONS
The Board of Education is requested to approve the budgetary adjustments as submitted.
BA Item 2121(b) Budgetary Transfers.pdf

9. 18/19-2122- ACCEPTANCE OF GIFTS
The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 1819-18.
Acceptance of Gifts #1819-18 05-08-19.pdf

HUMAN RESOURCES

11. 18/19-3060 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL
The Monrovia Unified School District Board of education is requested to approve Travel and Conference Report #19.
05082019TravelConference.pdf

12. 18/19-3061- PERSONNEL ASSIGNMENTS
The Monrovia Unified School District Board of Education is requested to approve Personnel Assignments Report #18.
2019-05-08 Personnel Report 18.pdf

13. 18/19-3062 - 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 2019-2020 school year.

14. 18/19 - 3063 - DECLARATION OF INDEFINITE WAGES AND FRINGE BENEFITS
The Board of Education is requested to declare that wages and fringe benefits for all certificated, classified, supervisory/confidential and management employees, will be indefinite for the 2019-2020 fiscal year. These benefits are effective July 1, 2019, and may be increased and/or decreased pending the resolution of uncertain financial, legislative, negotiations, budgeting and other factors.

TECHNOLOGY

15. 18/19-4016 - EDLIO INC., WEB HOSTING RENEWAL
The Board of Education is requested to approve a one (1) year renewal with Edlio Inc., from July 1, 2019 through June 30, 2020.
Monrovia Unified School District Quote A.pdf

16. 18/19-4017 – 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, 2019 through May 30, 2020.
SHI Quote-16776829.pdf

J. ACTION ITEMS (Non-Consent)

EDUCATIONALSERVICES – *Sue Kaiser, Ed.D., Asst. Superintendent. – Ed. Services*

1. 18/19-1140 - LOS ANGELES COUNTY OFFICE OF EDUCATION CONTRACT FOR SCALE UP! STUDENT SUCCESS THROUGH TECHNOLOGY AND ARTS INTEGRATION PROJECT
The Board of Education is requested to approve a contract with the Los Angeles County Office of Education (LACOE) for Scale Up! Student Success Through Technology and Arts Integration Project from May 9, 2019 through September 30, 2019.
Motion by Board Member Hammond, seconded by Board Member Wong, **Vote 5-0**
Board Member Wong – Y, Board Member Lockerbie – Y, Board Member Travanti – Y, Board Member Hammond – Y, Board President Gililland – Y
LACOE - Scale Up Contract 5-8-19.pdf

BUSINESS SERVICES – *Connie Wu, Asst. Superintendent of Business Services*

I.10 18/19-2123 - MERGE RISK MANAGEMENT JPA FOR SPECIAL EDUCATION TRANSPORTATION SERVICES AGREEMENT – ADDENDUM NO. 2
The Board of Education is requested to approve Addendum No. 2 for Special Education student transportation services between MERGE Risk Management JPA and Monrovia Unified School District for the 2019-20 school year.
BA Item 2123(b) MERGE Amendent No 2.pdf
Motion by Board Member Hammond, seconded by Board Member Wong, **Vote 5-0**
Board Member Wong – Y, Board Member Lockerbie – Y, Board Member Travanti – Y, Board Member Hammond – Y, Board President Gililland – Y

2. 18/19-2126- PUBLIC HEARING FOR PROPOSED ENERGY SERVICES AGREEMENT TO IMPLEMENT PROPOSITION 39 HVAC UPGRADE PROJECT
The Board of Education is requested to hold a public hearing to take testimony from the public and discuss the proposed energy services agreement to implement proposition 39 HVAC upgrade project.

3. 18/19-2127- RESOLUTION TO APPROVE ENERGY SERVICES AGREEMENT FOR PROPOSITION 39 ENERGY CONSERVATION PROJECT

The Board of Education is requested to approve Resolution No. 1819-14 to approve the Energy Services Agreement for Proposition 39 Energy Conservation Project at Plymouth Elementary School and Clifton Middle School.

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

BA Item 2127(b,c) Resolution 1819-14 and Energy Services Agreement Prop 39 - Irvine Valley.pdf

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

I.4. 18/19-1141 - BOARD POLICY 6162.5, *STUDENT ASSESSMENT*

The Board of Education is requested to adopt Board Policy 6162.5, Student Assessment, as recommended by the California School Boards Association.

BP 6162.5 Student Assessment.pdf

Motion by Board Member Travanti to adopt with the following amendment "**Results from interim and formative assessments shall not be used *solely* for any high-stakes purpose**," seconded by Board Member Lockerbie, **Vote 5-0**
Board Member Wong – Y, Board Member Lockerbie – Y, Board Member Travanti – Y, Board Member Hammond – Y, Board President Gililland – Y

4. 18/19-5059- CONSIDER EXPULSION CASE NO. 1819-12, Student I.D. No. 111114153 [Education Code 48900 (a.1)].

The Board of Education will consider Expulsion Case No. 1819-12, Student I.D. No. 111114153 [Education Code 48900 (a.1)].

Board Member Travanti moved that Expulsion Case No. 1819-12, student # 111114153 be expelled for the remainder of the current term and first term of the 2019-20 school year. The expulsion is based on the findings of fact that the student violated the following provisions of the Ed Code, Section 48900 (a.1), caused, attempted to cause, or threatened to cause physical injury to another person, Seconded by Board Member Wong, **Vote 5-0**
Board Member Wong – Y, Board Member Lockerbie – Y, Board Member Travanti – Y, Board Member Hammond – Y, Board President Gililland – Y

5. 18/19-5060– BOARD BYLAW 9005, *GOVERNANCE STANDARDS*

The Board of Education is requested to receive for first reading Board Bylaw 9005, Governance Standards.

BB 9005 Governance Standards - First Reading 050819.pdf

6. 18/19-5061 – BOARD OF EDUCATION RETREAT DEBRIEF

The Board of Education discussed the work completed at the Board of Education Retreat held on April 19, 2019.

7. 18/19-5062- 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 050819.pdf

K. OLD BUSINESS

- Thursday, May 16, 2019; 4:00 p.m. - Jt. PC/Board of Education Meeting
- Wednesday, May 22, 2019; 7:00 p.m. - Regular Board of Education Meeting
- Wednesday, June 12, 2019; 7:00 p.m. - Regular Board of Education Meeting

L. NEW BUSINESS

Open Houses:

- Santa Fe CSMS - May 23, 2019 @ 5 pm

Promotions & Graduations:

- Monrovia Adult School Graduation @ Clifton MS - May 30, 2019; 6pm
- Clifton MS - June 4, 2019 @ 9:00 a.m.
- Santa Fe CSMS - June 4, 2019 @ 9:30 a.m.
- Canyon Oaks HS/MP @ Clifton MS - June 4, 2019; 6:00 p.m.
- Bradoaks ES - June 5, 2019 @ 8:15 a.m.
- Mayflower ES - June 5, 2019 @ 8:30 a.m.
- Monroe ES - June 5, 2019 @ 9:00 a.m.
- Plymouth ES - June 5, 2019 @ 8:30 a.m.
- Wild Rose SOCA - June 5, 2019 @ 8:30 a.m.
- MHS - June 5, 2019 @ 7:00 p.m.

Other dates to Calendar:

- Superstars of Music Showcase – May 9, 2019; 6:30 p.m.
- Monrovia Days Parade & Festival - May 17-19, 2019
- PIQE Graduation @ Plymouth ES - May 23, 2019; 6:30 p.m.
- Memorial Day (ALL SITES CLOSED) - May 27, 2019

M. ADJOURNED REGULAR BOARD OF EDUCATION OPEN SESSION MEETING at 9:04 p.m.

Dr. Katherine Thorossian, Superintendent & Secretary of the Board

Bryan J. Wong, Board Clerk

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

1. P-2 STUDENT ATTENDANCE REPORT. ***(Connie Wu, Asst. Supt. of Business Svcs.)***

RECOMMENDATION
The Board of Education will receive an informational report on the Period 2 (P-2) Student Attendance for the 2018-19 school year.

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 15, 2018 through March 21, 2019.

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 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 2018-19 District P-2 ADA is 5,147.86, a decrease of 143.61 ADA compared to 2017-18 P-2 ADA of 5,291.47. Due to a severe winter flu, this P-2 ADA is lower than our projection. The final P-2 ADA will be higher once we receive ADA information for Non-Public School students and for students attending ongoing Saturday School classes. The District will prepare an amended P-2 ADA report when that information is final.

Budget Implication ($ Amount):
There is no cost for the report. The District will realize a decrease in 2019-20 Local Control Funding Formula (LCFF) revenue below current projections.

Legal References:

Additional Information:
A copy of the P-2 ADA as a Percentage of CBEDS Enrollment Report is attached.

ATTACHMENTS

- P-2 ADA as a Percentage of CBEDS Enrollment.pdf

MONROVIA UNIFIED SCHOOL DISTRICT
FISCAL SERVICES DEPARTMENT

P-2 ADA AS A PERCENTAGE OF CBEDS ENROLLMENT - 2014-15 Through 2018-19

GRADE LEVEL	Actual 2014-15			Actual 2015-16			Actual 2016-17			Actual 2017-18			Actual	Projected 2018-19	
	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	1704	1635.99	96.0%	1683	1600.88	95.1%	1617	1532.90	94.8%	1580	1501.56	95.0%	1581	1489.92	94.2%
Mountain Park ISP Grades TK - 3	7	7.01	100.1%	7	6.32	90.3%	3	2.84	94.7%	1	1.00	100.0%	1	0.90	90.0%
Special Ed Grades TK - 3	45	42.91	95.4%	47	44.87	95.5%	43	40.71	94.7%	55	47.39	86.2%	53	51.88	97.9%
SELPA Special Ed Grades TK - 3	13	10.54	81.1%	12	10.55	87.9%	13	11.30	86.9%	12	10.43	86.9%	10	10.41	104.1%
Extended Year Special Ed TK - 3	N/A	12.28	N/A	N/A	11.12	N/A	N/A	9.88	N/A	N/A	9.50	N/A	N/A	4.77	N/A
NPS Grades TK - 3	0	0.00	N/A	0	0.00	N/A	1	0.98	98.0%	1	0.81	81.0%	1	0.10	10.0%
Extended Year NPS TK - 3	N/A	0.00	N/A	N/A	0.00	N/A	N/A	0.07	N/A	N/A	0.27	N/A	N/A	0.11	N/A
Total Grades TK - 3	1,769	1,708.73	96.6%	1,749	1,673.74	95.7%	1,677	1,598.68	95.3%	1,649	1,570.96	95.3%	1,646	1,558.09	94.7%
Regular Ed Grades 4 - 6	1222	1171.44	95.9%	1219	1172.00	96.1%	1228	1183.00	96.3%	1243	1184.78	95.3%	1174	1122.21	95.6%
Mountain Park ISP Grades 4 - 6	5	4.64	92.8%	3	4.16	138.7%	6	4.94	82.3%	5	5.68	113.6%	2	2.00	100.0%
Special Ed Grades 4 - 6	37	36.12	97.6%	42	39.34	93.7%	39	36.89	94.6%	39	38.45	98.6%	44	42.16	95.8%
SELPA Special Ed Grades 4 - 6	8	7.55	94.4%	10	8.68	86.8%	7	6.28	89.7%	8	7.36	92.0%	9	8.29	92.1%
Extended Year Special Ed 4 - 6	N/A	4.37	N/A	N/A	4.93	N/A	N/A	5.07	N/A	N/A	3.09	N/A	N/A	4.58	N/A
NPS Grades 4 - 6	5	4.86	97.2%	5	4.98	99.6%	3	2.96	98.7%	0	0.00		1	2.97	297.0%
Extended Year NPS Grades 4-6	N/A	0.13	N/A	N/A	0.29	N/A	N/A	0.24	N/A	N/A	0.70	N/A	N/A	0.23	N/A
Total Grades 4 - 6	1,277	1,229.11	96.2%	1,279	1,234.38	96.5%	1,283	1,239.38	96.6%	1,295	1,240.06	95.8%	1,230	1,182.44	96.1%
Regular Ed Grades 7 - 8	829	797.87	96.2%	820	795.81	97.1%	802	778.44	97.1%	774	744.43	96.2%	764	727.34	95.2%
Mountain Park ISP Grades 7 - 8	7	7.35	105.0%	7	7.57	108.1%	4	4.26	106.5%	4	4.80	120.0%	6	8.11	135.2%
Special Ed Grades 7 - 8	26	28.50	109.6%	21	19.96	95.0%	19	17.73	93.3%	21	17.84	85.0%	19	17.74	93.4%
SELPA Special Ed Grades 7 - 8	4	3.98	99.5%	4	3.76	94.0%	6	5.23	87.2%	8	7.09	88.6%	8	7.59	94.9%
Extended Year Special Ed 7 - 8	N/A	2.73	N/A	N/A	1.48	N/A	N/A	1.10	N/A	N/A	1.88	N/A	N/A	1.83	N/A
NPS Grades 7 - 8	3	2.15	71.7%	2	3.09	154.5%	4	3.55	88.8%	4	4.06	101.5%	4	2.42	60.5%
Extended Year NPS Grades 7-8	N/A	0.10	N/A	N/A	0.18	N/A	N/A	0.29	N/A	N/A	1.24	N/A	N/A	0.22	N/A
Total Grades 7 - 8	871	843.46	96.8%	854	831.85	97.4%	835	810.60	97.1%	811	781.34	96.3%	801	765.25	95.5%
Regular Ed Grades 9-12	1744	1649.26	94.6%	1725	1620.37	93.9%	1627	1541.60	94.8%	1631	1539.67	94.4%	1560	1465.67	94.0%
Canyon Oaks Continuation 9 - 12	88	86.90	98.8%	101	97.46	96.5%	74	68.83	93.0%	76	66.22	87.1%	97	82.57	85.1%
Mountain Park ISP Grades 9 - 12	52	44.00	84.6%	54	51.99	96.3%	35	33.50	95.7%	25	17.83	71.3%	29	22.45	77.4%
Special Ed Grades 9 - 12	50	43.75	87.5%	48	43.26	90.1%	50	43.21	86.4%	47	43.30	92.1%	47	41.96	89.3%
Adult Transition Program	15	13.54	90.3%	13	14.42	110.9%	15	13.05	87.0%	14	9.88	70.6%	13	10.62	81.7%
SELPA Special Ed Grades 9 - 12	3	3.51	117.0%	4	3.67	91.8%	5	4.63	92.6%	5	4.65	93.0%	5	4.02	80.4%
Extended Year Special Ed 9 - 12	N/A	5.08	N/A	N/A	5.74	N/A	N/A	1.92	N/A	N/A	3.89	N/A	N/A	4.35	N/A
NPS Grades 9 - 12	16	12.62	78.9%	11	9.74	88.5%	15	13.37	89.1%	10	11.27	112.7%	14	9.90	84.6%
Extended Year NPS Grades 9 - 12	N/A	0.97	N/A	N/A	0.83	N/A	N/A	0.86	N/A	N/A	2.40	N/A	N/A	0.54	N/A
Total Grades 9 - 12	1,986	1,870.78	94.2%	1,956	1,847.48	94.5%	1,821	1,720.97	94.5%	1,808	1,699.11	94.0%	1,765	1,642.08	93.0%
Total TK - 12	**5903**	**5652.08**	**95.7%**	**5838**	**5587.45**	**95.7%**	**5616**	**5369.63**	**95.6%**	**5563**	**5291.47**	**95.1%**	**5442**	**5147.86**	**94.6%**

Enrollment is Census Day (CBEDS) enrollment as of the first Wednesday in October each year.
Period 2 Average Daily Attenendance (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.

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

1. 18/19-1153 - AMENDMENT TO SCHOOL PLAN FOR STUDENT ACHIEVEMENT FOR CANYON OAKS HIGH SCHOOL

RECOMMENDATION
The Board of Education is requested to approve the amendment to the “School Plan for Student Achievement” Canyon Oaks High School for the 2018-2019 academic school year.

Rationale:
The Every Student Succeeds Act (ESSA) requires state educational agencies to determine school eligibility for comprehensive support and improvement (CSI). Local educational agencies (LEAs) with schools that meet the criteria for CSI must partner with stakeholders to locally develop and implement a plan to improve student outcomes. As part of the Comprehensive Support and Improvement Funding, each school that meets the criteria for CSI will be incorporated into the Local Control and Accountability Plan (LCAP) and School Plan for Student Achievement (SPSA). Having met with stakeholders, and the School Site Counsel, Canyon Oaks, is submitting the attached SPSA which has been amended to include the CSI allocation plan and budget for Board approval.

Additional Information:
The amendment to the School Plan for Student Achievement is attached.

ATTACHMENTS

- COHS SPSA 2018-19 Amendment 5-22-19.pdf

School Year: **2018-19**

School Plan for Student Achievement (SPSA)

The School Plan for Student Achievement (SPSA) is meant to consolidate all school-level planning efforts into one plan for programs funded through the consolidated application (ConApp), pursuant to the California Education Code (EC) Section 64001 and the Elementary and Secondary Education Act as amended by the Every Student Succeeds Act (ESSA).

The purpose of the SPSA is to increase the overall effectiveness of the school program by crafting a strategic plan that maximizes the resources available to the school while minimizing duplication of effort with the ultimate goal of increasing student achievement.

The School Site Council (SSC) is required to develop and annually review the SPSA, establish an annual budget, and make modifications in the plan to reflect changing needs and priorities, as applicable, pursuant to EC 52853(b) and 52855.

California's ESSA State Plan significantly shifts the state's approach to the utilization of federal resources in support of underserved student groups. The SPSA provides schools with the opportunity to document their approach to maximizing the impact of federal investments in support of underserved students.

The implementation of ESSA in California presents an opportunity for schools to innovate with their federally-funded programs and align them with the priority goals of the school and the LEA that are being realized under the state's Local Control Funding Formula (LCFF).

LCFF provides schools and LEAs flexibility to design programs and provide services that meet the needs of students in order to achieve readiness for college, career, and lifelong learning. The SPSA planning process supports continuous cycles of action, reflection, and improvement.

School Name	Canyon Oaks High School
Address	930 Royal Oaks Drive Monrovia, CA 91016
County-District-School (CDS) Code	19-64790-193899
Principal	Flint Fertig
District Name	Monrovia Unified School District
SPSA Revision Date	Revised May 2, 2019
Schoolsite Council (SSC) Approval Date	May 6, 2019
Local Board Approval Date	February 28, 2019

In the pages that follow, please describe the school's plan for making the best use of federal ESEA resources in alignment with other federal, state, and local programs.

Table of Contents

SPSA Title Page 1
Table of Contents 2
School Vision and Mission 3
School Profile 3
Stakeholder Involvement 3
School and Student Performance Data 5
- Student Enrollment 5
- CAASPP Results 7
- Student Population 11
- Overall Performance 12
- Academic Performance 13
- Conditions & Climate 22

Goals, Strategies, & Proposed Expenditures 24
- Goal 1 24
- Goal 2 28
- Goal 3 31
- Goal 4 36
- Goal 5 41

Annual Review and Update 45
- Goal 1 45
- Goal 2 48
- Goal 3 50
- Goal 4 53
- Goal 5 56

Budget Summary and Consolidation 58
- Budget Summary 58
- Allocations by Funding Source 58
- Expenditures by Funding Source 59
- Expenditures by Budget Reference 60
- Expenditures by Budget Reference and Funding Source 61

School Site Council Membership 62
Recommendations and Assurances 63

School Vision and Mission

School's Mission
As an alternative to traditional schools, Canyon Oaks High School seek to provide a safe, challenging environment where students awaken a passion for learning, develop innate talents, and acquire critical thinking and effective communication skills via career pathways that prepare them to become productive, responsible, and tolerant members of our diverse society in the 21st century.

School's Vision
All Students Enter To Learn and Go Forth to Earn

CPAS Vision Statement
A Career for Every Graduate and a Clear Path to Get There

School Profile

Canyon Oaks High School is an ethnically and socioeconomically diverse continuation high school serving approximately 115 students grades 11 through 12. Canyon Oaks is located in the eastern part of Monrovia and shares the Alternative Education Campus with Monrovia Community Adult School, and Mountain Park School (K-12 independent study school). Canyon Oaks is a fully WASC Accredited school with a 6-year clear accreditation (highest award). Canyon Oaks has a full UC approved "A-G" course list and multiple programs on campus including academic computer programs, on-site tutoring and credit recovery. In addition, a Compass program focuses on college and post-secondary options along with various other support and enrichment opportunities.

Canyon Oaks High School provides a structured and consistent environment for students needing the alternative setting. Canyon Oaks High School is designed to provide an atmosphere where students, with a wide-range of needs and educational abilities, can excel in a non-traditional setting. Providing a safe and caring learning environment is a high priority for our staff and stakeholders. Students are given an opportunity to achieve success, discover and take part in career pathways, earn credits toward a high school diploma, and develop feelings of self-worth and responsibility. We celebrate the multicultural experiences of our students and the wonderful diversity of our community.

Canyon Oaks High has a small yet very dedicated staff. Each teacher will see a majority of the whole student body on a daily basis through the traditional classroom and tutorial credit recovery. The small setting and staff allow for students to have the individual attention and the high quality education they need. The teaching staff have specialized credentials in their subject areas, many teachers have multiple credentials in more than one content area.

The academic focus and goals are common core state standards based and there is an emphasis on small classes and personalized instruction. This campus has the unique opportunity and qualifications to meet the needs of the students and provide individualized, structured learning plans. Students have the opportunity to progress towards meeting all graduation requirements as well as recovering deficient credits.

Stakeholder Involvement

How, when, and with whom did the school consult as part of the planning process for this SPSA/Annual Review and Update?

Involvement Process for the SPSA and Annual Review and Update

The SPSA review process at Canyon Oaks is welcomed by our stakeholders as an opportunity to reflect on and improve our practices. Since our last plan development our staff has continuously been involved in a self-study like process that has supported the school vision and desire for all students to be successful. Student data is reviewed regularly an ongoing process through our Data Days during our staff development days each Wednesday.

The community has supported Canyon Oaks High School over the years by appointing a City Council official to be a part of our school. For the past several this individual has been our City Mayor. The school also has several retired professionals who volunteer on the campus on a regular basis and support the schools' vision and goals.

The School Site Council members were elected in the Fall during our Open House in 2018. During our regular meetings, the Single Plan was review and updated as needed. This is an ongoing process throughout the academic year.

School and Student Performance Data

Student Enrollment
Enrollment By Student Group

Student Enrollment by Subgroup						
Student Group	Percent of Enrollment			Number of Students		
	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18
American Indian	1.8%	1.2%	%	2	1	
African American	7.3%	7.1%	10.71%	8	6	9
Asian	%	1.2%	%		1	
Filipino	0.9%	%	1.19%	1		1
Hispanic/Latino	85.5%	83.3%	76.19%	94	70	64
Pacific Islander	%	%	%			
White	4.6%	4.8%	10.71%	5	4	9
Multiple/No Response	%	%	%			
			Total Enrollment	110	84	84

Student Enrollment
Enrollment By Grade Level

Student Enrollment by Grade Level			
Grade	Number of Students		
	2015-16	2016-17	2017-18
Grade 10	1		
Grade 11	32	24	19
Grade 12	77	60	65
Total Enrollment	110	84	84

Conclusions based on this data:

1. Total enrollment has dropped the last two years. The comprehensive high school in the district implemented a credit recovery programs beginning in 2016-17 and were able to retain more students.
2. The number of students entering the school in their junior year has decreased for the past two years. MHS began retaining their juniors for the credit recovery program in 2016. Students who were unsuccessful by their senior year were recommended to attend Canyon Oaks, thereby increasing our senior population.

School and Student Performance Data

Student Enrollment
English Learner (EL) Enrollment

English Learner (EL) Enrollment						
Student Group	Number of Students			Percent of Students		
	2015-16	2016-17	2017-18	2015-16	2016-17	2017-18
English Learners	14	13	11	12.7%	15.5%	13.1%
Fluent English Proficient (FEP)	39	27	15	35.5%	32.1%	17.9%
Reclassified Fluent English Proficient	1	0	0	10.0%	0.0%	0.0%

Conclusions based on this data:

1. Our English Language Learner population has remained fairly consistent over this three year period.

2. The students in our program are not the same students from year to year. We are maintaining a consistent number of ELD students received from the comprehensive high school. The students accepted into Canyon Oaks are accepted based on academic needs, not language deficiencies.

School and Student Performance Data

CAASPP Results
English Language Arts/Literacy (All Students)

Overall Participation for All Students												
Grade Level	# of Students Enrolled			# of Students Tested			# of Students with Scores			% of Students Tested		
	15-16	16-17	17-18	15-16	16-17	17-18	15-16	16-17	17-18	15-16	16-17	17-18
Grade 11	57	36	42	55	34	40	55	34	40	96.5	94.4	95.2
All Grades	57	36	42	55	34	40	55	34	40	96.5	94.4	95.2

Overall Achievement for All Students															
Grade Level	Mean Scale Score			% Standard Exceeded			% Standard Met			% Standard Nearly Met			% Standard Not Met		
	15-16	16-17	17-18	15-16	16-17	17-18	15-16	16-17	17-18	15-16	16-17	17-18	15-16	16-17	17-18
Grade 11	2561.	2521.	2538.	7	2.94	5.00	29	20.59	22.50	47	29.41	47.50	16	47.06	25.00
All Grades	N/A	N/A	N/A	7	2.94	5.00	29	20.59	22.50	47	29.41	47.50	16	47.06	25.00

Reading Demonstrating understanding of literary and non-fictional texts									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	15-16	16-17	17-18	15-16	16-17	17-18	15-16	16-17	17-18
Grade 11	11	8.82	7.50	75	44.12	57.50	15	47.06	35.00
All Grades	11	8.82	7.50	75	44.12	57.50	15	47.06	35.00

Writing Producing clear and purposeful writing									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	15-16	16-17	17-18	15-16	16-17	17-18	15-16	16-17	17-18
Grade 11	13	5.88	7.50	71	52.94	67.50	16	41.18	25.00
All Grades	13	5.88	7.50	71	52.94	67.50	16	41.18	25.00

Listening Demonstrating effective communication skills									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	15-16	16-17	17-18	15-16	16-17	17-18	15-16	16-17	17-18
Grade 11	9	0.00	10.00	76	67.65	77.50	15	32.35	12.50
All Grades	9	0.00	10.00	76	67.65	77.50	15	32.35	12.50

Research/Inquiry Investigating, analyzing, and presenting information									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	15-16	16-17	17-18	15-16	16-17	17-18	15-16	16-17	17-18
Grade 11	22	11.76	12.50	56	55.88	60.00	22	32.35	27.50
All Grades	22	11.76	12.50	56	55.88	60.00	22	32.35	27.50

Conclusions based on this data:

1. Slight increase in the overall mean scaled scored from 2017 to 2018 of 16 points. The largest gain in the overall scaled scored can be found in the percentage of students in the category of %Standards Not Met into the category of % Standards Nearly Met. For example, 47.6% of the students in 2017 fell into the % Below Standard whereas only 25% of the students fell into this same category in 2018.
2. Breaking down the ELA CAASPP results into strands, Canyon Oaks students made progress in all strands. Most notable were the decrease in percentage of students who fell below standard in all four strands.
3. An area for improvement is number of students needing support in their ability to demonstrate an understanding of literary and non-fictional texts and in their ability to produce clear and purposeful writings.

School and Student Performance Data

CAASPP Results
Mathematics (All Students)

Overall Participation for All Students												
Grade Level	# of Students Enrolled			# of Students Tested			# of Students with Scores			% of Students Tested		
	15-16	16-17	17-18	15-16	16-17	17-18	15-16	16-17	17-18	15-16	16-17	17-18
Grade 11	57	36	42	55	35	39	55	35	39	96.5	97.2	92.9
All Grades	57	36	42	55	35	39	55	35	39	96.5	97.2	92.9

Overall Achievement for All Students															
Grade Level	Mean Scale Score			% Standard Exceeded			% Standard Met			% Standard Nearly Met			% Standard Not Met		
	15-16	16-17	17-18	15-16	16-17	17-18	15-16	16-17	17-18	15-16	16-17	17-18	15-16	16-17	17-18
Grade 11	2473.	2452.	2445.	0	0.00	0.00	2	0.00	0.00	16	14.29	10.26	82	85.71	89.74
All Grades	N/A	N/A	N/A	0	0.00	0.00	2	0.00	0.00	16	14.29	10.26	82	85.71	89.74

Concepts & Procedures Applying mathematical concepts and procedures									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	15-16	16-17	17-18	15-16	16-17	17-18	15-16	16-17	17-18
Grade 11	0	0.00	0.00	9	5.71	2.56	91	94.29	97.44
All Grades	0	0.00	0.00	9	5.71	2.56	91	94.29	97.44

Problem Solving & Modeling/Data Analysis Using appropriate tools and strategies to solve real world and mathematical problems									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	15-16	16-17	17-18	15-16	16-17	17-18	15-16	16-17	17-18
Grade 11	0	0.00	0.00	42	31.43	25.64	58	68.57	74.36
All Grades	0	0.00	0.00	42	31.43	25.64	58	68.57	74.36

Communicating Reasoning Demonstrating ability to support mathematical conclusions									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	15-16	16-17	17-18	15-16	16-17	17-18	15-16	16-17	17-18
Grade 11	2	0.00	0.00	47	31.43	38.46	51	68.57	61.54
All Grades	2	0.00	0.00	47	31.43	38.46	51	68.57	61.54

Conclusions based on this data:

1. Overall, 89% of the students tested have not met the achievement standards for the CAASPP and will need substantial improvement to demonstrate the knowledge and skill in math needed to achieve success at an entry-level college credit-bearing course after high school.

2. 97% of our students do not demonstrate the ability to explain and apply mathematical concepts and interpret and carry out mathematical procedures with precision and fluency. This percentage has increased from previous years.

3. The second strand of problem solving and modeling/data analysis also indicated an increase in the percentage of students scoring below the strand from 68.57% in 2017 to 74.36% in 2018.

School and Student Performance Data

Student Population

This section provides information about the school's student population.

2017-18 Student Population			
Total Enrollment	**Socioeconomically Disadvantaged**	**English Learners**	**Foster Youth**
84	**82.1%**	**13.1%**	
This is the total number of students enrolled.	This is the percent of students who are eligible for free or reduced priced meals; or have parents/guardians who did not receive a high school diploma.	This is the percent of students who are learning to communicate effectively in English, typically requiring instruction in both the English Language and in their academic courses.	This is the percent of students whose well-being is the responsibility of a court.

2017-18 Enrollment for All Students/Student Group		
Student Group	**Total**	**Percentage**
English Learners	11	13.1%
Homeless	12	14.3%
Socioeconomically Disadvantaged	69	82.1%
Students with Disabilities	8	9.5%

Enrollment by Race/Ethnicity		
Student Group	**Total**	**Percentage**
African American	9	10.7%
Filipino	1	1.2%
Hispanic	64	76.2%
Two or More Races	1	1.2%
White	9	10.7%

Conclusions based on this data:

1. The student demographic data clearly indicate that the socioeconomic and ethnic breakdowns of Canyon Oaks are significantly different from the city of Monrovia.
2. The school continues to serve a large student population that meets the criteria of Socioeconomically Disadvantaged. We believe many students enter our schools have had to navigate a chaotic life circumstances and, thus, they require a tremendous amount of social and emotional support.

School and Student Performance Data

Overall Performance

2018 Fall Dashboard Overall Performance for All Students

Academic Performance	Academic Engagement	Conditions & Climate
English Language Arts  No Performance Color	**Graduation Rate**  Red	**Suspension Rate**  Green
Mathematics  No Performance Color		
English Learner Progress  No Performance Color		
College/Career  Red		

Conclusions based on this data:

1. Two areas of concern emerge from these charts; both graduation rates and our College/Career rates.
2. This is the first year this dashboard has been published for alternative schools. Graduation rates are based on the number of students classified as senior as the beginning of the school year to the number of students who graduate at the end of the year. Many of the students who enter Canyon one to two years behind in credits. Canyon Oaks will retain those students for an additional school year, their second senior year, causing our graduation rates to be lower than a comprehensive high school.
3. Canyon Oaks has five pathways, but has not required every student to declare a pathway. This will be revisited during the 2018-19 school year.

School and Student Performance Data

Academic Performance
English Language Arts

The performance levels are color-coded and range from lowest-to-highest performance in the following order:



This section provides number of student groups in each color.

2018 Fall Dashboard English Language Arts Equity Report				
Red	Orange	Yellow	Green	Blue
0	0	0	0	0

This section provides a view of Student Assessment Results and other aspects of this school's performance, specifically how well students are meeting grade-level standards on the English Language Arts assessment. This measure is based on student performance on the Smarter Balanced Summative Assessment, which is taken annually by students in grades 3–8 and grade 11.

2018 Fall Dashboard English Language Arts Performance for All Students/Student Group

All Students	English Learners	Foster Youth
No Performance Color	No Performance Color	No Performance Color
72.8 points below standard	Less than 11 Students - Data Not Displayed for Privacy	0 Students
Declined -8.6 points	2 students	
16 students		

Homeless	Socioeconomically Disadvantaged	Students with Disabilities
No Performance Color	No Performance Color	No Performance Color
Less than 11 Students - Data Not Displayed for Privacy	82.2 points below standard	Less than 11 Students - Data Not Displayed for Privacy
2 students	Declined -13.4 points	2 students
	13 students	

2018 Fall Dashboard English Language Arts Performance by Race/Ethnicity			
African American	**American Indian**	**Asian**	**Filipino**
No Performance Color Less than 11 Students - Data Not Displayed for Privacy 1 students	No Performance Color 0 Students	No Performance Color 0 Students	No Performance Color Less than 11 Students - Data Not Displayed for Privacy 1 students
Hispanic	**Two or More Races**	**Pacific Islander**	**White**
No Performance Color 87.2 points below standard Declined -29.9 points 13 students	No Performance Color Less than 11 Students - Data Not Displayed for Privacy 1 students	No Performance Color 0 Students	No Performance Color 0 Students

This section provides a view of Student Assessment Results and other aspects of this school's performance, specifically how well students are meeting grade-level standards on the English Language Arts assessment. This measure is based on student performance on the Smarter Balanced Summative Assessment, which is taken annually by students in grades 3–8 and grade 11.

2018 Fall Dashboard English Language Arts Data Comparisons for English Learners		
Current English Learner	**Reclassified English Learners**	**English Only**
Less than 11 Students - Data Not Displayed for Privacy 1 students	Less than 11 Students - Data Not Displayed for Privacy 1 students	Less than 11 Students - Data Not Displayed for Privacy 9 students

Conclusions based on this data:

1. Although this dashboard isn't showing any color or areas of concern, here are some conclusions from our SBAC ELA data: Canyon Oaks saw a slight increase in the overall mean scaled score from 2017-2018 of 16 points. The largest gain in the overall scaled score was the number of students changing categories of standards met. For example, 47.6% of the students in 2017 fell into the %Below Standard category whereas only 25% of the students feel into this same category in 2018.
2. Breaking down the ELA CAASPP results into strands, Canyon Oaks students showed growth in all strands. Most notable was the decrease in percentage of students who fell below standard in all four strands.
3. An area for improvement for Canyon Oaks is the number of students needing support in their ability to demonstrate an understanding of literary and non-fictional texts and in their ability to produce clear and purposeful writings.

School and Student Performance Data

Academic Performance
Mathematics

The performance levels are color-coded and range from lowest-to-highest performance in the following order:

Lowest Performance — Red — Orange — Yellow — Green — Blue — Highest Performance

This section provides number of student groups in each color.

2018 Fall Dashboard Mathematics Equity Report				
Red	Orange	Yellow	Green	Blue
0	0	0	0	0

This section provides a view of Student Assessment Results and other aspects of this school's performance, specifically how well students are meeting grade-level standards on the Mathematics assessment. This measure is based on student performance on the Smarter Balanced Summative Assessment, which is taken annually by students in grades 3–8 and grade 11.

2018 Fall Dashboard Mathematics Performance for All Students/Student Group

All Students	English Learners	Foster Youth
No Performance Color	No Performance Color	No Performance Color
198.8 points below standard	Less than 11 Students - Data Not Displayed for Privacy	0 Students
Declined -34.8 points	2 students	
16 students		

Homeless	Socioeconomically Disadvantaged	Students with Disabilities
No Performance Color	No Performance Color	No Performance Color
Less than 11 Students - Data Not Displayed for Privacy	191.7 points below standard	Less than 11 Students - Data Not Displayed for Privacy
2 students	Declined -22.6 points	2 students
	13 students	

2018 Fall Dashboard Mathematics Performance by Race/Ethnicity			
African American	**American Indian**	**Asian**	**Filipino**
 No Performance Color Less than 11 Students - Data Not Displayed for Privacy 1 students	 No Performance Color 0 Students	 No Performance Color 0 Students	 No Performance Color Less than 11 Students - Data Not Displayed for Privacy 1 students
Hispanic	**Two or More Races**	**Pacific Islander**	**White**
 No Performance Color 203.1 points below standard Declined -43.3 points 13 students	 No Performance Color Less than 11 Students - Data Not Displayed for Privacy 1 students	 No Performance Color 0 Students	 No Performance Color 0 Students

This section provides a view of Student Assessment Results and other aspects of this school's performance, specifically how well students are meeting grade-level standards on the Mathematics assessment. This measure is based on student performance on the Smarter Balanced Summative Assessment, which is taken annually by students in grades 3–8 and grade 11.

2018 Fall Dashboard Mathematics Data Comparisons for English Learners		
Current English Learner	**Reclassified English Learners**	**English Only**
Less than 11 Students - Data Not Displayed for Privacy 1 students	Less than 11 Students - Data Not Displayed for Privacy 1 students	Less than 11 Students - Data Not Displayed for Privacy 9 students

Conclusions based on this data:

1. Again, this dashboard does not reflect our results. Overall, 89% of the students tested have not met the achievement standards for the CAASPP and will need substantial improvement to demonstrate the knowledge and skill in math needed to achieve success at an entry- level college credit-bearing course after high school.
2. 97% of our students do not demonstrate the ability to explain and apply mathematical concepts and interpret and carry out mathematical procedures with precision and fluency. This percentage has increased from previous years.
3. The second strand of problem solving and modeling/data analysis also indicated an increase in the percentage of students scoring below the strand from 68.57% in 2017 to 74.36% in 2018.

School and Student Performance Data

Academic Performance
English Learner Progress

This section provides a view of the percent of students performing at each level on the new English Language Proficiency Assessments for California (ELPAC) assessment. With the transition ELPAC, the 2018 Dashboard is unable to report a performance level (color) for this measure.

2018 Fall Dashboard English Language Proficiency Assessments for California Results				
Number of Students	**Level 4 Well Developed**	**Level 3 Moderately Developed**	**Level 2 Somewhat Developed**	**Level 1 Beginning Stage**
	%	%		

Conclusions based on this data:

1. This student population is statistically insignificant.

School and Student Performance Data

Academic Performance
College/Career

The performance levels are color-coded and range from lowest-to-highest performance in the following order:



This section provides number of student groups in each color.

2018 Fall Dashboard College/Career Equity Report				
Red	Orange	Yellow	Green	Blue
2	0	0	0	0

This section provides information on the percentage of high school graduates who are placed in the "Prepared" level on the College/Career Indicator.

2018 Fall Dashboard College/Career for All Students/Student Group

All Students	English Learners	Foster Youth
Red	No Performance Color	No Performance Color
0% prepared	Less than 11 Students - Data Not Displayed for Privacy	Less than 11 Students - Data Not Displayed for Privacy
Declined -2%	8 students	1 students
50 students		

Homeless	Socioeconomically Disadvantaged	Students with Disabilities
No Performance Color	Red	No Performance Color
Less than 11 Students - Data Not Displayed for Privacy	0% prepared	Less than 11 Students - Data Not Displayed for Privacy
8 students	Declined -2.5%	4 students
	43 students	

2018 Fall Dashboard College/Career by Race/Ethnicity			
African American	**American Indian**	**Asian**	**Filipino**
No Performance Color Less than 11 Students - Data Not Displayed for Privacy 5 students	No Performance Color 0 Students	No Performance Color 0 Students	No Performance Color 0 Students
Hispanic	**Two or More Races**	**Pacific Islander**	**White**
Red 0% prepared Declined -2.6% 38 students	No Performance Color 0 Students	No Performance Color 0 Students	No Performance Color Less than 11 Students - Data Not Displayed for Privacy 7 students

This section provides a view of the percent of students per year that qualify as Not Prepared, Approaching Prepared, and Prepared.

2018 Fall Dashboard College/Career 3-Year Performance		
Class of 2016	**Class of 2017**	**Class of 2018**
Prepared	2 **Prepared**	0 **Prepared**
Approaching Prepared	12.2 **Approaching Prepared**	4 **Approaching Prepared**
Not Prepared	85.7 **Not Prepared**	96 **Not Prepared**

Conclusions based on this data:

1. The number of student who graduate ready to enter the UC/CSU programs declined from 2017 to 2018 by 10 students. A large number of students who entered Canyon Oaks for the class of 2018 needed additional years of math thereby classifying them as "not prepared."

School and Student Performance Data

Academic Engagement
Graduation Rate

The performance levels are color-coded and range from lowest-to-highest performance in the following order:



Lowest Performance | Red | Orange | Yellow | Green | Blue | Highest Performance

This section provides number of student groups in each color.

2018 Fall Dashboard Graduation Rate Equity Report				
Red	Orange	Yellow	Green	Blue
2	0	0	0	0

This section provides information about students completing high school, which includes students who receive a standard high school diploma or complete their graduation requirements at an alternative school.

2018 Fall Dashboard Graduation Rate for All Students/Student Group

All Students	English Learners	Foster Youth
Red	No Performance Color	No Performance Color
60% graduated	Less than 11 Students - Data Not Displayed for Privacy	Less than 11 Students - Data Not Displayed for Privacy
Maintained +2.9%	8 students	1 students
50 students		

Homeless	Socioeconomically Disadvantaged	Students with Disabilities
No Performance Color	Red	No Performance Color
Less than 11 Students - Data Not Displayed for Privacy	62.8% graduated	Less than 11 Students - Data Not Displayed for Privacy
8 students	Increased +7.8%	4 students
	43 students	

2018 Fall Dashboard Graduation Rate by Race/Ethnicity			
African American	**American Indian**	**Asian**	**Filipino**
No Performance Color Less than 11 Students - Data Not Displayed for Privacy 5 students	No Performance Color 0 Students	No Performance Color 0 Students	No Performance Color 0 Students
Hispanic	**Two or More Races**	**Pacific Islander**	**White**
Red 55.3% graduated Increased +6.5% 38 students	No Performance Color 0 Students	No Performance Color 0 Students	No Performance Color Less than 11 Students - Data Not Displayed for Privacy 7 students

This section provides a view of the percentage of students who received a high school diploma within four years of entering ninth grade or complete their graduation requirements at an alternative school.

2018 Fall Dashboard Graduation Rate by Year	
2017	**2018**
57.1% graduated	60% graduated

Conclusions based on this data:

1. Although Canyon Oaks graduated more students from 2017 to 2018, this still remains a area of concern.
2. The following two years, 2017 and 2018 have similar senior class size, however, more students have chosen to remain as a fifth year senior this year.

School and Student Performance Data

Conditions & Climate
Suspension Rate

The performance levels are color-coded and range from lowest-to-highest performance in the following order:



This section provides number of student groups in each color.

2018 Fall Dashboard Suspension Rate Equity Report				
Red	Orange	Yellow	Green	Blue
0	0	0	2	0

This section provides information about the percentage of students in kindergarten through grade 12 who have been suspended at least once in a given school year. Students who are suspended multiple times are only counted once.

2018 Fall Dashboard Suspension Rate for All Students/Student Group

All Students	English Learners	Foster Youth
Green	No Performance Color	No Performance Color
4.2% suspended at least once	0% suspended at least once	Less than 11 Students - Data Not
Declined -5.2%	Declined -7.1%	2 students
120 students	12 students	

Homeless	Socioeconomically Disadvantaged	Students with Disabilities
No Performance Color	Green	No Performance Color
13.3% suspended at least once	5.2% suspended at least once	9.1% suspended at least once
Increased 7.8%	Declined -5.9%	Declined -9.1%
15 students	96 students	11 students

2018 Fall Dashboard Suspension Rate by Race/Ethnicity			
African American	**American Indian**	**Asian**	**Filipino**
No Performance Color	No Performance Color	No Performance Color	No Performance Color
20% suspended at least once	0 Students	0 Students	Less than 11 Students - Data
15 students			1 students
Hispanic	**Two or More Races**	**Pacific Islander**	**White**
Green	No Performance Color	No Performance Color	No Performance Color
2.2% suspended at least once	Less than 11 Students - Data	0 Students	0% suspended at least once
Declined -7.7%	1 students		12 students
91 students			

This section provides a view of the percentage of students who were suspended.

2018 Fall Dashboard Suspension Rate by Year		
2016	**2017**	**2018**
	9.4% suspended at least once	4.2% suspended at least once

Conclusions based on this data:

1. Suspension rates for the school are consistently low. Only four students were suspended this past year which is a 4% suspension rate.
2. Canyon Oaks staff continue to implements alternative methods of correcting behavior, where possible, thereby keeping our suspension rates low.
3. Staff is highly visible during passing periods, lunch, before and after school time periods when students are moving about. With the smaller classroom sizes, staff is aware of any potential student issues and are able to intervene before anything escalates.

Goals, Strategies, & Proposed Expenditures

Goal 1

Subject

Graduation Rates

Goal Statement

By 2019, increase the percentage of students who graduate during their cohort senior year from 60% to 75%.

LCAP Goal

Goal 6: By 2019,100% of secondary students will demonstrate College and Career readiness by accessing higher-level courses, and increasing enrollment into higher-level courses, and successfully completing A to G requirements.

Basis for this Goal

Graduation rates are below the state recommend levels. The school is in Program Improvement for our decrease in our student graduation percentages.

Expected Annual Measurable Outcomes

Metric/Indicator	Baseline	Expected Outcome
Student credit completion rates at the end of each term. Number of students completing all graduations requirements and graduating at the end of their senior year. Evaluating student graduation status at the end of each term.	53 Seniors currently enrolled. Counselor will print and evaluate 100% of student graduation status report.	Graduate 43 seniors giving the school a graduation rate of 75%. This represents an increase of 15% from the previous two year average. Ensure all students are enrolled in the appropriate course work to support graduation in a timely manner.

Planned Strategies/Activities

Strategy/Activity 1

Identify our seniors who are at risk of not meeting the graduation requirements by the end of the academic year.

Students to be Served by this Strategy/Activity

At Risk Students Population

Timeline

August 2019

Person(s) Responsible

Site Administration
Counselors

Proposed Expenditures for this Strategy/Activity

Amount	400
Source	General Fund
Budget Reference	1000-1999: Certificated Personnel Salaries
Description	Time to print and evaluate all transcripts for seniors.

Strategy/Activity 2

At the end of each term, evaluate credits completed and credits still needed as students complete their coursework. Evaluate student placement in each course to support a timely graduation. Make adjustments to the master schedule to ensure the appropriate courses are offered to ensure graduation.

Students to be Served by this Strategy/Activity

At Risk Student Population

Timeline

September 2018 - June 2019

Person(s) Responsible

Counselors
Administration

Proposed Expenditures for this Strategy/Activity

Amount	500
Source	General Fund
Budget Reference	1000-1999: Certificated Personnel Salaries
Description	Time to evaluate transcripts, revised student schedules based on courses they did, or did not pass. Meet with parents/guardians regarding student progress towards graduation.

Strategy/Activity 3

Provide online research based credit recovery courses, such as Edgenuity, for students who need additional credits so they can graduate in a timely manner.

Students to be Served by this Strategy/Activity

At Risk Students

Timeline

January 2019-June 2019

Person(s) Responsible

Site Administrators
Counselors

Proposed Expenditures for this Strategy/Activity

Amount	94,000
Source	Other
Budget Reference	5800: Professional/Consulting Services And Operating Expenditures
Description	Support the goals outlined in our Comprehensive Support and Improvement (CSI) plan, by purchasing an online program that includes research-based, ELA, math, science, social studies, world languages, CTE, and elective courses. The online courses need to be designed to help our students meet the rigor of Common Core and state standards, as well as increase our graduation rates. One such program is Edgenuity, which will provide a rigorous, interactive list of courses that will keep our students focused on the content they need to learn. Edgenuity courses can be used for initial credit or credit recovery as well as content or concept recovery in order to ensure subject-area mastery and increase graduation rates.

Strategy/Activity 4

Provide effective capacity building professional development for all staff who will implement the online program such as Edgenuity.

Students to be Served by this Strategy/Activity

At Risk Student Population

Timeline

August 2019

Person(s) Responsible

District Administrators
Site Administrators
Staff

Proposed Expenditures for this Strategy/Activity

Amount	44000
Source	Other
Budget Reference	5000-5999: Services And Other Operating Expenditures
Description	Provide an opportunity for capacity building activities as professional development for all staff members who will be implementing and utilizing the online program purchased. This may include travel time for a summer conferences.
Amount	8500
Source	Other
Budget Reference	5800: Professional/Consulting Services And Operating Expenditures
Description	Provide capacity building activities and professional development opportunities throughout the school year to ensure programs are in place and are effective in terms of helping students successfully meet MUSD's graduation requirements.

Strategy/Activity 5

Provide the technology needed for all students and staff to be able to access the online curriculum.

Students to be Served by this Strategy/Activity

All At-Risk Students

Timeline

June 2019-June 2020

Person(s) Responsible

Site Administrators
District Technology Support Staff
Staff

Proposed Expenditures for this Strategy/Activity

Amount	10000
Source	Other
Budget Reference	4000-4999: Books And Supplies
Description	Chromebooks and MacBook Air's that are compatible with our current network system and with the online curriculum.

Goals, Strategies, & Proposed Expenditures

Goal 2

Subject

English Language Development (ELD)

Goal Statement

EL program teachers participate in district training and implement district plan for improving EL academic achievement which include their success on the ELA portion of the SBAC test and their graduation from high school in a timely manner.

LCAP Goal

Goal 1.5: By 2018, 30% of English Language Learners (ELs) will make yearly progress on the English language assessment and the Dashboard color
indicator with be no lower than green.
Additionally,
*30% or less LTELs
*30% or less At-Risk LTELs
*15% of ELs will be reclassified.
*30% of ELs will demonstrate proficiency in English language arts and mathematics on the Smarter Balanced Assessments.
*30% of RFEP students will demonstrate proficiency in English language arts and mathematics on the Smarter Balanced Assessments.
*30% of ELs will demonstrate reading proficiency on the Reading Inventory.
*30% of RFEP students will demonstrate proficiency on the Reading Invent

Basis for this Goal

Increase the number of ELD students to become proficient in English.

Expected Annual Measurable Outcomes

Metric/Indicator	Baseline	Expected Outcome
SBAC ELA data for grade 11	ELD students are scoring below the school mean average on the SBAC ELA test: School Mean ELA score 2538 2018 ELA Mean scores for ELD students was 2473	+5% from 2018 Spring SBAC Assessment for ELA

Planned Strategies/Activities

Strategy/Activity 1

Schedule SDAIE English III classes for EL students and ensure EL teacher uses SDAIE strategies for these classes.

Students to be Served by this Strategy/Activity

ELD Students

Timeline

August 2018–
June 2019

Person(s) Responsible

Site Administration
Counselor
CLAD certified teachers

Proposed Expenditures for this Strategy/Activity

Amount	500
Source	District Funded
Budget Reference	1000-1999: Certificated Personnel Salaries
Description	Verify EL student schedules are accurate and students are progressing with their course work.

Strategy/Activity 2

Develop and implement a 6 week summer session for at-risk students, focusing on our EL population to support and/or advance their skills and credits

Students to be Served by this Strategy/Activity

ELD Students

Timeline

April - May 2019

Person(s) Responsible

Counselors

Proposed Expenditures for this Strategy/Activity

Amount	5000
Source	Title I
Budget Reference	1000-1999: Certificated Personnel Salaries
Description	Credential staff to teach summer session for ELD students.

Strategy/Activity 3

All credentialed English staff use extra tutorial periods to focus on intervention strategies for EL students.

Students to be Served by this Strategy/Activity

ELD Students

Timeline

August 2018 –
June 2019

Person(s) Responsible

Site Administrator
Counselor
Staff

Proposed Expenditures for this Strategy/Activity

Amount	1000
Source	District Funded
Budget Reference	1000-1999: Certificated Personnel Salaries
Description	Tutoring time focused on EL students

Strategy/Activity 4

Implement ELA Boot Camp prior to CAASSP to provide additional support for EL students to be successful on the SBAC test

Students to be Served by this Strategy/Activity

ELD Students

Timeline

January -June 2019

Person(s) Responsible

Site Administrators
Counselor
ELA Staff

Proposed Expenditures for this Strategy/Activity

Amount	1000
Source	Title I
Budget Reference	1000-1999: Certificated Personnel Salaries
Description	Certificated teacher's extra time to provide additional support for students two weeks prior to the SBAC test.

Goals, Strategies, & Proposed Expenditures

Goal 3

Subject

Student Engagement

Goal Statement

By 2019, ensure every student knows there is an accessible support system that is clearly articulated and readily available to address their social and academic needs. Ensure students know that the school site is safe, welcoming, is an inclusive environment for them and their families, and is set up s such a manner that encourages them at attend class ready to learn.

LCAP Goal

Ensure every student has a clearly and readily accessible support system in school, and that all school sites are safe, welcoming and inclusive environments for students and their families, so that all
students are in their classroom ready to learn.
Goal 3.1: The number of middle and high school students who are suspended/expelled at least once will be reduced each year by at least 10%

Basis for this Goal

Students need full engagement in the school including the need to feel safe and welcomed each day they attend. Students have reported on the LCAP student survey that they do not feel connected to an adult on campus.

Expected Annual Measurable Outcomes

Metric/Indicator	Baseline	Expected Outcome
LCAP Secondary Student Survey Results Student Suspension Rates	Student LCAP survey questions relating to feeling welcome: 71% students self reported they feel there is an adult they can turn to if they need some help on anything. Student suspension rates are 9.4% and 4.2% for the past two years	Increase the percentage of student who report on the student survey they have at least one adult they can turn to for help on anything from 71% to 80%. Decrease the % of students suspended

Planned Strategies/Activities

Strategy/Activity 1

Athletics / Sports program involving any student with appropriate behavior and credits

Students to be Served by this Strategy/Activity

Students identified as "At-risk"

Timeline

September 2018 – June 2019

Person(s) Responsible

Administration
Counselor
Staff

Proposed Expenditures for this Strategy/Activity

Amount	1500
Source	General Fund
Budget Reference	1000-1999: Certificated Personnel Salaries
Description	Staff and students attend and participate in a sporting event
Amount	2000
Source	Title I
Budget Reference	1000-1999: Certificated Personnel Salaries
Description	Work with other schools in our area to establish an athletic calendar and supervise students attending the event

Strategy/Activity 2

Provide opportunities to celebrate student success with rewards and public recognition for high test scores and positive attendance rates

Students to be Served by this Strategy/Activity

Students identified as "At-risk"

Timeline

September 2018 – June 2019

Person(s) Responsible

Administration
Counselor
Staff

Proposed Expenditures for this Strategy/Activity

Amount	1000
Source	Title I
Budget Reference	1000-1999: Certificated Personnel Salaries
Description	Student recognition days and activities

Strategy/Activity 3

Recognition for positive attendance at monthly celebrations

Students to be Served by this Strategy/Activity

Students identified as "At-risk"

Timeline

August 2018– June 2019

Person(s) Responsible

Administration
Counselor
Staff

Proposed Expenditures for this Strategy/Activity

Amount	1200
Source	Title I
Budget Reference	5000-5999: Services And Other Operating Expenditures
Description	Good attendance BBQ day
Amount	800
Source	Donations
Budget Reference	5000-5999: Services And Other Operating Expenditures
Description	Monthly breakfast treats for classes with the highest percent of students in attendance
Amount	200
Source	Donations
Budget Reference	5000-5999: Services And Other Operating Expenditures
Description	Sports outings for positive attendance and grades, participation incommunity events and parks

Strategy/Activity 4

Provide five lessons to all students regarding digital citizenship

Students to be Served by this Strategy/Activity

Students identified as "At-risk"

Timeline

Success Week
1st day of each new term

Person(s) Responsible

Administration
Counselors
Staff
iCoach

Proposed Expenditures for this Strategy/Activity

Amount	1000
Source	District Funded
Budget Reference	1000-1999: Certificated Personnel Salaries
Description	On-line lesson delivered to students by trained staff members

Strategy/Activity 5

Curriculum related field trips to Pasadena Playhouse and for Science Water Treatment Plant

Students to be Served by this Strategy/Activity

Students identified as "At-risk"

Timeline

Quarterly

Person(s) Responsible

Administration
Department Staff

Proposed Expenditures for this Strategy/Activity

Amount	2500
Source	Title I
Budget Reference	1000-1999: Certificated Personnel Salaries
Description	Students and staff attend four trips to the Pasadena Play House and Water Treatment Plant
Amount	400
Source	Title I
Budget Reference	5000-5999: Services And Other Operating Expenditures
Description	Transportation to train station and TAP cards for staff and students
Amount	1000
Source	Title I
Budget Reference	5000-5999: Services And Other Operating Expenditures
Description	Transportation to Water Treatment Plant and Yucaipa for a science lesson

Strategy/Activity 6

Post Credit board in the hallway updated regularly to celebrate students as they increase their credits towards graduation

Students to be Served by this Strategy/Activity

Students identified as "At-risk"

Timeline

At least quarterly

Person(s) Responsible

Administration
Counselors
Staff

Proposed Expenditures for this Strategy/Activity

Amount	200
Source	General Fund
Budget Reference	2000-2999: Classified Personnel Salaries
Description	Verify, create, print and post current student credits

Goals, Strategies, & Proposed Expenditures

Goal 4

Subject

College and Career Readiness

Goal Statement

By 2020, 100% of secondary students will demonstrate College and Career readiness by accessing higher-level courses, and increasing enrollment into higher-level courses, and 15% successfully completing
A to G requirements. All students will complete a personal Career Interest Profile and be placed into the appropriate College and Career Pathway

LCAP Goal

Goal 1.6: College and Career Readiness
By 2020, 100% of secondary students will demonstrate College and Career readiness by accessing higher-level courses, and increasing enrollment into higher-level courses, and 65% successfully completing
A to G requirements.
By 2020, GPA will increase annually by 0.5.
Goal 3.3: Implement a Pre-K-12 college-going culture.
By 2020, 80% of secondary students will have have a 6-year plan developed with the use of Naviance.
By 2020, 100% of secondary counselors will have met with their students and parents once a year.

Basis for this Goal

Student transcripts, students into college acceptance rates, Sample student College / Career Pathway programs completed

Expected Annual Measurable Outcomes

Metric/Indicator	Baseline	Expected Outcome
Students completing the Career Profile survey A-G completion rates Unweighted GPA EAP readiness rates	A-G completion rates 2% Highest GPA for junior class 1.7 Highest GPA for senior class is 3.08 95% of students complete Career Profile Survey	Increase A-g completion rates by 10% Increase GPA for both senior and junior class by 10% All students complete the Career Profile survey Increase EAP ELA and Math readiness rates

Planned Strategies/Activities

Strategy/Activity 1

Math teachers use their tutoring time to provide additional math support and math literary strategies and skills for successful advancement in math courses.

55

Students to be Served by this Strategy/Activity

Students identified as "At-risk"

Timeline

September 2018 - June 2019

Person(s) Responsible

Administrators
Counselor
Staff
Math Department Members

Proposed Expenditures for this Strategy/Activity

Amount	105
Source	District Funded
Budget Reference	1000-1999: Certificated Personnel Salaries
Description	Collaboration meetings times to discuss math strategies
Amount	105
Source	District Funded
Budget Reference	1000-1999: Certificated Personnel Salaries
Description	Tutoring schedule developed and implemented

Strategy/Activity 2

Introduce College / Career Pathways for All Students (CPAS). Develop a college and career plan for all students during the Success Week starting with the seniors.

Students to be Served by this Strategy/Activity

Students identified as "At-risk"

Timeline

October 2018 - June 2019

Person(s) Responsible

Administrators
Counselor
Staff

Proposed Expenditures for this Strategy/Activity

Amount	300
Source	District Funded
Budget Reference	1000-1999: Certificated Personnel Salaries
Description	Refine and publish College / Career Pathways

Amount	500
Source	District Funded
Budget Reference	1000-1999: Certificated Personnel Salaries
Description	Meet with individual students and parent groups regarding College / Career Pathways outside of the regular day when needed.

Strategy/Activity 3

Purchase online program to provide students additional courses not currently offered at the site including but not limited to, AP courses

Students to be Served by this Strategy/Activity

Students identified as "At-risk"

Timeline

August 2018 - June 2019

Person(s) Responsible

Administrators
Counselors
Staff

Proposed Expenditures for this Strategy/Activity

Amount	2500
Source	Title I
Budget Reference	1000-1999: Certificated Personnel Salaries
Description	Research and purchase online program such as Edgenuity
Amount	500
Source	General Fund
Budget Reference	1000-1999: Certificated Personnel Salaries
Description	Assign students to AP courses

Strategy/Activity 4

Distribute SAT Fee waiver to all qualifying Seniors and Juniors

Students to be Served by this Strategy/Activity

Students identified as "At-risk"

Timeline

August 2018 - June 2019

Person(s) Responsible

Administration
Counselor

Staff

Proposed Expenditures for this Strategy/Activity

Amount	50
Source	District Funded
Budget Reference	1000-1999: Certificated Personnel Salaries
Description	Distribute Fee Waiver forms to students during Compass

Strategy/Activity 5

Provide minor financial support opportunities for student applying to career or college programs who do not qualify for fee waivers.

Students to be Served by this Strategy/Activity

Students identified as "At-risk"

Timeline

September 2018 - June 2019

Person(s) Responsible

Administrators
Counselor

Proposed Expenditures for this Strategy/Activity

Amount	500
Source	Donations
Budget Reference	5000-5999: Services And Other Operating Expenditures
Description	College application fee support

Strategy/Activity 6

Continue the afterschool Compass programs - include various presenters, complete the college application process, provide SAT / ACT FAFSA completed

Students to be Served by this Strategy/Activity

Students identified as "At-risk"

Timeline

August 2018 - May 2019

Person(s) Responsible

Site Administrators
Counselors

Proposed Expenditures for this Strategy/Activity

Amount	200
Source	General Fund
Budget Reference	4000-4999: Books And Supplies
Description	Print needed materials to apply for college, materials from various presenters, and materials regarding the SAT/ACT and FAFSA.

Goals, Strategies, & Proposed Expenditures

Goal 5

Subject

Intervention

Goal Statement

By 2019, provide additional instructional opportunities for students scoring at the achievement level 1 or 2 on Smarter Balanced and improve their achievement level by one level.
By 2019, High School dropout rates will decrease 5% each year
By 2019, D/F rates will decrease by 10% annually for each grade level.

LCAP Goal

Goal 1.7: Interventions
By 2018, 50% of the students scoring achievement level 1 or 2 on the Smarter Balanced will improve by 1 achievement level.
By 2018, Middle and High School dropout rates will result in 0%.
By 2018, D/F rates will decrease by 10% annually for each grade level.

Basis for this Goal

Student transcripts; school drop out rates, CAASSP scores, student attendance in tutoring and after school intervention classes

Expected Annual Measurable Outcomes

Metric/Indicator	Baseline	Expected Outcome
Course Pass rates for students Core courses needed for graduation Number of students graduating CAASSP scores	15% of current senior class is credit deficient by end of third term 27.5% meet or exceeded ELA standards on CAASSP 0% meet or exceeded math standards Didn't meet the 67% graduating rate for the last two years	Meet graduation percentages per the state accountability program Decrease % of senior class not credit deficient by 7% Increase % meet or exceeded ELA standards on CAASSP by 10% Increase % meet or exceeded math standards on CAASSP by 10%

Planned Strategies/Activities

Strategy/Activity 1

Develop and implement a intensive 3 week summer session for at-risk students to support and/or advance their skills and credits

Students to be Served by this Strategy/Activity

Students identified as "At-risk"

Timeline

May 2019 - July 2019

Person(s) Responsible

Administrators
Counselor
Staff

Proposed Expenditures for this Strategy/Activity

Amount	200
Source	District Funded
Budget Reference	1000-1999: Certificated Personnel Salaries
Description	Creation of 3 week intensive summer courses.
Amount	3500
Source	District Funded
Budget Reference	1000-1999: Certificated Personnel Salaries
Description	Select the students in need of additional credits to satisfy graduation requirement and scheduling the students into the courses
Amount	5700
Source	Title I
Budget Reference	1000-1999: Certificated Personnel Salaries
Description	Highly qualify staff members selected to teach the summer session

Strategy/Activity 2

Purchase intervention and instructional materials specifically designed for math and ELA for Smarter Balanced tests

Students to be Served by this Strategy/Activity

Students identified as "At-risk"

Timeline

October 2018 - May 2019

Person(s) Responsible

Administration
District Curriculum Support Staff
District Coaches
Department Members

Proposed Expenditures for this Strategy/Activity

Amount	2500
Source	Title I

Budget Reference	4000-4999: Books And Supplies
Description	Research and purchase appropriate intervention materials for Smarter Balanced test specifically looking for materials that will address the performance task section of the SBAC

Strategy/Activity 3

Develop and implement a student Boot Camp, called Academic Skills, to support their success and performance on the CAASSP for both Math and ELA

Students to be Served by this Strategy/Activity

Students identified as "At-risk"

Timeline

December 2018 - May 2019

Person(s) Responsible

Administrators
Counselor
Staff
District Coaches

Proposed Expenditures for this Strategy/Activity

Amount	200
Source	General Fund
Budget Reference	1000-1999: Certificated Personnel Salaries
Description	Create, schedule and advertise the Boot Camp times and locations
Amount	5000
Source	Title I
Budget Reference	1000-1999: Certificated Personnel Salaries
Description	Staff to teach the bootcamp afterschool

Strategy/Activity 4

Provide an opportunity for senior to complete any remaining credits they were not able to complete during the regular school year that will help them obtain a high school diploma. This activity will ensure staff creates an intensive summer program for all non-graduating seniors to provide the courses and academic support needed to meet MUSD's graduation requirements.

Students to be Served by this Strategy/Activity

Non-graduating seniors

Timeline

June 2019-August 2019

Person(s) Responsible

Site Administrators

Counselors
Selected staff

Proposed Expenditures for this Strategy/Activity

Amount	15000
Source	Other
Budget Reference	5800: Professional/Consulting Services And Operating Expenditures
Description	Provide counseling support and academic support via a highly qualified staff members by providing the needed coursework for each student to successfully complete their high school diplopia.
Amount	942
Source	Other
Budget Reference	4000-4999: Books And Supplies
Description	Various supplies needed to support the intensive summer program including postage, paper and general supplies.

Annual Review and Update

SPSA Year Reviewed: 2017-18

Goal 1

By 2019, 100% of teachers will participate in professional development in Common Core for English-Language Arts, Mathematics, History Social-Science, and/or Next Generation Science Standards, including the integration of technology to ensure all students have access to the curriculum and technology necessary to be successful.
By 2019, increase the percent of student who will demonstrate "standards met" by 10% in English language arts and mathematics on the Smarter Balanced Assessments.

Annual Measurable Outcomes

Metric/Indicator	Expected Outcomes	Actual Outcomes
Percentage of teachers who participated in professional development in Common Core for their core subject. SBAC Results for students tested.	100% of staff participated in professional development in their core subject regarding common core standards. Increase percentage of students meeting standards on SBAC for both math and ELA	100% compliant 2018 SBAC test results: 16.87% increase in ELA 2018 SBAC test results: 0% change

Strategies/Activities for Goal 1

Planned Actions/Services	Actual Actions/Services	Proposed Expenditures	Estimated Actual Expenditures
Administration and teachers develop new CCSS aligned benchmark assessment, calendar and pacing guides	Revised pacing guides for Int Math I, II and III, Chemistry, US History and World History. New benchmark test were developed to reflect the revised pacing guides.	Meeting times to develop needed benchmarks 1000-1999: Certificated Personnel Salaries Title I 1500	District-wide staff development time was used for the math courses. After school meeting and department meeting times were used to revise the other subjects. 1000-1999: Certificated Personnel Salaries District Funded 1500
Administer newly developed benchmark assessment to all students	Revised benchmarks tests were administered at the conclusion of each unit of study for math, Chemistry, US History and World History.	Administer exams 1000-1999: Certificated Personnel Salaries District Funded 500	Exams were administered during the academic day for most classes. 1000-1999: Certificated Personnel Salaries District Funded 500
Implement a research based writing program proven to be successful for our at-risk student population to improve our	Continued with our research-based writing program, The DBQ Project. Two times last year we held a school-wide "All-write" day where	Provide appropriate copies of the purchased materials for distribution to all students and staff 4000-4999: Books And	All staff and students received the needed materials to implement The DBQ Project. 4000-4999: Books And

Planned Actions/Services	Actual Actions/Services	Proposed Expenditures	Estimated Actual Expenditures
current CCSS writing scores.	all students completed a DBQ.	Supplies District Funded 1000	Supplies District Funded 2000
Provide staff collaboration time for new writing curriculum to ensure full implementation of the materials	Utilized four staff development meetings times to discuss the teaching, scheduling and administrating of the DBQ. This included all staff grading the essay and discuss common findings.	Professional Development Time 1000-1999: Certificated Personnel Salaries District Funded 5400	Professional Development Day for all staff regarding how to implement and teach the DBQ project. 1000-1999: Certificated Personnel Salaries District Funded 5400
Research and purchase appropriate practice performance tasks to support and improve our scores on the performance tasks for both the math and ELA sections of the CAASSP	Implemented a performance task for math during the intervention class. Materials were obtained from our math text book publisher.	Purchase performance tasks and curriculum guides for students 4000-4999: Books And Supplies District Funded 1500	Utilized the publisher designed performance task and materials that accompanied the math curriculum. 4000-4999: Books And Supplies District Funded 1500
Provide Professional Development time for staff to support to fully implement newly purchased practice performance tasks	Performance task was reviewed by the department during time allocated for staff collaboration.	Professional Development meeting times 1000-1999: Certificated Personnel Salaries District Funded 5400	Professional development was provided during non-student days and shortened Wednesdays. 1000-1999: Certificated Personnel Salaries District Funded 500
Develop and implement a DBQ schoolwide calendar	School-wide calendar was created by the start of the academic year and maintained by Administration.	Create and publish DBQ calendar 1000-1999: Certificated Personnel Salaries General Fund 300	Calendar was created and published on Google Docs for all staff to see and adjust as needed. 1000-1999: Certificated Personnel Salaries District Funded 300

Analysis

Describe the overall implementation of the strategies/activities to achieve the articulated goal.

3 days of pupil free days were provided to staff for professional development regarding the common core standards in their subject.
In addition, once a month, a shortened Wednesday are professional development time for staff to review data regarding how their students are progressing on the standards.

Describe the overall effectiveness of the strategies/activities to achieve the articulated goal as measured by the school.

Overall, the staff is conversant regarding the common core standards and the SBAC expectations for their students. Several benchmarks were rewritten to address the revised curriculum for English, History and math

Explain any material differences between the Proposed Expenditures and Estimated Actual Expenditures.

We didn't have any materials differences between the proposed expenditures and the estimated actual expenditures. The only significant change, is we did not purchase additional materials for performance tasks for math. We were able to utilize the supplemental materials provided by the publisher.

Describe any changes that will be made to this goal, the annual outcomes, metrics, or strategies/activities to achieve this goal as a result of this analysis. Identify where those changes can be found in the SPSA.

This goal has been achieved. We will continue to provide professional development for staff regarding the common core as well as continue to achieve better scores on the SBAC. But this will be accomplished through goal 5 regarding our intervention strategies.

Annual Review and Update

SPSA Year Reviewed: 2017-18

Goal 2

EL program teachers participate in district training and implement district plan for improving EL academic achievement. All EL teachers have Language Objectives in addition to Content Objectives posted and addressed in classroom instruction.

Annual Measurable Outcomes

Metric/Indicator	Expected Outcomes	Actual Outcomes
100% Staff participation in professional development training regarding our EL students. One District Coach provide professional development for all certificated staff member regarding SDAIE strategies. Improved SBAC test results for EL students for ELA	EL student improve scores on SBAC by 10% Language objective written and addressed during classroom instruction 100% staff participation in professional development trainings.	100% staff participated in professional development regarding EL strategies. EL teacher has language objectives written, but not posted. Juniors increased SBAC scores by 16.53%.

Strategies/Activities for Goal 2

Planned Actions/Services	Actual Actions/Services	Proposed Expenditures	Estimated Actual Expenditures
Schedule SDAIE English III or IV classes for EL students and ensure EL teacher uses SDAIE strategies for these classes	Students were scheduled with credentialed English teacher with formal SDAIE training.	Verify EL student schedules are accurate 1000-1999: Certificated Personnel Salaries District Funded 500	Completed 1000-1999: Certificated Personnel Salaries District Funded 300
Teacher in SDAIE English III classes follow a pacing guide and administer the Benchmarks as specified by that pacing guides.	11th grade students were given the same curriculum and benchmarks as all 11th grade students.	Teacher pacing guides are in place and being followed 1000-1999: Certificated Personnel Salaries District Funded 500	Pacing guides were followed by staff 1000-1999: Certificated Personnel Salaries District Funded 105
All credentialed English staff use extra tutorial periods to focus on intervention strategies for EL students.	All EL students were scheduled into a common EL period.	Tutoring time focused on EL students 1000-1999: Certificated Personnel Salaries District Funded 1000	Common tutoring period was scheduled 1000-1999: Certificated Personnel Salaries District Funded 2500
Implement ELA Boot Camp prior to CAASSP to provide additional support for EL students to be successful on the test	Boot camp was created for all junior students including our EL students.	Boot Camp times 1000-1999: Certificated Personnel Salaries Title I 1000	Boot camp was created and offered from January to April. 11th grade EL students were included in the boot camp 1000-1999:

Planned Actions/Services	Actual Actions/Services	Proposed Expenditures	Estimated Actual Expenditures
			Certificated Personnel Salaries Title I 1000
Ensure that EL teacher uses common Lesson Design	Based on classroom observation, EL teacher utilized the common lesson design.	Lesson Plan Design 1000-1999: Certificated Personnel Salaries District Funded 500	Common lesson plans were utilized 1000-1999: Certificated Personnel Salaries District Funded 105
Develop and implement a 6 week summer session for at-risk students, focusing on our EL population to support and/or advance their skills and credits	Summer season was created and implemented. This was offered to all student. Only one EL student participated in the summer season.	Create 6 week courses 1000-1999: Certificated Personnel Salaries District Funded 200	Summer session was created and implemented. 1000-1999: Certificated Personnel Salaries District Funded 500

Analysis

Describe the overall implementation of the strategies/activities to achieve the articulated goal.

The overall objective of this goal is to support and improve the academic success of our EL student population. With the use of proper SDAIE strategies, students can be more successful in understanding the materials. The common tutoring time for the students proved to increase their attendance and academic success.

Describe the overall effectiveness of the strategies/activities to achieve the articulated goal as measured by the school.

EL student attendance improved. Student participation in activities increased as well as the overall SBAC scores for ELA.

Explain any material differences between the Proposed Expenditures and Estimated Actual Expenditures.

The most significant change in the budget is the cost for one period for the common tutor time for the EL staff member.

Describe any changes that will be made to this goal, the annual outcomes, metrics, or strategies/activities to achieve this goal as a result of this analysis. Identify where those changes can be found in the SPSA.

Continue to provide staff with "best practices" with working with EL students to ensure their success on the SBAC test and their graduation from high school in a timely manner.

Annual Review and Update

SPSA Year Reviewed: 2017-18

Goal 3

By 2018, ensure every student knows there is an accessible support system that is clearly articulated and readily available to address their social and academic needs. Ensure students know that the school site is safe, welcoming, is an inclusive environment for them and their families, and is set up s such a manner that encourages them at attend class ready to learn.

Annual Measurable Outcomes

Metric/Indicator	Expected Outcomes	Actual Outcomes
Student attendance rates Results of LCAP student survey regarding connectedness to an adult on campus Number of student participating in activities	Student attendance percentage will improve by 10% LCAP student survey regarding the questions about their connectedness to an adult on campus, improve by 10% Increase the number of students participating in activities	Attendance approved by a small percentage LCAP student survey improved by 15%

Strategies/Activities for Goal 3

Planned Actions/Services	Actual Actions/Services	Proposed Expenditures	Estimated Actual Expenditures
Ensure every student completes the Naviance student Career Profile and creates a post secondary goal	Students were asked to complete Naviance during Success Week.	Every student complete the Naviance Career Profile during success week if possible 1000-1999: Certificated Personnel Salaries General Fund 1500	Naviance Career Profile was completed during each Success Week. 1000-1999: Certificated Personnel Salaries General Fund
Provide opportunities to celebrate student success with rewards and public recognition for high test scores	Students were recognized for high test scores during a lunch celebration.	Student recognition days and activities 1000-1999: Certificated Personnel Salaries In Kind 1000	Students were recognized for their success on SBAC. 1000-1999: Certificated Personnel Salaries In Kind 600
Recognition for positive attendance at monthly celebrations	Monthly BBQ were held to recognize good and improved attendance.	Good attendance BBQ day 5000-5999: Services And Other Operating Expenditures In Kind 1200	BBQ's were held monthly. 5000-5999: Services And Other Operating Expenditures In Kind 1000
Provide five lessons to all students regarding digital citizenship	Digital citizenship will be taught during the first week of school for all students and again at each Success Week	On-line lesson delivered to students by trained staff members 1000-1999: Certificated	Five digital were taught during the first week of school and again at each Success Week. 1000-1999: Certificated

Planned Actions/Services	Actual Actions/Services	Proposed Expenditures	Estimated Actual Expenditures
	when we receive new students.	Personnel Salaries District Funded 1000	Personnel Salaries District Funded 1200
Curriculum related field trips to Pasadena Playhouse and for Science Water Treatment Plant.	Students to attend four Pasadena Playhouse events, Earth Science students to attend our local Water Treatment Plant. Both activities augment and enrich our curriculum.	Students and staff attend four trips to the Pasadena Play House and Water Treatment Plant 1000-1999: Certificated Personnel Salaries General Fund 2500	Students rode the Metro Rail to Pasadena Playhouse. Students rode the bus to the treatment plant 5000-5999: Services And Other Operating Expenditures Title I 2300
Post Credit board in the hallway updated regularly to celebrate students as they increase their credits towards graduation	Student progression towards graduation are posted on the bulletin board. Their success are celebrated by showing the number of student who are making positive progress towards graduation.	Verify, create, print and post current student credits 2000-2999: Classified Personnel Salaries General Fund 200	Current students were posted on the student bulletin board at the end of each term. 2000-2999: Classified Personnel Salaries General Fund 200
Athletics / Sports program involving any student with appropriate behavior and credits	Students will participate in four athletics sports, flag football, basketball, soccer and softball. Their participation is based on their attendance, grades and behavior.	Staff and students attend and participate in a sporting event 1000-1999: Certificated Personnel Salaries General Fund 500	Students were able to participate in each of the four sports. Admin and staff coached the students. 1000-1999: Certificated Personnel Salaries General Fund 700
Courses designed to involve students and align to CTE pathways: auto, medical, construction and performing arts.	Monrovia Community Adult School offers courses for the medical, construction and auto career pathways. Canyon offers Drama and Video Production for the Performing Arts pathways. Students are encouraged to pursue one of these courses based on the results of their Naviance Career Profile.	Curriculum and course outline review and rewrite where needed 1000-1999: Certificated Personnel Salaries General Fund 2000	MCAS updates their coursework annually. Performing Arts courses are revised each term 1000-1999: Certificated Personnel Salaries General Fund 2000
Provide Advanced Placement courses online for our at-risk students needing AP courses not taught at the site.	Advanced Placement courses are available online to all students.	Purchase online Advanced Placement courses 5000-5999: Services And Other Operating Expenditures Title I 2500	Purchased online program, Odysseware, to support students interested in taking courses not offered on campus. 5000-5999: Services And Other

Planned Actions/Services	Actual Actions/Services	Proposed Expenditures	Estimated Actual Expenditures
			Operating Expenditures Title I 2500

Analysis

Describe the overall implementation of the strategies/activities to achieve the articulated goal.

Helping student to feel connected to school was the overarching objective of this goal with the purpose of improving student attendance, behavior and increase the number of credits they complete. Both the activities and the course were designed to support this objective.

Describe the overall effectiveness of the strategies/activities to achieve the articulated goal as measured by the school.

Overall, the goal was achieved based on the number of students who participated in the various events and activities.

Explain any material differences between the Proposed Expenditures and Estimated Actual Expenditures.

There weren't any significant differences between Proposed Expenditures and Estimated Actual Expenditures.

Describe any changes that will be made to this goal, the annual outcomes, metrics, or strategies/activities to achieve this goal as a result of this analysis. Identify where those changes can be found in the SPSA.

Keeping our students connected to school is an important element for students at a continuation high school. There isn't any significant changes anticipated for the next plan.

Annual Review and Update

SPSA Year Reviewed: 2017-18

Goal 4

By 2018, 100% of secondary students will demonstrate College and Career readiness by accessing higher-level courses, and increasing enrollment into higher-level courses, and 65% successfully completing
A to G requirements. All students will complete a personal Career Interest Profile and be placed into the appropriate College and Career Pathway

Annual Measurable Outcomes

Metric/Indicator	Expected Outcomes	Actual Outcomes
Number of students completing Naviance Career Profile Survey Number of students applying for college Number of student attending Compass Number of student attending career pathway capstone courses	100% of all student completing Naviance Career Profile Survey 5% of student complete and apply for a four year college 15% of students attend the after school program Compass 5% of students attend career pathway capstone courses	98% of student completed Naviance Career Profile Survey 5 students applied to a four year college On the average, 8 students attended Compass each week 6 students attended capstone courses

Strategies/Activities for Goal 4

Planned Actions/Services	Actual Actions/Services	Proposed Expenditures	Estimated Actual Expenditures
Math teacher use their tutoring time to provide additional math support and math literary strategies and skills for successful advancement in math courses.	Our math teacher is available to provide additional math support and math literary strategies and skills to help move students into high level math courses.	Collaboration meetings times to discuss math strategies 1000-1999: Certificated Personnel Salaries District Funded 0	Meet with other math teachers in the district to discuss and explore math strategies 1000-1999: Certificated Personnel Salaries District Funded 0
Introduce College / Career Pathways for All Students (CPAS). Develop a college and career plan for all students during the Success Week starting with the seniors.	After students completed Naivance, they were grouped into like career pathways. They were given time to explore employment opportunities relating to their career pathway and develop their college and career plan.	Refine and publish College / Career Pathways 1000-1999: Certificated Personnel Salaries District Funded 0	Students were placed in the five career pathways. The possible career advancement and income was explored with each group. 1000-1999: Certificated Personnel Salaries General Fund 0
Purchase online program to provide students additional courses not currently offered at the site including but not limited to, AP courses	Purchased five APEX licenses for students interested in higher level courses. The licenses were used by several students for their English credits.	Research and purchase online program such as Apex 1000-1999: Certificated Personnel Salaries Title I 2500	5 student licenses were purchased for students from APEX 5000-5999: Services And Other Operating Expenditures Title I 2400

Planned Actions/Services	Actual Actions/Services	Proposed Expenditures	Estimated Actual Expenditures
Distribute SAT Fee waiver to all qualifying Seniors and Juniors	A few fee waivers were distributed to students taking the SAT.	Distribute Fee Waiver forms to students 1000-1999: Certificated Personnel Salaries Other 0	Three fee waiver forms were given to students applying to college for their SATs. 1000-1999: Certificated Personnel Salaries Other 0
Provide minor financial support opportunities for student applying to career or college programs who do not qualify for fee waivers.	Minor financial support was provided to a few students applying to a four year college.	Application fee support 5000-5999: Services And Other Operating Expenditures Donations 500	5 students were given the financial support for application fees to apply to a four year college 5000-5999: Services And Other Operating Expenditures Donations 500
Summer YES program provides paid internship opportunities during the summer at various city offices for our at-risk students	Ten of our students were selected to participate in the City's Summer YES program. The applications were distributed by our counseling staff and follow-up with student.	Identity and meet with qualified students to participate in the YES program 1000-1999: Certificated Personnel Salaries District Funded 0	Students worked at various locations throughout the City of Monrovia during the summer as interns. 1000-1999: Certificated Personnel Salaries Donations 0
Continue the afterschool Compass programs - include various presenters, complete the college application process, provide SAT / ACT FAFSA completed	COMPASS is offered each Tuesday and available for all students to participate. College applications were completed during this time, as well as SAT, ACT and FAFSA applications.	Develop and publish Compass agendas via announcements 1000-1999: Certificated Personnel Salaries District Funded 0	Compass program continued every Tuesday throughout the school year. Agendas were published on a white board and some announcements were made. 1000-1999: Certificated Personnel Salaries District Funded 0

Analysis

Describe the overall implementation of the strategies/activities to achieve the articulated goal.

The overall objective for this goal was to help students understand and become aware of college and career opportunities are available to them. The various activities and coursework were designed to introduce them to a career of their interest, based on the Career Profile from Naviance.

Describe the overall effectiveness of the strategies/activities to achieve the articulated goal as measured by the school.

As a result of these activities, several students applied to college and a few took courses at the Adult School to further their skills for jobs. All students gained some knowledge and exposure to various careers and potential income.

Explain any material differences between the Proposed Expenditures and Estimated Actual Expenditures.

There were no significance differences between the Proposed Expenditures and Estimated Actual Expenditures.

Describe any changes that will be made to this goal, the annual outcomes, metrics, or strategies/activities to achieve this goal as a result of this analysis. Identify where those changes can be found in the SPSA.

The most significant change will be in the online program we purchase to support student wanting to take additional or enrichment course work. This can be found in the graduation rate goal, number 1.

Annual Review and Update

SPSA Year Reviewed: 2017-18

Goal 5

By 2019, provide additional instructional opportunities for students scoring at the achievement level 1 or 2 on Smarter Balanced and improve their achievement level by one level.
By 2019, High School dropout rates will decrease 5% each year
By 2019, D/F rates will decrease by 10% annually for each grade level.

Annual Measurable Outcomes

Metric/Indicator	Expected Outcomes	Actual Outcomes
SBAC test results Graduation rates	Growth in mean SBAC scaled scores increase student graduation rates	Growth of 16% of mean scores for ELA on SBAC Decrease in math scaled scores for SBAC Decrease in graduation rates of 2%

Strategies/Activities for Goal 5

Planned Actions/Services	Actual Actions/Services	Proposed Expenditures	Estimated Actual Expenditures
Develop and implement a 6 week summer session for at-risk students to support and/or advance their skills and credits	A six week summer session was created and offered to all students at-risk of not graduating.	Creation of 6 week courses 1000-1999: Certificated Personnel Salaries District Funded 200	A summer school schedule and courses were created and given to all students ar risk of not graduating 1000-1999: Certificated Personnel Salaries District Funded 200
Purchase intervention and instructional materials specifically designed for math and ELA for Smarter Balanced tests	Did not purchase any additional materials this year. We were able to utilize the supplemental materials provided by our publishers and Khan academic.	Research and purchase appropriate intervention materials for Smarter Balanced test 1000-1999: Certificated Personnel Salaries Title I 17500	No materials were purchased this year for SBAC. Staff utilized free online materials. 4000-4999: Books And Supplies Title I 0
Develop and implement a student Boot Camp to support their success on performance tasks for CAASSP in Math and ELA	An after school program was created, titled Academic Skills, to provide students with support and skill building materials that directly align with the SBAC test.	Create Boot Camp times and locations 1000-1999: Certificated Personnel Salaries District Funded 200	Academic Skills course was created and implemented. for all juniors 1000-1999: Certificated Personnel Salaries Title I 5889
Provide training opportunities for staff regarding the use of the intervention materials	Staff utilized Professional Development days to collaborate on intervention materials.	Collaboration meetings by department to learn how to implement and	Several district wide as well as school wide, meetings were held to

Planned Actions/Services	Actual Actions/Services	Proposed Expenditures	Estimated Actual Expenditures
		use the intervention materials 1000-1999: Certificated Personnel Salaries General Fund 0	discuss intervention materials for SBAC. Such as the use of TAP writing strategies, and the use of Khan Academy. 1000-1999: Certificated Personnel Salaries General Fund 0
Continue individual meetings with students regarding credits and grades. Students are placed in after school tutoring, schedule changes or summer school for credit and/or grade recovery as needed.	Counseling staff met with all seniors three times a year to review their credits. They met with the Juniors once towards the end of the term. Students were scheduled in a fifth tutorial class for specific credits.	Individual meeting with students 1000-1999: Certificated Personnel Salaries District Funded 0	All juniors were meet with and scheduled into the intervention SBAC class. Seniors were met with a minimum of three times a year regarding coursework and credits for graduation. 1000-1999: Certificated Personnel Salaries District Funded 200

Analysis

Describe the overall implementation of the strategies/activities to achieve the articulated goal.

The overall objective for this goal is to provide intervention programs to support students as they prepare for the SBAC test and for graduation.

Describe the overall effectiveness of the strategies/activities to achieve the articulated goal as measured by the school.

The mean SBAC scores increased in ELA for our juniors, however, did not for math.

Explain any material differences between the Proposed Expenditures and Estimated Actual Expenditures.

We did not purchase materials for the SBAC class. Staff was able to utilize free online programs and the supplemental materials from the publishers. Instead, two staff members taught an additional period of academic skills to all at risk juniors and taught a 6 week summer session to all students who were behind in credits.

Describe any changes that will be made to this goal, the annual outcomes, metrics, or strategies/activities to achieve this goal as a result of this analysis. Identify where those changes can be found in the SPSA.

Additional programs will be introduced to enhance our math scores such as placing all juniors in a year long math course. This can be found in goal 5.

Budget Summary and Consolidation

The Budget Summary is required for schools funded through the ConApp. The Consolidation of Funds is required for a school receiving funds allocated through the ConApp and consolidating those funds as part of a schoolwide program.

Budget Summary

Description	Amount
Total Funds Provided to the School Through the Consolidated Application	29,800
Total Funds Budgeted for Strategies to Meet the Goals in the SPSA	214,502.00

Expenditures by Funding Source

Funding Source	Amount
District Funded	7,260.00
Donations	1,500.00
General Fund	3,500.00
Other (CSI Allocation for COHS)	172,442.00
Title I	29,800.00

Expenditures by Budget Reference

Budget Reference	Amount
1000-1999: Certificated Personnel Salaries	35,060.00
2000-2999: Classified Personnel Salaries	200.00
4000-4999: Books And Supplies	13,642.00
5000-5999: Services And Other Operating Expenditures	48,100.00
5800: Professional/Consulting Services And Operating Expenditures	117,500.00

Expenditures by Budget Reference and Funding Source

Budget Reference	Funding Source	Amount
1000-1999: Certificated Personnel Salaries	District Funded	7,260.00
5000-5999: Services And Other Operating Expenditures	Donations	1,500.00
1000-1999: Certificated Personnel Salaries	General Fund	3,100.00
2000-2999: Classified Personnel Salaries	General Fund	200.00
4000-4999: Books And Supplies	General Fund	200.00
4000-4999: Books And Supplies	Other	10,942.00
5000-5999: Services And Other Operating Expenditures	Other	44,000.00
5800: Professional/Consulting Services And Operating Expenditures	Other	117,500.00
1000-1999: Certificated Personnel Salaries	Title I	24,700.00
4000-4999: Books And Supplies	Title I	2,500.00
5000-5999: Services And Other Operating Expenditures	Title I	2,600.00

School Site Council Membership

California Education Code describes the required composition of the School Site Council (SSC). The SSC shall be composed of the principal and representatives of: teachers selected by teachers at the school; other school personnel selected by other school personnel at the school; parents of pupils attending the school selected by such parents; and, in secondary schools, pupils selected by pupils attending the school. The current make-up of the SSC is as follows:

1 School Principal

2 Classroom Teachers

1 Other School Staff

2 Parent or Community Members

2 Secondary Students

Name of Members	Role
Flint Fertig	Principal
Calvin McKendrick	Other School Staff
David Duisberg	Classroom Teacher
Randy Medina	Classroom Teacher
Gabriela Zavala	Parent or Community Member
Bruce Staller	Parent or Community Member
Jared Cupp	Secondary Student
Yamilet Lobato	Secondary Student

At elementary schools, the school site council must be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel, and (b) parents of students attending the school or other community members. Classroom teachers must comprise a majority of persons represented under section (a). At secondary schools there must be, in addition, equal numbers of parents or other community members selected by parents, and students. Members must be selected by their peer group.

Recommendations and Assurances

The School Site Council (SSC) recommends this school plan and proposed expenditures to the district governing board for approval and assures the board of the following:

The SSC is correctly constituted and was formed in accordance with district governing board policy and state law.

The SSC reviewed its responsibilities under state law and district governing board policies, including those board policies relating to material changes in the School Plan for Student Achievement (SPSA) requiring board approval.

The SSC reviewed the content requirements for school plans of programs included in this SPSA and believes all such content requirements have been met, including those found in district governing board policies and in the local educational agency plan.

This SPSA is based on a thorough analysis of student academic performance. The actions proposed herein form a sound, comprehensive, coordinated plan to reach stated school goals to improve student academic performance.

This SPSA was adopted by the SSC at a public meeting on 3/21/19 and amended at a SSC meeting on May 6, 2019.

Attested:

Principal, Flint Fertig on

SSC Chairperson, Calvin McKendrick on

School Site Council (SSC)- Shared Decision Making (SDM)

Agenda

School: COHS/MP **Date:** 5/6/19

I. Welcome

II. Approval of Agenda and Minutes

III. Finalize and Discuss addendum to SPSA (Aligned with LEA Plan & LCAP goals, actions and CSI action plan and board proposal including expenditures for Approval.

IV. SPSA Goals and Planned Improvements
   A. Vote to Approve 2018 -2019 SPSA

V. Parent Training Resources:
   A. Avaiable to all parents during success week in August 201
   B. Digital Citizenship courses.
   C. Edgenuity orientation for 2019-2020 school year.

VI. Professional Development
   A. New online-platform training Summer/Fall 2019 (Edgenuity)
   B. Professional Learning Communities (PLC) in San Diego June 18-20

VII. Additional Comments/concerns to discuss other school issues and programs

VIII. Adjournment

Staff Development Meeting
April 10, 2019
1:45pm-3:00pm

Attendees: Flint, Calvin, Addy, Luisa, Anna, Annette, David, Jason, Daniel C, Daniel H, Randy, Dianna,Tom, Sharon.

Announcements (5 min):

Seniors in jeopardy of not graduating lists

Reminder to reach out to parents as first resort to student set backs (ie, attendance, grades, behavior)

Agenda (40 min):

Webinar Edgenuity Demonstration with representatives Patrick and Tiffney:

- Demo logins for teachers to pilot
- Accesibility
- Curriculum Customization
- Capturing data
- Packaging needs of COHS/MP
- Cost to sync nightly with Aeries
- Google?

Additional thoughts/concerns from staff

Staff Development Meeting
March 27, 2019
1:45pm-3:00pm

Attendees: Flint, Calvin, Addy, Luisa, Anna, Annette, David, Jason, Daniel C, Daniel H, Randy, Dianna,Tom, Sharon.

Announcements (5 min):

Trout release on 3/28
Remember to update Mt. Park ILPs.
Reminder to write comments on failing or in danger of failing grades.

Agenda (45 min):

Webinar with Edgenuity and representatives Patrick and Tiffney:

- Purpose
- Accesibility
- Pacing
- Curriculum (A-G, UC/CSU, NCAA)
- Customization
- Capturing attendance
- Parent communication
- Adaptability wtih Aeries, Independent study and credit recovery.
- Package(s)
- Cost

Thoughts/Feedback from staff

Staff Development Meeting
March 13, 2019
1:50pm-3:00pm

Attendees: Flint, Calvin, Addy, Luisa, Anna, Annette, David, Jason, Daniel C, Daniel H, Dianna, Sharon, Tom, Randy.

Announcements (5 min):

March 21 Senior Meeting/Open House 6pm
Remember to update Mt. Park ILPs.
Semester ends Friday!
Field trip next Thursday (Chacón)
Schedule distribution

Agenda (45 min):

Graduation Data (See handouts)

Comprehensive Support & Improvement System (CSI) or "Program Impovement (PI)" due to current Graduation Rate on California Department of Education (CDE). Our plan will be discussed and shared with staff.

- Drop outs considered all those who do not graduate during a 4-year period,
- Last year we had 25 5th year seniors that counted as dropouts on our dashboard.
- Flint called CDE to ask for clarification. They didn't have answers for continuation schools.
- Every continuation school at beginning of senior year, if credit deficient, they can repeat junior year (once),
- Flint spoke on how COHS/MP used to have 16 year old sophomores, but DO didn't allow us to continue with same staffing. The cut backs have limited us to only being able to accomodate classes meant only for 11/12 graders who are at least age 16.
- How will we do this by extending/repeating their junior year.
- Legally, we have to let parent and student know.
- Mt. Park can't do this. It would help for those going back and forth
- Another suggestion was to reclassify students who are credit deficient as Juniors to give them two full years to complete their diploma at COHS.
- Clarification in discussion on how to avoid drop-outs and get out of PI.
- Designate seniors at beginning of school year, because it can not be done halfway through senior year.
- Also, they must finish summer school July 1 to be grad for this year.
- All students sent to AE will now be considered dropouts.

School Site Council (SSC)- Shared Decision Making (SDM)

Agenda

School: COHS/Mt. Park **Date:** March 21, 2019

1.0 Welcome and Introductions

2.0 Approval of Agenda and Minutes

3.0 Report/Advice from ELAC to the SSC/SDM

4.0 Continue/Complete review of school instructional program for Needs Assessment
- 6.1 Analysis of student data
- 6.2 Analysis of educational practices
- 6.3 California Standards

5.0 Review and Discuss SPSA (Aligned with LEA Plan & LCAP goals, actions and strategies) Expenditures for Approval
- 5.1 SPSA Goals and Planned Improvements
- 5.2 Vote to Approve 2018 -2019 SPSA

6.0 Parent Training Resources:
Epstein's Six Types of Parent Involvement - Keys to Successful Partnerships: 1) Parenting 2) Communication 3) Volunteering 4) Learning at Home 5) Decision Making 6) Collaborating with the Community

7.0 Public Comments/Opportunity to discuss other school issues and programs

8.0 Adjournment

t

SSC 3/21/19
Initial SPSA review

Canyon Oaks / Mountain Park School Site Council Meeting
Sign-In Sheet March 21, 2019

Name	Signature
Flint Fertig, Principal	
Calvin McKendrick, Chairperson	
David Duisberg, Teacher	
Randy Medina, Teacher	
Gabriela Zavala, Parent	
Bruce Staller, Community Member	
Jared Cupp, Student	
Yamilet Lobato, Student	

SSC 5/6/19
Approved 5/15/19
Edgenuity

Canyon Oaks / Mountain Park School Site Council Meeting
Sign-In Sheet May 6, 2019

Name	Signature
Flint Fertig, Principal	
Calvin McKendrick, Chairperson	
David Duisberg, Teacher	
Randy Medina, Teacher	
Gabriela Zavala, Parent	
Bruce Staller, Community Member	
Jared Cupp, Student	
Yamilet Lobato, Student	

Signature page of SPSA approval by SSC admin

Recommendations and Assurances

The School Site Council (SSC) recommends this school plan and proposed expenditures to the district governing board for approval and assures the board of the following:

The SSC is correctly constituted and was formed in accordance with district governing board policy and state law.

The SSC reviewed its responsibilities under state law and district governing board policies, including those board policies relating to material changes in the School Plan for Student Achievement (SPSA) requiring board approval.

The SSC sought and considered all recommendations from the following groups or committees before adopting this plan:

Signature	Committee or Advisory Group Name

The SSC reviewed the content requirements for school plans of programs included in this SPSA and believes all such content requirements have been met, including those found in district governing board policies and in the local educational agency plan.

This SPSA is based on a thorough analysis of student academic performance. The actions proposed herein form a sound, comprehensive, coordinated plan to reach stated school goals to improve student academic performance.

This SPSA was adopted by the SSC at a public meeting on 1/24/18.

Attested:

Principal, Flint Fertig on

SSC Chairperson, Calvin McKendrick on

Signature page approved of SPSA by SSC members

School Site Council Membership

California Education Code describes the required composition of the School Site Council (SSC). The SSC shall be composed of the principal and representatives of: teachers selected by teachers at the school; other school personnel selected by other school personnel at the school; parents of pupils attending the school selected by such parents; and, in secondary schools, pupils selected by pupils attending the school. The current make-up of the SSC is as follows:

1 School Principal

2 Classroom Teachers

1 Other School Staff

2 Parent or Community Members

2 Secondary Students

Name of Members	Role
Flint Fertig	Principal
Calvin McKendrick	Other School Staff
David Duisberg	Classroom Teacher
Randy Medina	Classroom Teacher
Gabriela Zavala	Parent or Community Member
Bruce Staller	Parent or Community Member
Jared Cupp	Secondary Student
Yanilet Lobato	Secondary Student

At elementary schools, the school site council must be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel, and (b) parents of students attending the school or other community members. Classroom teachers must comprise a majority of persons represented under section (a). At secondary schools there must be, in addition, equal numbers of parents or other community members selected by parents, and students. Members must be selected by their peer group.

Staff Development

COHS/MP

Edgenuity discussion w/ COHS/MP staff.

Date: 3/27/2019

	Sign-in
Flint Fertig	
Calvin McKendrick	
Luisa Sanchez	
Daniel Chacon	
Anna DeNeui	
David Duisberg	
Jason Edwards	
Daniel Holman	
Randy Medina	
Dianna Moraga	
Tom Rosenstein	
Sharon Socha	
Annette Freitas	
Adlina Dugan	
Claude Mallory	
Erinn Burns	
Cheri Warren	
Jolisa Grimmer	

COHS/MP Staff Dev
Meeting webinar with
Edgenuity

Staff Development

COHS/MP

Date: 4/10/2019

	Sign-in
Flint Fertig	
Calvin McKendrick	
Luisa Sanchez	
Daniel Chacon	
Anna DeNeui	
David Duisberg	
Jason Edwards	
Daniel Holman	
Randy Medina	
Dianna Moraga	
Tom Rosenstein	
Sharon Socha	
Annette Freitas	
Adlina Dugan	
Claude Mallory	
Erinn Burns	
Cheri Warren	
Jolisa Grimmer	
TeDesi Ross	

COHS/MP

Confirmation of webinar w/ Staff & Edgenuity on 4/10/19

Thanks again for your participation in our webinar with Tiffany from Edgenuity this afte
I'm including the link to the educator orientation video as well as the student orientatio
meeting. When you get a chance, I'd recommend watching both videos.

Please let me know if you have any questions or concerns regarding the capabilities c
improve our craft and make our educational services available to more students, while
our current student body.

https://help.edgenuity.com/Help_Center/Resources/Video_Library

Thank you!

Calvin J. McKendrick
Assistant Principal
Monrovia Community Adult School
Canyon Oaks High & Mountain Park School
(626) 471-3002
GRADUATION NATION

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

2. 18/19-1155 - BRANDMAN UNIVERSITY FIELD EXPERIENCE AGREEMENT

RECOMMENDATION
The Board of Education is requested to approve a Field Experience Agreement with Brandman University from July 1, 2019 through June 30, 2020.

Rationale:
As an extension of the District's N.E.S.T. project (Nurturing Every Student Together —Elementary Multi-tiered System of Supports) to support student well-being at the elementary level, this Field Experience Agreement is being presented for Board approval. This Field Experience Agreement will allow Masters of Social Work (MSW) program intern candidate(s) to work under the collaborative supervision of a Brandman supervisor and a Monrovia Unified credentialed school counselor who will provide general support at the classroom level of the cooperating school.

Background:
Brandman is an institution of higher learning authorized pursuant of California law to offer graduate degree programs with field placement experiences in the field of social work. Fieldwork experience is an essential component to fulfill the licensing requirements set forth by the California Board of Behavioral Sciences. This Field Experience Agreement will allow for the placement of MSW candidates in Monrovia schools.

Budget Implication ($ Amount):
There is no cost to district for this Agreement.

Legal References:
Education Code 17604 requires that all contracts be approved by the governing Board.

Additional Information:
A copy of the Field Experience Agreement is attached.

ATTACHMENTS

- Brandman Field Agreement 5-22-19.pdf

FIELD EXPERIENCE AGREEMENT

This Agreement is made and entered into by BRANDMAN UNIVERSITY, hereinafter called the "University" and Monrovia Unified School District, hereinafter called "Agency" for the purpose of providing field experience to students in the Social Work Program at University.

University, on behalf of its Bachelor of Arts in Social Work (BASW) and/or Master of Social Work Program (MSW) Program designates the above organization as an approved setting for field instruction by the signing of this Agreement.

SECTION I: UNIVERSITY AGREES TO:

1. Provide Agency with objectives, policies, and content of Field Instruction at the undergraduate and graduate levels.

2. Provide students with a curriculum of social work knowledge, values, and skills to assure students perform within the normative parameters of professional social work competence.

3. As needed, provide consultation, information, and training materials to field instructors and other appropriate staff of the Agency regarding the development of Agency's field instruction programs.

4. Involve the Agency in decisions regarding student placements; and accept the Agency's judgment as to the final acceptance of individual students.

5. Carry final responsibility for the administration of the field instruction program, including decisions, which affect the progress of the student, such as grades, credits, and field instruction hours in the Agency.

6. Provide a designated member of the faculty to serve as Faculty Liaison for each student placement. This person will respond in a timely manner to any concern regarding the student's learning experience.

7. Provide guidelines to students for completing field placement defining student educational objectives and field learning experiences and work cooperatively with the students and Agency in the development of these learning experiences.

8. Provide ongoing education for field students and monitoring of their work in order to facilitate their adherence to NASW's *Code of Ethics*.

9. Inform all students participating under this agreement that they must adhere to all policies, procedures, and standards established by agency.

SECTION II: AGENCY AGREES TO:

1. Designate an Agency Supervisor acceptable to the University whose qualifications are appropriate to the role and responsibilities of a supervisor as described in Appendix 1.

2. Provide students with opportunities to participate in the overall Agency social work program as appropriate to the educational level and practice competency of the student.

3. Agency Supervisor shall provide supervision of the student(s) field experience in compliance with the statutes, regulations and professional standards governing social work.

4. Implement the objectives of University's field education programs, which will provide opportunities to reinforce learning from all areas of the social work curriculum.

5. Provide emergency health care to student(s) in any instance of injury or illness at the Agency. Expenses of such care shall be the sole responsibility of the student.

6. Verify that a student will not act in the capacity of an employee during assigned field hours and may not take the responsibility or place of qualified staff while interning. If student is an employee of the Agency in any capacity, Agency agrees to the definitions and terms set forth in Appendix 2.

7. Agency will provide orientation and/or training to student(s) on any of Agency's applicable policies, procedures, rules and regulations, or safety concerns.

8. Agency agrees to comply with all applicable laws, regulations, rulings, or enactments of any governmental authority, and agrees to obtain (at its own expense) any necessary licenses, permissions, and accreditations necessary to maintain its operation.

9. Assure that each Field Instructor has adequate time within his/her work schedule to:

   a) Meet the educational needs of the student, including: orientation to the Agency and its services; informing each student about safety procedures applicable in the setting; development of learning opportunities which include depth and variety; and preparation for at least weekly conferences with each student.

   b) Meet with the Faculty Liaison at periodic intervals to discuss learning opportunities and student performance;

   c) Prepare field evaluations as required by the University;

   d) Provide a reasonable working space for the student; and

   e) Provide for travel or reimbursement of travel required of students on behalf of clients.

   f) Complete necessary online- trainings and orientation to Universities Social Work Programs as outlined in the CSWE requirements.

SECTION III: GENERAL PROVISIONS

1. INDEMNIFICATION

The University agrees to indemnify, hold harmless, and defend the Agency, its agents and employees from and against all loss or expense (including costs and attorney fees) resulting from liability imposed by law upon the Agency because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with this Agreement and due or claimed to be due to the negligence of the University, its agents or employees.

The Agency agrees to indemnify, hold harmless, and at the University's request, defend the University, its agents and employees from and against all loss or expenses (including costs and attorney fees) resulting from liability imposed by law upon the Agency because of bodily injury to or death of any person or on account of damages to property, including loss of use thereof, arising out of or in connection with the Agreement, and due or claimed to be due to the negligence of Agency, its agents or employees.

2. **INSURANCE**

The University and Agency mutually agree that each shall provide and maintain commercial general liability insurance acceptable to both parties in the minimum amounts of $1,000,000 per occurrence and $3,000,000 general aggregate.

The parties shall each further secure and maintain at all times during the term of this Agreement, at their respective sole expense, professional liability insurance covering themselves and their respective employees. University shall either provide coverage on behalf of program participants (students) or require program participants (students) to secure such coverage through the National Association of Social Work (NASW) – Assurance Services. Such coverage provided by the University and Agency may be afforded via commercial insurance, self-insurance, a captive, or some combination thereof at limits of at least $1,000,000 per claim or occurrence and $2,000,000 aggregate.

Upon written request, each party shall furnish the other party proof thereof of said insurance coverage in the form of a certificate of insurance. Each Certificate of Insurance shall specify that should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

3. **TERMINATION**

Either party may terminate this agreement for any reason upon ninety days written notice to the other party. Either party may terminate this Agreement for breach, including but not limited to failure to meet insurance requirements, failure to provide a supervisor with appropriate credentials, or failure to maintain licensure or certification, if applicable. Notice to the other party of breach must be in writing. If the breech is not remedied within thirty (30) days, the Agreement may be terminated by giving ten (10) days written notice to the other party.

Notwithstanding the foregoing paragraph, student(s) placed at Agency at the time notice of termination is given shall be allowed to complete the current placement.

4. **ARBITRATION**

Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by a single arbitrator in the County of Orange, California, administered by the American Arbitration Association under its Commercial Arbitration Rules, and judgment on any award rendered by the arbitrator may be entered in any court having jurisdiction thereof. The discovery provisions of the California Code of Civil Procedure relating to arbitration, including the provisions of §1283.05, shall be applicable to the arbitration proceeding. The costs of any such proceeding shall be paid by the party instigating the arbitration unless such party is declared by the arbitrator to be substantially successful in securing the award of the determination sought by such party in such proceedings, in which event the costs of such proceedings shall be paid by the unsuccessful party or parties. Notwithstanding the above, in the event any party wishes to obtain injunctive relief or a temporary restraining order, such party may initiate an action for such relief in a court of law and the decision of the court of law with respect to the injunctive relief or temporary restraining order shall be subject to appeal only through the courts of law. Should the parties, prior to submitting a dispute to arbitration, desire to utilize other impartial dispute settlement techniques such as mediation or fact-finding, a joint request for such service may be made to the American Arbitration Association, or the parties may initiate such other procedures as they may mutually agree at such time. The provisions of this Section shall survive the termination of this Agreement.

SECTION IV: MISCELLANEOUS

1. University or Agency may immediately remove any student deemed to be clinically unsafe to patients, employees, or others. The party who took the action to remove the student shall notify the other party of said action as soon as possible, but in no event later than 48 hours after said removal. Agency reserves the right to prohibit the return of any such student(s) unless a corrective action plan satisfactory to Agency has been proposed and its compliance assured by the Student. Agency further reserves the right to request University to remove any student whose conduct is contrary to Agency's standards of conduct as set forth in its policies and procedures.

2. This agreement may be amended at any time, but any amendment must be in writing and signed by each party. This agreement contains the entire understanding of the parties regarding their rights and duties. Any alleged oral representation or modification concerning this agreement shall be of no force or effect unless contained in a subsequent written modification signed by all parties.

3. Neither party shall have the right to assign this Agreement without the prior written consent of the other party. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of the respective successors and assigns of University and Facility.

4. This Agreement constitutes the entire agreement and understanding of the parties with respect to its subject matter. No prior or contemporaneous agreement or understanding will be effective. This agreement shall be governed by the laws of California. Should either party institute legal action to enforce any obligation contained in this Agreement, it is agreed that proper venue for such action shall be Orange County, California.

5. The parties agree that the students are fulfilling specific requirements for field experiences as part of a degree program requirement, therefore, regardless of the nature or extent of the acts performed by them, that the students are not to be considered employees or agents of University for any purpose, including Workers' Compensation or employee benefit programs, and the students shall not be entitled to any monetary remuneration for services performed by them in the course of their training.

6. The parties acknowledge that they are independent contractors, and nothing contained in this Agreement shall be deemed to create an agency, joint venture, franchise or partnership relation between the parties and neither party shall so hold itself out. Neither party shall have the right to obligate or bind the other party in any manner whatsoever, and nothing contained in this Agreement shall give or is intended to give any right of any kind to third persons.

7. If any term or provision of this Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.

8. This Agreement is intended by the parties to benefit themselves only and is not intended or designed to or entered for the purpose of creating any benefit or right for any person or entity of any kind that is not a party to this Agreement.

9. Waiver by either party of any breach of any provision of this Agreement or warranty of representation herein set forth shall not be construed as a waiver of any subsequent breach of the same or any other provision. The failure to exercise any right hereunder shall not operate as a waiver of such right.

10. Both parties agree to comply with all applicable federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. Neither party will engage in unlawful discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, disability, protective order status, unfavorable discharge from the military, or status as a disabled veteran or a veteran of the Vietnam era.

11. This Agreement shall not be binding until signed by all parties. The persons signing this Agreement represent and warrant that they have authority to bind their respective parties.

12. All notices required under this Agreement shall be deemed to have been fully given when made in writing and deposited in the United States mail, postage prepaid, certified mail, return receipt requested, and addressed as follows:

If to University:
Brandman University
Att: School of Arts and Sciences, Contracts
16355 Laguna Canyon Road
Irvine, CA 92618

If to Agency:
Monrovia Unified School District
Educational Services
325 E. Huntington Drive
Monrovia, CA 91016

TERMS OF THE AGREEMENT

This Agreement shall commence upon the first date on which it has been signed by both parties (the "Effective Date"), and continue until 06 / 30 / 2020 or until terminated by either party giving written notice to the other.

The parties may renew this agreement by signed written agreement.

SECTION V: SIGNATURES

"UNIVERSITY":
BRANDMAN UNIVERSITY

PHILLIP L. DOOLITTLE

Executive Vice Chancellor of Finance & Admin/CFO

6/12/2019
Date

"AGENCY":
MONROVIA UNIFIED SCHOOL DISTRICT

Name: Katherine Thorossian

Title: Superintendent

May 22, 2019
Date

Appendix I.

Qualifications of Supervisors for the BASW and the MSW are as follows:

Supervision Criteria BASW

BASW interns are supervised by Agency Supervisors designated by the agency and approved by the Social Work Program at Brandman University. Agency supervisors are committed to providing an ethical and rich learning environment which promotes the development of professional social work practice behaviors in each student. The following sets forth Agency Supervisor criteria:

- A Bachelors or Masters of Social Work is highly preferred for supervision and is the primary level sought for supervision of BASW students.
- If the agency provides an excellent scope of work, but is unable to provide a BSW or MSW supervisor, an experienced worker with five (5) plus years of experience with a Bachelors or Master level degree in Human Services, MFT, MS in Counseling, MS in School Counseling or MS in another Behavioral Health category (or certified drug addiction counselor specifically in recovery agencies) will be considered for substitution.
- Daily supervision can be provided by an experienced worker with a minimum of a BSW or equivalent (e.g. any worker with a human services or behavior health Bachelor's level degree or greater, plus two years of experience will be considered to provide site supervision of an intern. This person will not be designated as their Agency Supervisor).
- In cases where the agency can provide excellent social work activities and practice opportunities, but has no social work staff (MSW or BSW) - the Social Work program assigns the Faculty Field Liaison (all are MSWs and licensed social work professionals), and is the seminar instructor - as an additional supervisor. The liaison will provide the required social work practice perspective to the student's overall practicum experience in bi-weekly conferences each month with the student.

Supervision Criteria MSW

MSW interns are supervised by Agency Supervisors designated by the agency and approved by the Social Work Program at Brandman University. Agency supervisors are committed to providing an ethical and rich learning environment which promotes the development of professional social work practice behaviors in each student. The following sets forth Agency Supervisor criteria:

- A Masters of Social Work is required for supervision and is the primary level sought for supervision of MSW students.
- If the agency provides an excellent scope of work, but is unable to provide an MSW supervisor, an experienced worker with five (5) plus years of experience with a Master level degree or higher in Human Services, Marriage and Family Therapy, MS in Counseling, MS in School Counseling or MS in another Behavioral Health category, or certified drug addiction counselor specifically in recovery agencies with a Master's degree will be considered for substitution.
- An experienced worker with a minimum of a MSW or equivalent and 2 years' experience with the agency can provide daily supervision. This person is not designated as the Agency Supervisor).
- In cases where the agency can provide excellent social work activities and practice opportunities, but has no social work staff (MSW) the Social Work program assigns the University Faculty Field Liaison (all are MSWs and licensed social work professionals), and is the seminar instructor - as an additional supervisor. The liaison will provide the required social work practice perspective to the student's overall practicum experience in bi-weekly conferences each month with the student.

Appendix II.

If student is an employee of Agency, Agency agrees to abide by the following guidelines set forth by the Council on Social Work Education:

1. The agency agrees to place the student in a role/capacity that engages in social work practice and is separate from their role as an employee; this applies to an offer to employ the student after acceptance as an intern. The employment role and internship role must be different (e.g. roles, duties, job performance, responsibilities, etc…);

2. The agency agrees to provide supervision that is separate from the student's supervision as an employee (e.g. different supervisors for each role); and

3. The agency agrees to keep separate and apart the hours, duties and roles of internship and employment without overlap, during the student's scheduled internship hours.

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

3. 18/19-1156 - CAREER TECHNICAL EDUCATION APPLICATION FOR 2019-2020 FUNDING (CARL D. PERKINS GRANT)

RECOMMENDATION

The Board of Education is requested to approve the Career Technical Education Application for 2019-2020 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 2019-20. 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 equipment and supplies for the automotive, TV productions, photography, information technology, digital media arts, and sports medicine 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 additional 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 $42,143.00 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 2019-2020 Funding is attached. Pursuant to Application guidelines, the application will be submitted online following Board approval.

ATTACHMENTS

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
Section VIII
Status

Monrovia Unified (131 - Secondary)

2019-20 Application

Section I - State Assurances and Certifications

Allocation Amount	$42,143.00
Budgeted Amount	$42,143.00
Indirect Amount	$2,006.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed $0.00
Application Due Date	Friday, May 31, 2019 12:00 AM
Application Status	Not Submitted
Fiscal 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
- 2019–20 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, 2019–20 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 2019–20 Perkins IV application for funds.

CDE Review and Sign-off

☐ Section Approved

Save | Save and Continue

Questions: Perkins Support Team | perkins@cde.ca.gov | 916-324-5706

California Department of Education
1430 N Street
Sacramento, CA 95814

Web Policy

Section II - Representatives of Special Populations

Allocation Amount	$42,143.00
Budgeted Amount	$42,143.00
Indirect Amount	$2,006.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed $0.00
Application Due Date	Friday, May 31, 2019 12:00 AM
Application Status	Not Submitted
Fiscal 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:Jennifer JohnsonSpecial 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

☑ As the duly authorized representative of the local educational agency applying for Carl D. Perkins Career and Technical Education Improvement Act of 2006, 2018–19 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 2019–20 Perkins IV application for funds.

CDE Review and Sign-off

☐ Section Approved

Save | Save and Continue

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 2019–20 Perkins V 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 Dr. Sue Kaiser Title Asst. Supt. of Ed Services

Signature Sue Kaiser Date 5/10/19

Limited English Proficiency (English Learner Coordinator/Administrator)

Printed Name Dr. Sue Kaiser Title Asst. Supt. of Ed Services

Signature Sue Kaiser Date 5/10/19

Disabled (Handicapped) (Special Education Coordinator/Administrator)

Printed Name Jennifer Johnson Title Director of Special Ed

Signature Jennifer Johnson Date 5/10/19

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

Printed Name Dr. Darvin Jackson Title Asst. Supt. Of HR

Signature Darvin Jackson Date 5/10/19

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

Printed Name Dr. Darvin Jackson Title Asst. Supt. Of HR

Signature Darvin Jackson Date

Displaced Homemaker (Title IX Coordinator/Administrator)
Note: Required only on Section 132 (Adult) applications

Printed Name Dr. Darvin Jackson Title Asst. Supt. Of HR

Signature Darvin Jackson Date 5/10/19

Section III - Assessment of Career Technical Education Programs

Allocation Amount	$42,143.00
Budgeted Amount	$42,143.00
Indirect Amount	$2,006.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed $0.00
Application Due Date	Friday, May 31, 2019 12:00 AM
Application Status	Not Submitted
Fiscal 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.

Assessment of Career Technical Education Programs/Core Indicators for the Secondary LEAs and State Special School are not available at this time. Please proceed to the next section.

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

Section IV - Progress Report Toward Implementing the Local CTE Plan

Allocation Amount	$42,143.00
Budgeted Amount	$42,143.00
Indirect Amount	$2,006.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed $0.00
Application Due Date	Friday, May 31, 2019 12:00 AM
Application Status	Not Submitted
Fiscal 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. **How will you use the results of your annual evaluation to improve your program? Describe the variety of formats & venues with which you will share it with the public?**The CTE program is reviewed on a continuing and annual basis by district administration, site administration, and CTE teachers. Various data points are collected for incorporation into the anticipated 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.

   CTE teachers meet to review the California Department of Education 11 Elements of a High-Quality CTE Program Self-Review Tool. The tool provides information on strengths and areas of growth within the CTE department and supports the student data identified in the E1 and E2 report, thereby providing a comprehensive needs assessment to determine goals and objectives for the upcoming school year.

   Distributing information in the report is done through the school district's board of trustees review as well as a review by the Superintendent and cabinet members.

   Additionally, advisory council meetings are held each semester with the following individuals in attendance: district Perkins administrator, site administration, all CTE teachers, advisory board members from each industry sector represented at the site. During the advisory council meetings, budgets, program progress, recommended purchases, curriculum changes and CTSO involvement, industry needs and recommendations, and upcoming CTE-related events are reviewed. CTE programs are also showcased at 8th Grade Parent Night for prospective students and parents as well as a campus-wide Career Day event.

   The Digital Studies Academy also 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.

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.

The CTE program and number of pathway completers is now evaluated as a measure of the College Career Indicator (CCI) including review by administration, counselors, and CTE teachers of pathway completion data by student groups for prepared and approaching prepared students in the area of college and career readiness.

Program success in terms of student certification is also reviewed by the department and site and district administration. Precision Exams have been implemented for student use and instructional evaluation in addition to Snap-On automotive diagnostic equipment. The 2018-2019 school year saw the introduction of Adobe Associate level certification opportunities. In 2019-2020, we will be adding CPR certifications for the Sports Medicine pathway as well as Unity certifications for the Games and Simulation pathway.

2. **How will you leverage Perkins funds to help close the achievement gap in special populations (which includes non-traditional) students in your high quality CTE pathways?**Perkins funds will be used to close the achievement gap in special populations through marketing and publications outreach, creating CTE pathways brochures, including a more diverse group of guest speakers for each pathway and providing additional training to counseling staff to increase student awareness of career pathways leading to high-skilled, high wage employment.

   The assistance of the district English Learner (EL) coordinator will be enlisted to help identify, target, and recruit EL students to enroll and complete an existing CTE pathway.
   Additionally, the CTE program will be working with the following community colleges: Citrus, Rio Hondo, and Pasadena. Additionally, we will be partnering with the following trade schools Universal Technical Institute, and Wyoming Tech in order to expose the students to their Automotive Trade Programs by attending open houses, orientation and/or hosting guest speakers. We will acquire female speakers in the automotive and Digital Media Arts industry sector to motivate female student participation in these CTE pathways.

   To develop student awareness of the value of professional training, we will increase the number of guest speakers for all pathways and encourage participation in the National Hot Rod Association Career Day. We have developed a new partnership with the Fab School (metal fabrication & welding) where the students have the opportunity to obtain Welding Certifications. We will improve and increase counselor awareness by having them participate in local counselor CTE-related professional development.

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) within the standard accounting code structure, and there must be resource codes other than Perkins (3500, 3550) assigned to it. Please list each resource code (numeric code & title) that has a CTE goal code attached to it and the amount of spending on each.**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.

   Resource code spending:

   1000: $849
   2000: $0
   3000: $0
   4000: $33,578
   5000: $5710
   6000: $0
   7000: $2006

   Additional funding sources for the CTE program include LCAP funds in addition to funding from the CTE Incentive Grant.

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. The 2019-2020 plan includes a comprehensive site audit of CTE equipment to be conducted annually. Additionally, printouts of all CTE purchases are requested from the Business Support services and teachers keep an inventory of their purchases.

5. **Please describe how student leadership development is included as an integral part of the CTE sequence of courses in pathways offered by your LEA.**Student leadership is developed through our CTSOs. In 2019-2020, we will be adding Health Occupation Students of America (HOSA) to complement our existing SkillsUSA chapter and to incorporate the students of our newly added Sports Medicine pathway. Monrovia High School is a member of the National Technical Honor Society which is an honor society for outstanding career and technical students. In 2019-2020, the CTE department, along with district and site administration, will develop a local CTSO work plan to organize CTSO goals, activities, and student leadership development.

6. **Approximately what percentage of your pathway students are interacting with and getting experience with actual industry professionals (other than the teacher) doing industry-standard work outside of the classroom? How do you think you might increase that percentage?**Arts, Media,& Entertainment: Digital video, graphic design, and photo: 1%
Automotive: 20%
Sports Medicine: 10%

   As a department, we plan on creating a robust work-based learning continuum that will include more guest speakers, worksite visits and field trips, paid and unpaid internships, and overall more interaction with local business partners and industry experts through our participation with the San Gabriel Valley Economic Partnership and the Foothill Consortium. The development of a more robust work-based learning continuum is a primary goal for all CTE programs in the Foothill consortium, of which we are a part.

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

2019-20 Application

Section V - Sequence of Courses to Be Funded

Allocation Amount	$42,143.00
Budgeted Amount	$42,143.00
Indirect Amount	$2,006.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed $0.00
Application Due Date	Friday, May 31, 2019 12:00 AM
Application Status	Not Submitted
Fiscal 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: Select Industry Sector

Program Detail

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

Site Name	Industry Sector	Career Pathway	Budget Amount	Action
Monrovia High	Arts, Media, and Entertainment	Design, Visual, and Media Arts	$10,151.00	Detail
Monrovia High	Transportation	Systems Diagnostics, Service, and Repair	$18,419.00	Detail
Monrovia High School	Information and Communication Technologies	Software and Systems Development	$.00	Detail
Monrovia HS	Health Science and Medical Technology	Patient Care	$13,573.00	Detail
		Total	**$42,143.00**	

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 VI - Budget and Expenditure Schedule

Allocation Amount	$42,143.00
Budgeted Amount	$42,143.00
Indirect Amount	$2,006.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed $0.00
Application Due Date	Friday, May 31, 2019 12:00 AM
Application Status	Not Submitted
Fiscal 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	(H) Administration or Indirect Costs	

							in CTE Programs		
1000 Certificated Salaries	$0.00	$345.00	$504.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$849.00**
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/Supplies	$33,578.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$33,578.00**
5000 Services / Operating Expenses	$5,710.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	**$5,710.00**
6000 Capital Outlay	$0.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	**$0.00**
7000 Indirect Costs	N/A	N/A	N/A	N/A	N/A	N/A	N/A	$2,006.00	**$2,006.00**
Total	**$39,288.00**	**$345.00**	**$504.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$2,006.00**	**$42,143.00**

CDE Review and Sign-off

☐ Section Approved

Section VII - Local CTE Plan Update

Allocation Amount	$42,143.00
Budgeted Amount	$42,143.00
Indirect Amount	$2,006.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed $0.00
Application Due Date	Friday, May 31, 2019 12:00 AM
Application Status	Not Submitted
Fiscal 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 2019-20?

(•) Yes ( ) No

Describe in detail the changes made to the CTE plan.
A summer curriculum planning day has been added to create, implement and monitor a 5-year plan including equipment needs and goals & objectives. This will include a student CTSO work plan and a comprehensive work-based learning continuum plan.

Save Justification

LEA Sign-off

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

CDE Review and Sign-off

☐ Section Approved

Section VIII - LEA Local Transition Plan

Allocation Amount	$42,143.00
Budgeted Amount	$42,143.00
Indirect Amount	$2,006.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed $0.00
Application Due Date	Friday, May 31, 2019 12:00 AM
Application Status	Not Submitted
Fiscal 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

LEA Local Transition Plan

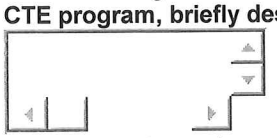
The 2019-20 Perkins Application is technically an application to Perkins V, not Perkins IV.

- 2019-20 is the 'Transition Year'.
- 2020-21 is the first year of full implementation.

For the 2019-20 Transition Year LEAs are still subject to Perkins IV, except that LEAs must submit a transition plan showing how they will be prepared for the new requirements in PerkinsV, which include:

1. Prepare students for high wage, high skill, or in-demand sectors or occupations.(Formerly High wage, high skill, or high demand occupations in current or emerging professions).
2. Be able to collect the evaluative data in 2019-20 that will establish the baseline of comparison in 2020-21 for all performance metrics.
    a. E1/E2's Core Indicators Report will have three new categories of special populations:
        i. CTE participants with parent(s) serving active military duty,
        ii. CTE participants that have aged out of the foster care system,
        iii. CTE participants that are homeless (McKinney-Vento).
    b. Conduct a Comprehensive Needs Assessment (CNA) of the CTE Program.
3. Show that spending is aligned to your CTE program's CNA.
4. Show that spending targets special populations in order for them to meet state determined performance levels (SDPL), list additional actions for groups that have disparities, compare past strategies to results for each of the previous three years and taking further actions when necessary.
5. Describe how CTE staff will be recruited, prepared, retained, & trained, especially those from groups underrepresented in the teaching profession.

1. If the change in wording of high wage, high skill, or in-demand sectors or occupations might change your CTE program, briefly describe it here.



2. Describe the actions you will have to take now in order to be able to report on the three new categories of special populations to CALPADS in August of 2020 and the Perkins Data during the 2019-20 school year. The

new categories are CTE participants who: (a) have a parent(s) actively serving in the military, (b) are foster youth who have aged out of the system, or (c) are homeless (McKinney-Vento).

3. Describe the process you will use to ensure that spending will be aligned with your CTE program's Comprehensive Needs Assessment (CNA).

4. Describe the process you will use to ensure that spending targets special populations' ability to meet state determined performance levels (SDPL), determine additional actions for groups that have disparities, compare past strategies to results for each of the previous three years and taking further actions when necessary.

5. Describe how CTE staff will be recruited, prepared, retained, & trained, especially those from groups underrepresented in the teaching profession.

Save

Application Status

Allocation Amount	$42,143.00
Budgeted Amount	$42,143.00
Indirect Amount	$2,006.00 *
Maximum Claim Indirect Amount	The maximum indirect amount that can be expended cannot exceed $0.00
Application Due Date	Friday, May 31, 2019 12:00 AM
Application Status	Not Submitted
Fiscal 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
LEA Profile	Complete	Accepted	Not Submitted
Section I	Complete	Pending	Not Submitted
Section II	Complete	Pending	Not Submitted
Section III	N/A	N/A	N/A
Section IV	Complete	Pending	Not Submitted

Section V	Complete	Pending	Not Submitted
Section VI	Complete	Accepted	Not Submitted
Section VII	Complete	Pending	Not Submitted

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

4. 18/19-1157 - AGREEMENT WITH SOULDRIVER LESSEE dba KIMPTON SOLAMAR HOTEL AND THE MONROVIA UNIFIED SCHOOL DISTRICT

RECOMMENDATION

The Board of Education is requested to approve an Agreement with the Souldriver Lessee dba Kimpton Solamar Hotel and the Monrovia Unified School District for a block of rooms from June 17, 2019 – June 20, 2019 for Solution Tree's Professional Learning Communities conference.

Rationale:

This Agreement allows the Monrovia Unified School District to reserve a block of rooms for staff who will be attending Solution Tree's "Culture Keepers: Principal Leadership in a PLC at Work® Institute." The rate for these rooms will be lower that the guaranteed rate Solution Tree offered participants, thereby saving the District money. The hotel has waived the resort fee as part of the room block agreement.

Budget Implication ($ Amount):

The anticipated cost will be $19,078.14, including applicable state and local taxes, for 27 rooms for 3 nights. The cost will be covered from state-allocated Comprehensive Support and Improvement funding and Supplemental and Concentration Funds.

Legal References:

Reference Education Code 17604 requires contracts and agreements to be approved by the Board of Education.

Additional Information:

A copy of the Agreement is attached.

ATTACHMENTS

- Kimpton Hotel 5-22-19 rev..pdf

KIMPTON
Solamar™
SAN DIEGO

A Kimpton Hotel & Restaurant

GROUP SALES CONTRACT

Monrovia Unified School District	Kimpton Solamar Hotel
Katherine Thorossian Superintendent	Regina Estacio Sales Manager
325 E Huntington Dr. Monrovia, CA 91016	435 6th Avenue San Diego, CA 92101
Direct Phone: (626) 471-2031	Phone: (619) 819-9532
Email: jplaza@monroviaschools.net	Email: regina.estacio@kimptonhotels.com

May 14, 2019

Dear Katherine,

Thank you for selecting the Kimpton Solamar Hotel for your group. Pursuant to this contract between **SOULDRIVER LESSEE dba Kimpton Solamar Hotel** ("we" or "us") and **Monrovia Unified School District** ("Group" or " you"), once signed by both parties, the Group will meet its Total Revenue Commitment (defined below) subject to the attrition and cancellation clauses. We look forward to hosting your group and to working together to ensure a successful event.

NAME OF GROUP: Monrovia Unified School District Room Block

DATES OF EVENT: 06/17/2019 to 06/20/2019

1. PRINCIPAL BUSINESS TERMS

The following is a summary of the principal business terms of this contract. The terms and conditions described in this Section 1 are set out more fully in, and are subject to, the further provisions of this Contract.

1.1 Room Nights Commitments

a. Room Nights 84; Room Commitment $17,556.00 plus applicable taxes, fees, and gratuity.

	Mon 06/17/2019		Tue 06/18/2019		Wed 06/19/2019	
	Rooms	Rate	Rooms	Rate	Rooms	Rate
2 Queen Beds	3	$209.00	3	$209.00	3	$209.00
Standard King	25	$209.00	25	$209.00	25	$209.00

****Additional $25.00 per person after double occupancy.**

Upon full execution of this contract, the Hotel shall hold **84** room nights for your use over the contracted dates, totaling revenues to the Hotel of **$17,556.00** ("Room Commitment"). All revenue figures do not include taxes, fees, gratuities or commissions.

2. PROGRAM DATES AND GUEST ROOM BLOCK

Once this contract is accepted, we will remove from our inventory, and consider sold to you for your use, room nights pursuant to the arrival and departure pattern set forth in Section 1.1 above. We'll do our best to accommodate requests for additional rooms and will commit to providing those additional rooms upon execution of an addendum. Should any additional rooms equal $2,000.00 or more in guestroom revenue, the hotel will commit to providing those additional rooms upon execution of an addendum.

3. GUEST ROOM RATES

Your rates are confirmed as indicated above in Section 1.1 (a)

Room rates quoted above are non-commissionable, net rates, subject to tax, which is currently 12.695% and any fees set forth below.

If availability allows, we will honor reservation requests by your Group three days before Group arrival and three days after Group departure at the Group rates set forth in Section 1.1 (a), as long as Hotel remains 80% or less forecasted Occupancy. Once hotel is forecasting above 80% occupancy, prevailing rates will apply.

4. RESERVATION PROCEDURE/CUT-OFF DATE

From the moment this contract is accepted, we will be holding your contracted guest room block for the use of your attendees. **30 days** prior to your arrival date, all room nights which have not been reserved as described above will be deemed to be room nights which your Group will not use, and they will become subject to the attrition provisions herein. Such room nights will at that date be returned to the Hotel's general inventory. Reservation requests from your attendees received less than **30 days** prior to your arrival date will be accepted on a space available basis, at the higher of the contract rate or the rate available at that time. Should such requests be accepted, such room nights will be credited to your block for purposes of any calculation of attrition.

In order to assign individuals to specific rooms, room reservations will be required. A rooming list is required in order to facilitate your attendees' accommodations, and it must be provided to the Hotel **30 days (05/17/2019)** prior to your arrival date. This list should include guest name, requested type of room, requested bed type (i.e. king, double/double, queen, twin or suites) check-in and check-out dates, and VIP status. Any requests for special room arrangements should be indicated on the rooming list. The Hotel does not confirm reservations in writing to individual guests.

5. CHECK-IN I CHECK-OUT

Guest accommodations will be available at 4:00 PM on arrival day and reserved until 11:00 AM on departure day. We'll do our best to accommodate requests for late checkouts. Requests should be made to the front desk on the departure day. We may charge additional fees for late checkouts up to a 3:00 PM departure. Any requests for departures after 3:00 PM will be accommodated on a space available basis at the Best Available Rate. All late check outs must be approved by Guest Services team during check in.

6. EARLY DEPARTURE FEES

If attendees choose to depart earlier than originally scheduled and do not give a minimum of 72 hours' notice of such a change, the Group rate will be charged for each night within that 24 hour timeframe. Group will remain responsible for any liquidated damages if early departures drop the Group below their minimum commitments, as outlined in Section 10.

7. GUEST ROOM CHARGES

It is our understanding that Group will sign for only room, taxes and fees to be charged to the master account. In order to be able to access the ancillary services of the Hotel, each guest will be required to present a valid credit card upon check-in, on which an amount of sufficient pre-authorization can be obtained to cover the anticipated use of the Hotel's ancillary services. Should any guest not settle his or her account in full upon departure, the Group will be responsible for those charges. Individual reservation cancellations must be made at least 72 hours prior to scheduled arrival to avoid charges for room nights not cancelled within this timeframe, though this shall have no bearing upon the Group's total liability pursuant to either the attrition or cancellation clauses herein.

8. ATTRITION CHARGES

We permit **10% per night reduction** in your Room Revenue Commitment. At the conclusion of your event, we will take the revenue derived from rooms and will charge your unmet Room Revenue Commitment.

We agree to allow for a reduction in the Room Revenue Commitment as set forth above between now and your arrival date. At the conclusion of your meeting, we will subtract the rooms revenue derived from your meeting (excluding revenue derived from pre/post program stays) and the amount of any permissible attrition you have taken from the Room Revenue Commitment as set forth above and in any applicable addendum. A charge in the amount of any remaining amount, plus applicable taxes, will be posted to your master account.

9. FEES

The following charges will apply either to the Master Account or Individual reservations:

- Overnight parking for guests is currently $49.00 per night with in and out privileges. Day guest rate is $15.00 for the first 2 hours, with an additional $6.00 per hour after. Rates are subject to change without prior notice.
- Porterage charges in the amount of $8.00 per room roundtrip (if utilized)
- WAIVED Hotel Amenity fee to include: Hosted evening wine/beer reception in Hotel Living Room from 5-6pm, Organic Coffees and Teas in our living room each morning cold & hot brew, Upgraded High Speed Internet in guestrooms and public space (up to 5 devices), Local and Domestic Long Distance Calls, Select Business Services (which includes Domestic Incoming/Outgoing Facsimiles, Black and White Copies up to 20 pages) & Color Printing up to 5 pages , Public Bike Usage based on availability and Yoga Classes at the Pool during scheduled times.

Group shall be solely and fully responsible for informing its attendees, prior to making reservations, of these charges and that they are separate and distinct from and in addition to the room rate and from taxes. Group shall not, in any printed materials regarding the meeting or in any other manner, combine these charges and applicable taxes thereon into any category such as taxes or room rate.

10. REVENUE COMMITMENT

When you contract for a block of rooms, meeting facilities and for food and beverage services, those room nights, facilities and services are removed from our inventory and considered sold to you, and the Hotel makes financial plans based upon the revenues it expects to achieve from your full performance of the contract. It is impossible for the Hotel to know in advance whether or under what circumstances or at what rates it would be able to resell your contracted room nights, services or facilities if you do not use them, either as the result of a cancellation of your meeting or as the result of less than contracted room block usage or less than contracted usage of food and beverage functions ("attrition"). In most instances, when groups do not use their contracted room nights or services, the Hotel is unable to resell those room nights or services and even when room nights or services are resold, they are generally not resold at the same rates, may be resold to groups which would have utilized the Hotel at another time, are not resold to groups that have the same needs as the original Group, etc. Even when rooms or services may be resold, it is costly to re-market the rooms and facilities, and such efforts divert the attention of our sales staff from selling the Hotel's rooms and facilities at other times. While your room block has been held out of our inventory, we may have turned away more lucrative groups in order to meet our commitment to you.

For all these reasons and others, you and the Hotel agree that in the event of cancellation or attrition, the charges described in Section 1, subject to the permissible reduction, attrition and cancellation clauses in Sections 8 and 11, which represent a reasonable effort on behalf of the Hotel to establish its loss prospectively, shall be due as liquidated damages. Because the Hotel reasonably expects to derive revenue from your meeting above and beyond that revenue derived from the provision of room nights and food and beverage services, and because it is difficult to estimate the actual revenue which may be derived from your meeting, the amounts due as and for liquidated damages are intended to compensate the Hotel for all of its losses associated with cancellation and/or attrition.

11. CANCELLATION CHARGES

In the event of a Group cancellation prior to arrival, Group agrees to pay liquidated damages on the Total Revenue Commitment based on the scale set forth below plus applicable taxes and fees.

Time Period	Percentage of Total Revenue Commitment Due
From 30 days or less prior to Group scheduled arrival date	90%
From 31 – 90 days	85%

12. BILLING AND DEPOSITS

The following deposits are due at the times indicated and any failure to make such deposits when required shall, at our option, result in termination of this Contract. Such deposits shall be non-refundable when made, but shall be applied against the final amounts due from you under this contract.

Time Period	**% of Total Revenue Commitment**	**Revenue**
Upon return of signed contract	50%	$ 8,778.00
Deposit due 7 days before event start date	Estimated remaining balance	

Upon signing this Agreement, deposits will be due as outlined above with a minimum of 50% of the Minimum Anticipated Guest Room Revenue. If any such payment is not made, Hotel may, at its option, deem the event to be canceled, in which case cancellation charges will apply as noted below and the Hotel will retain any deposits on hand and apply them to the cancellation charges

Deposits or other payments required under this Agreement may be paid in the form of cash, major credit card, company check, direct bill or wire transfer. If paying by company check, a company check for the balance will need to be received by the Hotel 14 days prior to the Group's arrival or Event. If paying by cashier's check or credit card, the remaining estimated balance will be due 3 days prior to the Group's arrival or Event.

For all programs, the Hotel requires that the attached Credit Card Authorization Form be completed and returned with the signed Agreement. This authorization will be held as a guarantee. Should you cancel, or if there are amounts owed due to failure to meet the guestroom and/or food and beverage commitment, Hotel reserves the right to charge any amount owed to the credit card provided. If you intend to use a major credit card for all payments, the card provided will be charged based on the deposit schedule listed above.

If Group intends to pay by company check, please make your deposit payments by check payable to **SOULDRIVER LESSEE dba Kimpton Solamar Hotel** and mail to: 435 Sixth Ave. San Diego, CA 92101 Attention: Accounting Department.

If Group wishes to apply for Direct Billing, please complete and return the attached Direct Bill application to Haley.Bracken@hotelsolamar.com within thirty (30) days of returned Contract. Hotel will notify Group of approval status upon review of application. Once credit has been approved, all master account charges not paid within ten (10) days of the billing date will bear interest at the lower of the rate of 1.5% per month, compounded monthly or the highest rate permissible by law. In the event that Direct Bill is not approved, pre-payment of your total estimated Master Account will be due prior to your arrival, in accordance with the deposit schedule detailed above.

For expedited deposit and final payments, wire transfers are encouraged. For all wire transfers, in addition to the information required per the wire transfer instructions below, please reference Group name and event name on wire details. If possible, please email wire transfer information to Hotel Accounting at Haley.Bracken@hotelsolamar.com, or alert Haley Bracken at 619-819-9555.

Regardless of the method by which your Group books reservations and whether or not guest room charges are paid by you or the individual guests, by signing this contract, you agree that you are ultimately responsible for the following items which will be assigned to the Master Account: guest rooms, taxes, fees, incidentals, banquet food and beverage charges, attrition charges, meeting space rental charges (if any), cancellation charges (if any), and

any other charges billed to the Master Account at the request of the authorized representative of the Group, as designated by the Group in advance of the commencement of the meeting. Moreover, all third-party charges for services and/or supplies, not directly supplied by the Hotel, will be billed to the Master Account whether they have been arranged for by the Hotel or directly by the Group. A handling fee in the amount of ten percent (10%) of all third-party charges will be assessed if placed on the Master Account. Group further agrees that all charges associated with use of the grounds, function space, facilities and services of the Hotel by its vendors shall be posted to the Master Account. All master account charges not paid within 10 days of the billing date will bear interest at the lower of the rate of 1.5% per month, compounded monthly, or the highest rate permissible by law. Should the Hotel, in its sole discretion, deem collection action necessary in regard to outstanding balances hereunder, all costs associated with that collection action, including attorney's fees, shall be posted to the Master Account. Should you elect to have individual guests pay for room, taxes, fees, incidentals and other charges, such payments received by the Hotel shall be credited to the Master Account. Individual guest accounts are payable at check-out by cash or credit card.

13. THOUGHTFUL PERKS

In consideration of the entire value your event brings to the Hotel, we are pleased to offer the following concession based on your achievement of ninety percent (90%) or greater of the Total Anticipated Sleeping Room Revenue. These concessions are estimated at a minimum of $2,025.00. If the actual total sleeping room revenue for your event materializes at less than ninety percent (90%) of the Total Anticipated Sleeping Room Revenue, the concessions will be reduced proportionately at the discretion of the Hotel or, at your request, provided and charged to you at retail value, in addition to any performance damages you may owe related to sleeping room revenue and food and beverage revenue, plus applicable meeting room rental fees. If you elect to pay for unearned concessions, you agree that you will pay all applicable labor/ union charges, state and local taxes, gratuity and/or service charges on all concession provided.

Thoughtful Perks	Total Retail Value
WAIVED Hotel Amenity Fee ($25 per room/night)	$2,025.00

The Hotel will provide complimentary hosted morning coffee and tea and evening social hour in the Hotel common area near the lobby.

IHG® Business Rewards. For Meetings. For Travel. For Life.
Every time you host a meeting or event – business or social – at Kimpton Solamar Hotel you can earn up to 60,000 IHG® Rewards Club Points towards vacations, cruises, theme parks and more.

Approximately (30) business days after the conclusion of the Event (provided that the Event is not canceled and **Monrovia Unified School District** has otherwise complied with the material terms and conditions of this Agreement), the Hotel will either award IHG Rewards Club points to:

CHECK ONE OPTION BELOW:
_x_IHG® Rewards Club Points to the Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement)

IHG Rewards Club Member Name _Monrovia Unified School District
IHG Rewards Club account number _248362880_____

OR

__Decline to IHG® Rewards Club Points. The Contact and the Authorized Signer of this Agreement elect not to receive (and hereby waive the right to receive) an award of IHG® Rewards Club points in connection with the Event.

The individual(s) identified above to receive IHG® Rewards Club points may not be changed without such individual(s)' prior written consent. All IHG® Rewards Club Terms and Conditions apply.

Legal Terms and Conditions

1. INSURANCE

Hotel and **Monrovia Unified School District** each agree to carry and maintain and provide evidence of liability and other insurance in amounts sufficient to provide coverage against any claims arising from any activities arising out of or resulting from the respective obligations pursuant to this contract. Group's insurance policy shall be in an amount not less than One Million Dollars ($1,000,000) and shall name **SOULDRIVER LESSEE dba Kimpton Solamar Hotel** and Kimpton Hotel & Restaurant Group, LLC ("Kimpton") as additional insureds. Damage to the Hotel premises by the Group or appointed contractors will be at the Group's responsibility. The Hotel is not responsible for any loss or damage no matter how caused, to any samples, displays, properties, or personal effects brought into the Hotel.

2. INDEMNIFICATION

To the extent permitted by law, each party hereby agrees to protect, indemnify, defend and hold harmless the other and their respective managers, officers, members, partners, affiliates owners, shareholders, beneficiaries, and their respective employees, agents and contractors (collectively, "Representatives") against all third party claim/losses, liabilities, damages, expenses and costs arising out of or connected with the negligence or intentional misconduct of such party or its Representatives except to the extent and percentage of the negligence of the other party or its Representatives. Neither party shall waive or be deemed to have waived by reason of this paragraph, any defense which it may have with respect to such claims.

3. OUTSIDE CONTRACTORS

The Hotel offers all services necessary for a successful meeting but if you find it necessary to use outside services, any contractors, subcontractors, vendors, individuals and groups ("Contractors") hired by or on behalf of Group shall be subject to our prior approval. Group will be fully responsible for the actions of any Contractor. The Hotel reserves the right to charge a fee for outside services brought into the Hotel. Group shall have written contracts with its Contractors which shall specify that Contractor and the Group will indemnify and hold the Hotel harmless from any and all damages or liabilities which may arise by such Contractors or through their use of the Hotel premises. Moreover, all outside Contractors shall maintain and provide proof prior to commencement of work or services at the Hotel of all legally required worker's compensation insurance for employees who will work on Hotel premises and at least One Million Dollars ($1,000,000) of general liability insurance coverage naming **SOULDRIVER LESSEE dba Kimpton Solamar Hotel** and Kimpton as additional insureds. Any connection to the ceiling or supporting structure of the Hotel must have approval from the Hotel prior to installation. Additionally, Hotel maintains exclusive control over all connections to house audio, lighting, and electrical systems, and exclusive control over all signs, banners, decorations, or balloon drops suspended in the Hotel. Specific guidelines will be enforced.

4. FORCE MAJEURE

No damages shall be due for a failure of performance by either party occurring due to Acts of God, war, government regulation, terrorist act, riots, disaster, or strikes, any one of which make performance impossible. In addition, Hotel shall not be liable for any utility disruptions.

5. HOTEL POLICIES

Utilities: All electrical services and utilities, including phone and riggings, are contracted through the Hotel's Sales Department.
Signage and Decor: Signs, banners or other decorations are not allowed in public areas. Any signage in private areas must be professionally made and approved by us and may not be affixed to the walls, floor or ceiling with push pins, nails, staples, carpet tape or other like materials. Candles with open flame, confetti, bird seed, rice and glitter may not be used at Hotel. We shall not be responsible for damage or loss of any items brought into the Hotel, or for any items left unattended.

Music Licensing: We are not responsible for obtaining licenses that may be required by your use of music during any part of your stay at Hotel. You hereby promise to obtain all such required licenses and to indemnify, defend and hold harmless Hotel and Kimpton from any claims or liabilities in this regard.
Food and Beverage Policies: Due to licensing requirements and quality control issues, all food and beverage served on our property must be supplied, served and prepared by us. No alcohol service shall be provided to guests who are not of legal drinking age.
Smoking: Kimpton Solamar Hotel is a 100% non-smoking establishment – this includes event spaces and terraces. A $500.00 daily smoking fee will be applied to any guestroom rooms, event space or terrace with evidence of smoking.
Audio Visual: All audio visual services must be arranged through the Hotel's audiovisual company, PSAV. Groups electing to employ outside audio visual companies or bring in their own audio visual equipment will be subject to a fee. Please see your Conference Services Manager for specific pricing.

6. ARBITRATION

Governing Law and Venue: If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, then (i) if MUSD is the party initiating that action (e.g., as plaintiff), this Agreement shall be interpreted under California law, the action shall be submitted to the exclusive jurisdiction of the applicable court in San Diego County, California, and venue for the action shall be San Diego, California; and (ii) if SOULDRIVER LESSEE dba Kimpton Solarmar Hotel is the party initiating the action (e.g., as plaintiff), this Agreement shall be interpreted under California law, the action shall be submitted to the exclusive jurisdiction of the applicable court in Los Angeles County, California, and venue for the action shall be Los Angeles, California, where Customer is located.

7. MISCELLANEOUS PROVISIONS

This contract is the entire agreement between the parties, superseding all prior proposals and communications both oral and written, and may only be supplemented or changed in writing, signed by a representative of the Group and the Hotel's General Manager or Director of Sales and Marketing. No representative of the Hotel has been or is authorized to make any representation which varies from the express terms of this contract, unless amended in writing. In the event of arbitration or litigation arising from or associated with this contract, the parties agree that the prevailing party therein shall recover its attorneys' fees and costs incurred therein. This Agreement may not be assigned by you in whole or in part without our prior written consent. The Indemnification and Hotel Policies provisions of this contract shall survive its termination. Group acknowledges that Hotel is managed by Kimpton as agent for and on behalf of Hotel, and in no event will Kimpton or its affiliates have any liability to Group or its guests in relation to claims or disputes related to or arising out of this Contract or the Event. This contract shall be governed by and construed in accordance with California law. By executing this agreement, **Monrovia Unified School District** consents to the exercise of personal jurisdiction over it by the courts of the State of California.

8. AUTHORITY, JOINDER & ACCEPTANCE

The persons signing the agreement on behalf of each party each warrant that they are authorized to make agreements and to bind their principals to this agreement. In the event this Agreement is executed by a third party on your behalf, the attached Joinder and Consent to Agreement must be executed by you and submitted at the same time as this Agreement. This contract shall be deemed accepted only after it has been signed by a representative of the Group and thereafter signed by a representative of the Hotel. Acceptance may be made by facsimile transmission, or email using pdf or electronic signature and this contract may be executed in one or more counterparts, each of which when fully executed, shall be deemed to be an original, and all of which shall be deemed to be the same agreement.

We look forward to curating a memorable stay!

ACCEPTED AND AGREED TO:
Monrovia Unified School District

By: _____

Date: May 14, 2019

Katherine Fundukian, Superintendent

SOULDRIVER LESSEE dba Kimpton Solamar Hotel
By: Kimpton Hotel & Restaurant Group LLC,
its Authorized Agent

By: _____

Date: 5/14/2019

Regina Estacio, Sales Manager

By: _____

Date: 5.14.2019

Sarah Becker
Associate Director of Sales

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

5. 18/19-2128 - PURCHASE ORDERS AND PAYMENT OF BILLS

RECOMMENDATION

The Board of Education is requested to ratify purchase orders in the amount of $279,139.55 issued April 22, 2019 through May 6, 2019, and payments in the amount of $5,622,101.46 issued April 25, 2019 through May 8, 2019.

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

- BA Item 2128(b-e) Purchase Order Rpt 5-22-19.pdf

May 22, 2019

SUBMITTED FOR RATIFICATION: May 8, 2019

PRINTED: April 22 – May 6, 2019

Purchase Order: P19-1819 – P19-1860

Purchase orders printed out of sequence: P19-1810

Change Orders: P19-0062, P19-0073, P19-0108, P19-0110, P19-0209, P19-0294, P19-0305, P19-0551, P19-0641, P19-0813, P19-0832, P19-0962, P19-0968, P19-0986, P19-1017, P19-1592, P19-1602

Purchase orders excluded from sequence: None

Fund Summary

General Fund (01)	$	245,236.71
Adult Education Fund (11)		12,448.84
Child Development Fund (12)		199.00
Cafeteria Fund (13)		20,000.00
Enterprise Fund (63)		1,255.00
Total……$		279,139.55

RECOMMENDED: May 22, 2019

Board Report Worksheet
May 22, 2019

Fund		**P0**	**CHANGE**	**OLD**	**NEW**
Fund 01			0.00		
87,830.36		P19-0062	5,070.00	10,000.00	15,070.00
		P19-0073	1,000.00	2,500.00	3,500.00
		P19-0108	2,000.00	10,000.00	12,000.00
		P19-0110	4,000.00	10,000.00	14,000.00
		P19-0209	300.00	500.00	800.00
		P19-0294	45,000.00	41,000.00	86,000.00
		P19-0551	2,476.00	5,500.00	7,976.00
		P19-0641	-10,500.00	36,000.00	25,500.00
		P19-0813	50,000.00	50,000.00	100,000.00
		P19-0832	-3,271.67	129,300.00	126,028.33
		P19-0962	10,000.00	40,000.00	50,000.00
		P19-0968	140.83	2,021.76	2,162.59
		P19-0986	2,000.00	2,000.00	4,000.00
		P19-1017	12,478.69	20,000.00	32,478.69
		P19-1592	712.50	2,965.00	3,677.50
		P19-1602	36,000.00	41,000.00	77,000.00
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		
	245,236.71	Total	**157,406.35**		
Fund 11		P0	CHANGE	OLD	NEW
11,748.84		P19-0305	700.00	5,000.00	5,700.00
			0.00		
	12,448.84		0.00		
		Total	**700.00**		
Fund 12		P0	CHANGE	OLD	NEW
199.00			0.00		
			0.00		
	199.00		0.00		
		Total	0.00		
Fund 13		P0	CHANGE	OLD	NEW
20,000.00			0.00		
			0.00		
	20,000.00		0.00		
		Total	**0.00**		
Fund 63		P0	CHANGE	OLD	NEW
1,255.00					
			0.00		0.00
	1,255.00		0.00		
		Total	**0.00**		
121,033.20			***158,106.35***	Total of change notice amount	
	279,139.55		**121,033.20**	Total of all funds per Escape report	
			279,139.55	Actual funds spent during the period	

Includes Purchase Orders dated 04/22/2019 - 05/06/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P19-1810	Every Child California	0165	CCDAA Conference Registration (2)	12-5220	199.00
P19-1819	G&G Landscape & Tree Service	0046	Tree Trimming Distric Wide 2019	01-5630	20,000.00
P19-1820	CITY OF MONROVIA	0040	Police False Alarms	01-5819	240.00
P19-1821	Honors Graduation LLC	0006	Honor Cords-Single Color: Green (Kelly)/Gold	01-4390	1,149.75
P19-1822	Home Depot Pro	0009	Custodial Supplies	01-4370	174.03
P19-1823	PARTY PRONTO	0009	Graduation Ceremony decorations	01-4390	185.00
P19-1824	NUTRITION CONCEPTS	0052	Open PO for Food Service Consultant	13-5850	20,000.00
P19-1825	Sharp Business Systems	0007	Replacement Copy Machine - Attendance Office	01-5630	2,436.09
P19-1826	Cyber Acoustics	0050	Warehouse Inventory-Classroom	01-9320	10,074.00
P19-1827	David Turch and Associates	0012	Lobbying and Consultant Services	01-5850	7,500.00
P19-1828	HOME DEPOT	0004	10 ft. Ladder	01-4390	305.67
P19-1829	CHAD LOVELESS	0010	PA System for Adult Ed Graduation	11-4390	290.00
P19-1830	AMAZON.COM	0010	Staples for Toshiba Copier	11-4350	62.74
P19-1831	REFRIGERATION SUPPLIES DISTRIB	0047	Wireless HVAC Supplies District Wide	01-4380	5,475.00
P19-1832	AMAZON.COM	0010	Stethoscopes for Medical Students	11-4310	249.57
P19-1833	AMAZON.COM	0008	Science Supplies	01-4310	1,209.06
P19-1834	CAROLINA BIOLOGICAL SUPPLY CO.	0008	Science supplies	01-4310	822.13
P19-1835	GLOBAL INDUSTRIAL EQUIPMENT	0014	MHS-Digital Studies Academy	01-4310	4,050.08
P19-1836	PASCO SCIENTIFIC	0008	Science Supplies	01-4310	1,504.53
P19-1837	PITSCO	0008	Science Supplies	01-4310	78.84
P19-1838	Home Depot Pro	0050	Vacuum for District Wide Use	01-4370	665.21
P19-1839	PARTY PRONTO	0010	Balloon columns for Adult ED Graduation	11-4390	185.00
P19-1840	B & H	0014	CTE-MHS Digital Media Equiptment	01-4310	3,288.61
				01-4410	3,383.55
P19-1841	AMAZON.COM	0010	Supplies for Pharmacy Tech	11-4310	29.53
P19-1842	PAPER DIRECT INC.	0006	Promotion Certificates	01-4390	75.10
P19-1843	VERNIER SOFTWARE & TECHNOLOGY	0008	Science supplies	01-4310	915.42
P19-1844	HOME DEPOT	0008	Science supplies	01-4310	95.90
P19-1845	CDW-G COMPUTER CTRS, INC.	0007	Printer for Library	01-5841	301.21
P19-1846	WARD'S NATURAL SCIENCE	0008	Science supplies	01-4310	2,073.55
P19-1847	FLINN SCIENTIFIC, INC.	0008	Science supplies	01-4310	7,088.00
P19-1848	WORKSHOP, THE	0008	Drama Supplies	01-4310	641.67
P19-1849	PARENT INSTITUTE FOR QUALITY	0003	Promotion Pins	01-4390	75.00
P19-1850	ANDERSON'S	0002	Volunteer Appreciation pd by donation	01-4310	687.39
P19-1851	PRESIDENT'S EDUCATION AWARDS	0004	President's Education Awards	01-4310	120.00
P19-1852	COLLEGE BOARD	0004	2019 Nat'l Chinese Language Conference (2)	63-5220	1,255.00
P19-1853	AZTEC SOFTWARE	0010	HiSET Test Prep Software	11-5841	7,332.00

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.

Includes Purchase Orders dated 04/22/2019 - 05/06/2019

PO Number	Vendor Name	Loc	Description	Fund Object	Account Amount
P19-1854	Cypher Learning	0010	Cypher Learning System	11-5841	3,600.00
P19-1855	LACOE - DIV. OF CURRICULUM & I NSTRUCTIONAL SVCS/CLARK BUILD	0014	DBQ PD Registration (1)	01-5220	275.00
P19-1856	Gary Rapkin	0012	Facilitation for Board Retreat April 19, 2019	01-5890	2,000.00
P19-1857	Stubbies Promotions	0001	5th grade shirts pd by donation	01-4390	800.81
P19-1858	CALIFORNIA NEWSPAPER SERVICE B	0040	Publication-Notice of Public Hearings(LCAP/Budget)	01-5833	220.00
P19-1859	SOUTHWEST SCHOOL & OFFICE SUPP LY	0050	Inventory Items	01-9320	7,863.55
P19-1860	OFFICE DEPOT	0050	Inventory Items	01-9320	2,056.21
		Total Number of POs	**43**	**Total**	**121,033.20**

Fund Recap

Fund	Description	PO Count	Amount
01	General Fund	33	87,830.36
11	Adult Education Fund	7	11,748.84
12	Child Development Fund	1	199.00
13	Cafeteria Fund	1	20,000.00
63	Enterprise Fund	1	1,255.00
		Total	**121,033.20**

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.

Includes Purchase Orders dated 04/22/2019 - 05/06/2019

PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
P19-0108	12,000.00	01-5630	General Fund/Repairs	10,000.00-
P19-0110	14,000.00	01-4380	General Fund/Maintenance Supplies	10,000.00-
P19-0209	800.00	01-5250	General Fund/Mileage Reimbursement	500.00-
P19-0294	86,000.00	01-5850	General Fund/Conslt/Ind Contractors(NonEmp)	41,000.00-
P19-0305	5,700.00	11-4310	Adult Education Fund/Materials and Supplies	5,000.00-
P19-0641	25,500.00	01-5850	General Fund/Conslt/Ind Contractors(NonEmp)	36,000.00-
P19-0813	100,000.00	01-5821	General Fund/Attorneys fees	50,000.00-
P19-0832	126,028.33	01-5850	General Fund/Conslt/Ind Contractors(NonEmp)	129,300.00-
P19-1017	32,478.69	01-5821	General Fund/Attorneys fees	20,000.00-
P19-1141	31,977.13	01-4310	General Fund/Materials and Supplies	3,097.95-
		01-4410	General Fund/Instructional Equipment	29,029.31-
			Total PO P19-1141	32,127.26-
P19-1593	636.58	63-4310	Enterprise Fund/Materials and Supplies	4.93-
P19-1602	77,000.00	01-5810	General Fund/Contracted Services	41,000.00-
P19-1673	730.80	01-4310	General Fund/Materials and Supplies	229.95-
			Total PO Changes	**375,162.14-**

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.

RATIFICATION OF WARRANTS
RECOMMENDED FOR BOARD APPROVAL

May 22, 2019

ACCOUNTS PAYABLE:

DATE ISSUED: April 25, 2019 through May 8, 2019

Batch Numbers:	1188-1200	$	492,747.68

PAYROLL:

FOR THE MONTH OF: April, 2019

Certificated Salaries and Wages	$ 2,591,952.39		
Classified Salaries and Wages	$ 1,141,471.12		
Retirement Contributions	$ 584,909.76		
Health & Welfare Contributions	$ 684,495.84		
Employer Payroll Taxes	$ 126,524.67		
Total Salary and Benefit:		$	5,129,353.78

TOTAL DISTRICT ACCOUNTS:	**$**	**5,622,101.46**

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

6. 18/19-2129 - DISTRICT CASH RECEIPTS

RECOMMENDATION
The Board of Education is requested to receive District cash receipts; Deposit Report No. 41 through No. 42 deposited April 29, 2019 through May 3, 2019 for a total amount of $2,855,197.06.

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:
A copy of Deposit Report #41 through #42 is attached.

ATTACHMENTS

- BA Item 2129(b,c) Deposit Rpts #41-42 5-22-19.pdf

DEPOSIT REPORT 4/29/2019 **DEP #41**

ACCOUNT	AMOUNT	
01.0-00000.0-00000-00000-9669-0000000	$ 2,733,687.50	JPA Equity Release
Total	$ 2,733,687.50	General Fund

DEPOSIT REPORT 5/3/2019 **DEP #42**

ACCOUNT		AMOUNT	
01.0-00000.0-00000-00000-8650-6010040	$	10.00	Leases & Rentals
01.0-00000.0-00000-00000-8699-0000000		1,913.85	Other Local Income
01.0-00000.0-00000-82000-8650-6010040		318.75	Leases & Rentals/Utilities
01.0-00000.0-00000-82100-8650-6010040		156.00	Leases & Rentals/Labor
01.0-56401.0-00000-00000-8290-0000000		503.15	Medi-Cal
01.0-56402.0-00000-00000-8290-0000000		335.44	Medi-Cal 40%
01.0-90109.0-00000-00000-8699-2050000		257.00	Donations
01.0-90112.0-00000-00000-8699-0000000		47.59	Donations/MEO
01.0-90210.0-00000-00000-8650-2020000		20.50	Leases & Rentals
01.0-90210.0-00000-00000-8650-2030000		4.50	Leases & Rentals
01.0-90210.0-00000-00000-8650-2040000		6.50	Leases & Rentals
01.0-90210.0-00000-00000-8650-3060000		8.40	Leases & Rentals
01.0-90210.0-00000-00000-8650-3070000		15.60	Leases & Rentals
01.0-90210.0-00000-00000-8650-4080000		18.00	Leases & Rentals
01.0-90210.0-00000-00000-8650-6000000		661.50	Leases & Rentals
01.0-90303.0-00000-00000-8699-0000000		30.00	Materials Contribution/Transcripts/MHS
01.0-90305.0-00000-00000-8699-3070000		33.00	Materials Contribution/Books/Santa Fe
01.0-90501.0-00000-00000-8689-0000000		11,317.94	Village Program/Parent Contributions
01.0-90801.0-00000-00000-8689-0000000		720.00	Pupil Transportation
01.0-93100.0-00000-00000-8699-2010000		425.00	Donations/Camp Pali/Bradoaks
01.0-00000.0-00000-00000-9570-0000000		26,577.68	Retirees Health Insurance
01.0-00000.0-00000-71500-5220-6010012		680.09	Abate/Reimb./Travel & Conference
01.0-00000.0-00000-71500-5221-6010012		1,308.46	Abate/Reimb./Travel & Conference
01.0-90109.0-00000-71500-4490-6010012		193.95	Abate/Reimb./Supplies
Subtotal		45,562.90	General Fund
12.0-61050.0-00000-00000-8590-0000000		74,193.00	CSPP
12.0-61050.0-00000-00000-8673-0000000		371.00	CSPP Parent Contributions
12.0-90503.0-00000-00000-8673-1650000		150.00	Tuition Based Preschool
Subtotal		74,714.00	Child Development Fund
13.0-53100.0-00000-37000-4390-6010052		68.50	Abate/Reimb./Supplies
13.0-53100.0-00000-37000-4710-6010052		244.16	Abate/Reimb./Food
Subtotal		312.66	Food Services Fund
63.0-90123.0-00000-00000-8699-0000000		920.00	LKT PAC Donations
Subtotal		920.00	Enterprise Fund
Total	$	121,509.56	

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

7. 18/19-2130 - 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

- BA Item 2130(b) Budgetary Transfers 5-22-19.pdf

FISCAL SERVICES DEPARTMENT
Fiscal Year 2018 - 2019

Board Report:
Budget Revision

Board Meeting Date:
5/22/2019

GENERAL FUND #01.0

BUDGET TRANSFER

DESCRIPTION	FROM ACCOUNT	TO ACCOUNT	RATIONALE
RESTRICTED FEDERAL RESOURCES			
# 30100.0 - TITLE I PART A			
MONROE			
Certificated Salaries	($6,694.00)		To cover cost of classified salaries
Classified Salaries		$50.00	and books and supplies
Books and Supplies		$7,617.00	
Services/Other Operations	($973.00)		
CANYON OAKS			
Certificated Salaries		$9,288.00	To cover cost of certificated salaries
Employee Benefits		$3,511.00	and benefits
Books and Supplies	($12,799.00)		
Total Restricted Federal Resources	($20,466.00)	$20,466.00	
RESTRICTED STATE RESOURCES			
# 62300.0 - CLEAN ENERGY JOBS ACT			
Svcs/Other Operations		$9,320.00	To cover cost of contracted services
Capital Outlay	($9,320.00)		
Total Restricted State Resources	$0.00	$0.00	
TOTAL BUDGET TRANSFER	($20,466.00)	$20,466.00	

FISCAL SERVICES DEPARTMENT
Fiscal Year 2018 - 2019

Board Report:
Budget Revision

Board Meeting Date:
5/22/2019

GENERAL FUND #01.0

BUDGET REVISION

DESCRIPTION	AMOUNT BUDGETED	TOTAL ALLOCATION	RATIONALE
RESTRICTED LOCAL RESOURCES			
# 90108.0 - DONATIONS - AVID TUTOR			
Classified Salaries	$4,000.00	$4,000.00	Budget Allocation
#90109.0 - DONATIONS			
PLYMOUTH			
Svcs/Other Operations	$2,500.00	$2,500.00	Budget Allocation
WILD ROSE			
Books and Supplies	$1,467.00	$1,467.00	Budget Allocation
CLIFTON			
Svcs/Other Operations	$5,258.00	$5,258.00	Budget Allocation
# 90112.0 - DONATIONS - MONROVIA ELEM. OLYMPIC			
Services/Other Operations	$48.00	$48.00	Budget Allocation
# 90121.0 - DONATIONS - DISTRICT MUSIC PROGRAM			
Books and Supplies	$7,500.00	$7,500.00	Budget Allocation
# 90210.0.0 - USE OF FACILITIES			
MAYFLOWER			
Books and Supplies	$21.00	$21.00	Budget Allocation
MONROE			
Books and Supplies	$5.00	$5.00	Budget Allocation
PLYMOUTH			
Books and Supplies	$7.00	$7.00	Budget Allocation
CLIFTON			
Books and Supplies	$8.00	$8.00	Budget Allocation
SANTA FE			
Books and Supplies	$16.00	$16.00	Budget Allocation
MHS			
Books and Supplies	$18.00	$18.00	Budget Allocation
DISTRICT			
Books and Supplies	$662.00	$662.00	Budget Allocation
# 90303.0 - STUDENT TRANSCRIPT FEES			
MHS			
Books and Supplies	$30.00	$30.00	Budget Allocation

FISCAL SERVICES DEPARTMENT
Fiscal Year 2018 - 2019

Board Report:
Budget Revision

Board Meeting Date:
5/22/2019

GENERAL FUND #01.0

BUDGET REVISION

DESCRIPTION	AMOUNT BUDGETED	TOTAL ALLOCATION	RATIONALE
RESTRICTED LOCAL RESOURCES			
# 90305.0 - MATERIAL & SUPPLY DONATIONS SANTA FE			
Books and Supplies	$33.00	$33.00	Budget Allocation
# 93100.0 - DONATIONS - SPECIAL BRADOAKS			
Svcs/Other Operations	$750.00	$750.00	Budget Allocation
Total Restricted Local Resources	$22,323.00	$22,323.00	
TOTAL BUDGET REVISION	$22,323.00	$22,323.00	

FISCAL SERVICES DEPARTMENT
Fiscal Year 2018 - 2019

Board Report:
Budget Revision

Board Meeting Date:
5/22/2019

GENERAL FUND #01.4

BUDGET TRANSFER

DESCRIPTION	FROM ACCOUNT	TO ACCOUNT	RATIONALE
UNRESTRICTED RESOURCES			
#07107.0			
Certificated Salaries		$102,390.00	To cover cost of salaries and benefits
Employee Benefits		$21,813.00	and supplies
Books and Supplies		$9,436.00	
Svcs/Other Operations	($9,011.00)		
#07301.0			
Classified Salaries	($74,946.00)		To cover cost of salaries and benefits
Employee Benefits	($49,682.00)		and supplies
Total Unrestricted Resources	($133,639.00)	$133,639.00	
TOTAL BUDGET TRANSFER	($133,639.00)	$133,639.00	

MONROVIA UNIFIED SCHOOL DISTRICT
FISCAL SERVICES DEPARTMENT
Fiscal Year 2018 - 2019

Board Report:
Budget Revision

Board Meeting Date:
5/22/2019

ENTERPRISE FUND
FUND # 63.0

BUDGET REVISION

DESCRIPTION	AMOUNT BUDGETED	TOTAL ALLOCATION	RATIONALE
RESTRICTED LOCAL RESOURCES			
#90123.0 - DONATIONS LKT PERFORM ARTS CENTER			
Books and Supplies	$920.00	$920.00	Budget Allocation
Svcs/Other Operations	$7,500.00	$7,500.00	
Total Restricted Local Resources	$8,420.00	$8,420.00	
TOTAL BUDGET REVISION	$8,420.00	$8,420.00	

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

8. 18/19-2131 - CUMULATIVE OBJECT SUMMARY REPORTS

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

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

Additional Information:
Copies of the final April 2019 Cumulative Object Summary Report is attached.

ATTACHMENTS

- BA Item 2131(b) Cumulative Object Summary Rpt - April 2019 5-22-19.pdf

Report ID:	**LAGL023C**	**64790- MONROVIA UNIFIED**	**Page No.** **1**
District:	**64790**	**CUMULATIVE OBJECT SUMMARY - ALL EXPENDITURE OBJECTS**	**Run Date** **5/11/2019**
Fiscal Year :	**2019**	**Fund :01.0 - General Fund**	**Run Time** **10:18:27 AM**
To Period :	**10**	**FINAL**	**MONTHLY**
Resource Range:	**00000.0 - 19999.9 Unrestricted Resources**		April 2019

Object	Object Description	Adopted Budget	Current Budget	Expenditures	Encumbrances	Pre-Encumbrances	Balance	% Left
Totals for Major Object	*1000 - 1999*	18,908,569.00	19,453,068.00	16,345,068.77	0.00	0.00	3,107,999.23	15.98
Totals for Major Object	*2000 - 2999*	6,204,766.00	6,194,949.00	4,652,849.86	0.00	0.00	1,542,099.14	24.89
Totals for Major Object	*3000 - 3999*	9,920,581.00	10,089,560.00	8,106,201.71	0.00	0.00	1,983,358.29	19.66
Totals for Major Object	*4000 - 4999*	498,391.00	585,111.00	358,681.77	49,271.19	0.00	177,158.04	30.28
Totals for Major Object	*5000 - 5999*	3,267,308.00	3,628,034.00	3,058,793.03	319,346.14	0.00	249,894.83	6.89
Totals for Major Object	*6000 - 6599*	190,000.00	88,837.00	42,106.76	4,271.56	0.00	42,458.68	47.79
Totals for Major Object	*7100 - 7299*	18,207.00	18,207.00	14,045.60	0.00	0.00	4,161.40	22.86
Totals for Major Object	*7300 - 7399*	-1,201,986.00	-1,199,446.00	-90,951.66	0.00	0.00	-1,108,494.34	92.42
Totals for Major Object	*7610 - 7629*	72,815.00	72,815.00	72,777.10	0.00	0.00	37.90	0.05
Total for Resource Range	*00000.0 - 19999.9 U*	37,878,651.00	38,931,135.00	32,559,572.94	372,888.89	0.00	5,998,673.17	15.41

Object	Object Description	Adopted Budget	Current Budget	Expenditures	Encumbrances	Pre-Encumbrances	Balance	% Left
Totals for Major Object	*1000 - 1999*	4,908,342.00	4,894,160.00	3,984,405.32	0.00	0.00	909,754.68	18.59
Totals for Major Object	*2000 - 2999*	4,192,246.00	4,340,386.00	3,228,925.32	0.00	0.00	1,111,460.68	25.61
Totals for Major Object	*3000 - 3999*	4,577,887.00	4,564,477.00	2,734,533.65	0.00	0.00	1,829,943.35	40.09
Totals for Major Object	*4000 - 4999*	858,413.00	1,126,993.00	759,380.09	61,612.64	0.00	306,000.27	27.15
Totals for Major Object	*5000 - 5999*	2,670,334.00	3,836,430.00	2,723,187.06	1,358,077.17	0.00	-244,834.23	-6.38
Totals for Major Object	*6000 - 6599*	21,661.00	1,665,446.00	895,117.38	0.00	0.00	770,328.62	46.25
Totals for Major Object	*7100 - 7299*	738,626.00	723,866.00	523,451.00	0.00	0.00	200,415.00	27.69
Totals for Major Object	*7300 - 7399*	891,109.00	857,754.00	73,331.59	0.00	0.00	784,422.41	91.45
Totals for Major Object	*7610 - 7629*	134,136.00	134,136.00	0.00	0.00	0.00	134,136.00	100.00
Total for Resource Range	*20000.0 - 99999.9 R*	18,992,754.00	22,143,648.00	14,922,331.41	1,419,689.81	0.00	5,801,626.78	26.20

Object	Object Description	Adopted Budget	Current Budget	Expenditures	Encumbrances	Pre-Encumbrances	Balance	% Left
Total for Fund	*01.0-General Fund*	**56,871,405.00**	**61,074,783.00**	**47,481,904.35**	**1,792,578.70**	**0.00**	**11,800,299.95**	**19.32**

Object	Object Description	Adopted Budget	Current Budget	Expenditures	Encumbrances	Pre-Encumbrances	Balance	% Left
Totals for Major Object	*1000 - 1999*	2,483,658.00	2,784,686.00	1,860,361.60	0.00	0.00	924,324.40	33.19
Totals for Major Object	*2000 - 2999*	414,226.00	496,364.00	325,979.27	0.00	0.00	170,384.73	34.33
Totals for Major Object	*3000 - 3999*	937,563.00	1,019,325.00	715,801.48	0.00	0.00	303,523.52	29.78
Totals for Major Object	*4000 - 4999*	464,213.00	466,097.00	343,412.79	38,636.07	0.00	84,048.14	18.03
Totals for Major Object	*5000 - 5999*	1,677,412.00	1,633,050.00	1,307,112.92	268,492.01	0.00	57,445.07	3.52
Totals for Major Object	*6000 - 6599*	190,239.00	0.00	0.00	0.00	0.00	0.00	0.00
Total for Resource Range	*00000.0 - 19999.9 U*	6,167,311.00	6,399,522.00	4,552,668.06	307,128.08	0.00	1,539,725.86	24.06

Object	Object Description	Adopted Budget	Current Budget	Expenditures	Encumbrances	Pre-Encumbrances	Balance	% Left
Total for Fund	*01.4-S & C*	6,167,311.00	6,399,522.00	4,552,668.06	307,128.08	0.00	1,539,725.86	24.06

Object	Object Description	Adopted Budget	Current Budget	Expenditures	Encumbrances	Pre-Encumbrances	Balance	% Left
Totals for Major Object	*1000 - 1999*	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Totals for Major Object	*2000 - 2999*	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Totals for Major Object	*3000 - 3999*	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Totals for Major Object	*4000 - 4999*	**0.00**	**39,340.00**	**39,339.56**	**0.00**	**0.00**	**0.44**	**0.00**
Totals for Major Object	*5000 - 5999*	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Total for Resource Range	*00000.0 - 19999.9 U*	**0.00**	**39,340.00**	**39,339.56**	**0.00**	**0.00**	**0.44**	**0.00**

Object	Object Description	Adopted Budget	Current Budget	Expenditures	Encumbrances	Pre-Encumbrances	Balance	% Left
Total for Fund	***01.6-S & C - Carryover***	**0.00**	**39,340.00**	**39,339.56**	**0.00**	**0.00**	**0.44**	**0.00**

Object	Object Description	Adopted Budget	Current Budget	Expenditures	Encumbrances	Pre-Encumbrances	Balance	% Left
Total for Distric	*64790*	**63,038,716.00**	**67,513,645.00**	**52,073,911.97**	**2,099,706.78**	**0.00**	**13,340,026.25**	**19.76**

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

9. 18/19-2132- ACCEPTANCE OF GIFTS

RECOMMENDATION
The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 1819-19.

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 #1819-19 05-22-19.pdf

MONROVIA UNIFIED SCHOOL DISTRICT
Acceptance of Gifts Report No. 1819-19
Board Meeting 20190522

	Type of Gift	Donor	Estimated Value of Gift	Purpose of Gift/Benefit to District	Prepared by	D Number	Budget Implications
1	Check	Alexa Martinez through the Sempra Energy Foundation	$105.00	To be used for the benefit of students at Wild Rose School of Creative Arts	Dr. Leslie Miller, Principal Wild Rose School of Creative Arts	D0522187	Increases site donation account
2	Check	Alexa Martinez through the Sempra Energy Foundation	$105.00	To be used for the benefit of students at Wild Rose School of Creative Arts	Dr. Leslie Miller, Principal Wild Rose School of Creative Arts	D0522188	Increases site donation account
3	Check	Plymouth PTA	$2,500.00	To be used for field trip expenses for students at Plymouth Elementary School	Dr. Greg Gero, Principal Plymouth Elementary School	D0522189	Increases site donation account
4	Check	Monrovia Schools Foundation	$1,000.00	To be used for the purchase of instruments for the Music Program	Patrick Garcia, Director Performing Arts	D0522190	Increases site donation account
5	Check	The Boone Foundation (Nick Boone)	$6,500.00	To be used to fund the elementary school murals and to benefit the Music and Performance program	Patrick Garcia, Director Performing Arts	D0522191	Increases site donation account
6	Check	The Boone Foundation (Nick Boone)	$5,000.00	To be used for the support of the MUSD Performing Arts Department	Patrick Garcia, Director Performing Arts	D0522192	Increases site donation account
7	Check	Toffer Mann Investments	$2,500.00	To be used for the support of the MUSD Performing Arts Department	Patrick Garcia, Director Performing Arts	D0522193	Increases site donation account
8	Check	Kiwanis Club of Monrovia	$1,000.00	To be used for the benefit of students and staff at Clifton Middle School	Jen Jackson, Principal Clifton Middle School	D0522194	Increases site donation account
9	Check	Clifton Middle School PTA	$623.00	To be used to pay for transportation to a field trip to the Rose Bowl for students at Clifton Middle School	Jen Jackson, Principal Clifton Middle School	D0522195	Increases site donation account
10	Check	Clifton Middle School PTA	$505.71	To be used for the purchase of Spanish books for the library at Clifton Middle School	Jen Jackson, Principal Clifton Middle School	D0522196	Increases site donation account

MONROVIA UNIFIED SCHOOL DISTRICT
Acceptance of Gifts Report No. 1819-19
Board Meeting 20190522

	Type of Gift	Donor	Estimated Value of Gift	Purpose of Gift/Benefit to District	Prepared by	D Number	Budget Implications
11	Check	Clifton Middle School PTA	$1,930.32	To be used for the purchase of new furniture for the library at Clifton Middle School	Jen Jackson, Principal Clifton Middle School	D0522197	Increases site donation account
12	Check	Clifton Middle School PTA	$420.34	To be used for the purchase of Spanish books for the library at Clifton Middle School	Jen Jackson, Principal Clifton Middle School	D0522198	Increases site donation account
13	Check	Lee Robinson	$539.00	To be used for the benefit of students and staff at Clifton Middle School	Jen Jackson, Principal Clifton Middle School	D0522199	Increases site donation account
14	Check	Paul A. Escoto	$240.00	To be used for the benefit of students and staff at Clifton Middle School	Jen Jackson, Principal Clifton Middle School	D0522200	Increases site donation account
15							
16							
17							
18							
19							
20							

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

10. 18/19-2134 - CONTRACT AGREEMENT WITH BEYNON SPORTS, INC.

RECOMMENDATION

The Board of Education is requested to approve the contract with Beynon Sports, Inc. in the amount of $38,150.00 to refurbish and enhance the track.

Rationale:

With the approval of this contract, Beynon Sports, Inc. will supply and install synthetic track surfacing repairs, clean existing track dirt and debris with a high pressure surface and scrub system and restripe all existing line striping.

Background:

The MHS track was completed around January 2011. Over time, the track surface has cracked, the edges delaminated and the striping has faded. This repair and maintenance project will aesthetically enhance the track and improve its safety and playability. This tune up project will increase the track's useful life by about 5 years provided preventative maintenance is scheduled.

Budget Implication ($ Amount):

The total cost for this project is $38,150.00 and will be paid from Capital Outlay Funds.

Legal References:

California Education Code 17504 states that a contract and/or agreement are not valid until approved by the Board of Education.

Additional Information:

Copies of the agreement and proposal for Beynon Sports, Inc. are attached.

ATTACHMENTS

- BA Item 2134(b-c) Agreement with Beynon Sports 5-22-19.doc.pdf

Monrovia Unified School District
325 E. Huntington Drive
Monrovia, CA 91016
Phone (626) 471-2082

Public Works Contract

THIS FIELD CONTRACT (the "Contract") is made and entered into this 23rd day of May, 2019, by and between Monrovia Unified School District (hereinafter called the "District") and Beynon (hereinafter called the "Contractor"), and collectively referred to as the "Parties".

WHEREAS, the District by Board of Education Resolution Number 1819-01 adopted on August 22, 2018, elected to be subject to the California Uniform Public Construction Cost Accounting Act ("CUPCCAA") at Public Contract Code Section 22000 et seq., and enters into this Contract consistent with the provisions of CUPCCAA.

WITNESSETH, the Parties do hereby contract and agree as follows:

1. The Contractor shall furnish to the District for a total of Thirty-Eight Thousand One Hundred Fifty Dollars ($38,150.00), comprised of Twenty-One Thousand Nine Hundred Dollars ($21,900.00) for track surfacing repair services and Sixteen Thousand Two Hundred Fifty Dollars ($16,250.00) for fasttrack cleaning and restriping services at Monrovia High School, located at 845 West Colorado Boulevard, Monrovia, California 91016, as more particularly described in the Specifications/Scope of Work Statement (collectively, the "Project").
2. The term of this Contract shall begin June 10, 2019 and end July 31, 2019, unless sooner terminated as provided in the Terms and Conditions.
3. The Contractor, including any subcontractor engaged by the Contractor, shall be registered with the Department of Industrial Relations pursuant to Labor Code Section 1725.5.
4. Payments shall be processed upon satisfactory completion of work, acceptance of work by the District, and receipt of invoices, and pursuant to the provisions of Paragraph 21 of the Term and Conditions.
5. Inspection shall be performed by District Representative (the "Inspector").
6. The Contractor shall arrange work start time with the MOT Director, the District's Representative, at least twenty-four (24) hours prior to work start.
7. By entering into this Contract, the Contractor certifies that neither it nor a firm, corporation, partnership, or association in which the Contractor has any interest is debarred pursuant to Labor Code section 1777.1. By entering into this Contract, the Contractor also certifies, if applicable, that, in accordance with Executive Orders 12549 and 12689 (Debarment and Suspension), neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Contract by a federal department or agency.

IN WITNESS THEREOF, the Parties hereunto have subscribed to this Contract, including all applicable Contract documents, as indicated below, which are incorporated herein ("Contract Documents"):

_____ Terms and Conditions
_____ Specifications/Scope of Work Statement
_____ Certification of Contractor and Subcontractor DIR Registration (must be submitted on the form enclosed herewith)
_____ Labor & Materials Release (must be submitted prior to payment)
_____ Workers' Compensation Certification (must be submitted on the form enclosed herewith prior to commencing work)
_____ Liability Insurance Certificates for One Million Dollars ($1,000,000) personal injury and One Million Dollars ($1,000,000) property damage, pursuant to the provisions of Paragraph 20 of the Terms and Conditions (must name the District as an Additional Insured with the endorsement on form CG 2010(11/85) or form CG 2010(10/93), and must be submitted prior to commencing work)
_____ Labor and material payment and performance bonds (must be submitted if Contract is in excess of Twenty-Five Thousand Dollars ($25,000), and must be submitted prior to commencing work; see forms enclosed herewith)
_____ Conduct Rules for Contractors (see form enclosed herewith)
_____ Criminal Records Check Certification (must be submitted on the form enclosed herewith prior to commencing work, and pursuant to the provisions of Paragraph 33 of the Terms and Conditions)
_____ Drug-Free Workplace Certification (must be submitted on the form enclosed herewith prior to commencing work)
_____ Asbestos and Other Hazardous Materials Certification (must be submitted on the form enclosed herewith prior to commencing work)
_____ Lead-Based Paint Certification (must be submitted on the form enclosed herewith prior to commencing work)
_____ Guarantee (see form enclosed herewith)

Name (Print): Karol Fair
Title: Director of Operations, SW Region
Signature: [signature]

BEYNON SPORTS SURFACES, INC
46668 N. Sonora Ave Ste 101
Fresno, CA 93722

License: 883198

Name (Print): Katherine Thorossian
Title: Superintendent
Signature: [signature]

MONROVIA UNIFIED SCHOOL DISTRICT

1. EQUIPMENT AND LABOR: The Contractor shall furnish all tools, equipment, apparatus, facilities, transportation, labor, and material necessary to provide the services pursuant to the Contract. The services are to be performed at such times and places as directed by and subject to the approval of the authorized District representative indicated in the specifications.

2. SUBCONTRACTORS: Subcontractors, if any are engaged by the Contractor for performance of the services herein, shall be subject to the approval of the District. Any such approval shall be conditioned upon the submittal of evidence that such subcontractor is currently registered with the Department of Industrial Relations ("DIR") pursuant to Labor Code section 1725.5. The Contractor shall be responsible for all acts and omissions of subcontractors and shall require subcontractors to maintain adequate workers' compensation and public liability insurance. Nothing in the Contract or the Contract Documents shall create any contractual relationship between any subcontractor and the District.

3. SAFETY AND SECURITY: It shall be the responsibility of the Contractor to ascertain from the District the rules and regulations pertaining to safety, security, and driving on school grounds, particularly when children are present. The Contractor shall be responsible for performing in accordance with such rules and regulations.

4. DEFAULT BY CONTRACTOR/TERMINATION: Failure to comply with any of the terms, conditions, and/or provisions of the Contract or the Contract Documents shall constitute default by the Contractor. If such default is not cured within ten (10) calendar days, or such other time period mutually agreed upon by the parties, following receipt by the Contractor of written notice of default from the District, the District may immediately terminate the Contract by giving written notice of termination to the Contractor. The District may also, in its sole discretion, terminate the Contract for its own convenience. Termination by the District, whether for cause or convenience, shall not prejudice any of the District's other rights or remedies. The District shall only be responsible for the payment of services satisfactorily performed up to the effective date of termination, whether for cause or convenience.

5. CONTRACT CHANGES: No changes or alterations to the Contract or the Contract Documents shall be made without specific prior written approval by the District and the Contractor.

6. PROJECT SITE EXAMINATION: The Contractor warrants that it has made all Project site examinations that it deems necessary, including examination of the site's condition and its accessibility for materials, workers, and utilities, and the Contractor's ability to protect existing surface and subsurface improvements. No allowance of time or money will be granted with respect to any condition on the site that could have reasonably been discovered during the Contractor's site examinations.

7. DOCUMENT CONFLICT: In case of conflict between the specifications and drawings and/or actual Project site conditions, such conflicts shall be resolved by an authorized District representative prior to furtherance of the work.

8. WORKMEN:

The Contractor shall at all times enforce strict discipline and good order among his/her employees and the employees of its subcontractors and shall not employ on this Contract any unfit person or anyone not skilled in the work assigned to him/her. Any person in the employ of the Contractor or a subcontractor whom the District may deem incompetent or unfit shall be dismissed from work and shall not again be employed on the Project except with written consent of the District.

9. LABOR CODE:

A. The Contractor shall comply with the applicable provisions of Labor Code Division 2, Part 7, Chapter 1, Articles 1-5, including, without limitation, the payment of the general prevailing wage rates for public works projects of more than One Thousand Dollars ($1,000). No contractor or subcontractor may be qualified to bid on a public works project, listed on a bid proposal for a public works project, or awarded a public works project unless registered with the DIR, with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a). Public works projects are subject to compliance monitoring and enforcement by the DIR.

B. The Contractor shall be responsible for compliance with Labor Code Section 1777.5 for all apprenticeable occupations.

10. DEBARMENT AND SUSPENSION: By entering into this Contract, the Contractor certifies that neither it nor a firm, corporation, partnership, or association in which the Contractor has any interest is debarred pursuant to Labor Code section 1777.1. By entering into this Contract, the Contractor also certifies, if applicable, that, in accordance with Executive Orders 12549 and 12689 (Debarment and Suspension), neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Contract by a federal department or agency.

11. ANTI-DISCRIMINATION: It is the policy of the District Board of Education, in connection with all work performed under contract, that there be no discrimination against any employees engaged in the work because of race, color, ancestry, sex, sexual orientation, marital status, national origin, or religious creed. Therefore, the Contractor agrees to comply with applicable federal and California laws, including, but not limited to, the California Fair Employment and Housing Act, beginning with Government Code section 12900, and Labor Code Section 1735. In addition, the Contractor agrees to require like compliances by all subcontractors employed on the work by him/her.

12. SUBSTITUTIONS: No substitutions of materials specified shall be made without the prior written approval of the District.

13. CONTRACTOR SUPERVISION: The Contractor shall provide continuous competent supervision of personnel employed on the job, use of equipment, and quality of workmanship.

14. PROTECTION OF PEOPLE, WORK, AND PROPERTY: The Contractor shall erect and/or properly maintain at all times, as required by the condition and progress of work, all necessary safeguards, signs, barriers, lights, and watchmen for protection of the work pursuant to the Contract, other property, workers, and the public. In an emergency affecting life and/or the safety of life, of the work, or of other property, the Contractor, without special instruction or authorization from the District, shall be permitted to act at his/her discretion to prevent such threatened loss or injury.

15. ACCESS TO WORK: District representatives shall, at all times, have access to the work performed pursuant to the Contract, wherever it is in preparation or progress. The Contractor shall provide safe and proper facilities for such access.

16. ASSIGNMENTS OF CONTRACT: The Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties, or obligations under the Contract without the prior written consent of the District.

17. OCCUPANCY: The District reserves the right to occupy buildings at any time before Contract completion, and such occupancy shall not constitute final acceptance or approval of any part of the work under the Contract. Nor shall such occupancy extend the date specified for completion of the work.

18. FORCE MAJEURE: The parties to the Contract shall be excused from performance thereunder during the time and to the extent that they are prevented from performing by act of God, fire, strike, loss, shortage of transportation facilities, lockout, and/or commandeering of materials, products, plants, or facilities by the government, when satisfactory evidence thereof is presented to the other party, provided that it is satisfactorily established that the nonperformance is not due to the fault or neglect of the party not performing.

19. HOLD HARMLESS:

A. The Contractor agrees to and does hereby indemnify and hold harmless the District, its officers, agents, and employees from every claim or demand made, and every liability, loss, damage, or expense, of any nature whatsoever, including, but not limited to, attorneys' fees and costs, which may be incurred by reason of:

i. Liability for damage for (a) death or bodily injury to persons, (b) injury to, loss of, or theft of property, or (c) any other loss, damage, or expense arising under either (a) or (b) above, sustained by the Contractor or any person, firm, or corporation employed by the Contractor upon or in connection with the work called for in the Contract, except for liability resulting from the sole negligence or willful misconduct of the District, or its officers, employees, agents, or other independent contractors; and/or

ii. Any injury to or death of persons or damage to property caused by any act, neglect, default, or omission of the Contractor, or any person, firm, or corporation employed by the Contractor, either directly or by independent contract, including, but not limited to, all damages due to loss or theft, sustained by any person, firm, or corporation, including the District, arising out of or in any way connected with the work covered by the Contract, whether said injury, death, or damage occurs on or off District property.

B. The Contractor, at his/her own expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents, or employees, on any claim, demand, or liability referred to above, and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents, or employees in any action, suit, or other proceedings as a result thereof. The District shall have the right to accept or reject any legal representation that the Contractor proposes to defend the District.

20. INSURANCE:

A. The Contractor shall maintain adequate insurance, as required below, to protect him/her from claims under workers' compensation and from claims for damages for personal injury, including death, and damage to property, which may arise in the course of performing the Contract. The Contractor is required to file with the District certificates of insurance. Failure to furnish such certificates may be considered default by the Contractor. The Contractor's insurance shall be primary, and any insurance carried by the District shall only be secondary and supplemental. The Contractor's insurance policies shall not be amended or modified, and the coverage amounts shall not be reduced for the duration of the Contract.

B. The Contractor shall be required to maintain workers' compensation insurance in accordance with California Labor Code section 3700. The Contractor shall also maintain liability insurance in an amount not less than One Million Dollars ($1,000,000) per occurrence for personal injury, including death, and One Million Dollars ($1,000,000) per occurrence for property damage, naming the District as an additional insured, insuring against claims that may arise from the Contractor's acts or omissions under the Contract. Such insurance shall be with an insurance company qualified to do business in California and rated "A" or better by Best's Key Rating Guide.

C. The Contractor shall require its subcontractors, if any, to take out and maintain similar insurance in like amounts.

D. The Contractor shall not commence work nor shall it allow any subcontractor to commence work under the Contract until all required insurance, certificates, and endorsements have been obtained, delivered, and approved by the District.

21. PAYMENT: Unless otherwise specified, the Contractor shall render invoices in duplicate for materials or supplies delivered or services performed under the Contract. The District shall make payment for materials, supplies, or services furnished under this Contract within a reasonable and proper time after acceptance of the Contractor's invoices by an authorized District representative. Should the Contractor utilize subcontractors on the Project, the District shall retain five percent (5%) of the Project cost for a period not to exceed sixty (60) days after the Project has been completed. The District may also withhold a sufficient amount or amounts of any payment or payments otherwise due to the Contractor, as in the District's judgment may be necessary to cover:

A. Payments that may be past due and payable for just claims against the Contractor or any subcontractors for labor or materials furnished under the Contract;
B. The cost of defective work that the Contractor has not remedied;
C. Penalties for violation of labor laws;
D. Damage to the District or a subcontractor; and/or
E. Site clean-up.

22. PERMITS AND LICENSES: The Contractor and all of his/her employees, agents, and subcontractors shall secure and maintain throughout the life of the Contract such licenses and permits as are required by law in connection with the furnishing of materials, supplies, or services under the Contract.

23. INDEPENDENT CONTRACTOR: While engaged in carrying out the terms and conditions of the Contract and the Contract Documents, the Contractor is an independent contractor and not an officer, employee, or agent of the District. The Contractor shall be solely responsible for its own workers' compensation insurance, taxes, and other similar charges or obligations. The Contractor shall be liable for its own acts, omissions, and errors, including, but not limited to, its negligence or gross negligence, and shall be liable for the acts, omissions, and errors of its agents and employees.

24. CLEAN-UP: Debris shall be removed from the Project site on a daily basis. The Project site shall be free of debris at all times when work is not actually being performed and shall be maintained in a reasonably clean condition at all times.

25. HAZARDOUS WASTE AND UNKNOWN PHYSICAL CONDITIONS: The Contractor is hereby notified of Public Contract Code section 7104, which requires the Contractor, if the Project involves digging trenches or other excavations that extend deeper than four feet below the surface, to promptly notify the District in writing before conditions are disturbed of (1) any material the Contractor believes may be hazardous waste, as defined in Health and Safety Code section 25117, that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law; (2) subsurface or latent physical conditions at the site differing from those indicated by available information about the site; (3) unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract.

26. LIQUIDATED DAMAGES: Time is of the essence in performance of the Contract. If the work is not completed in the time allotted in the Contract, it is understood and acknowledged that the District will suffer damage that is not capable of being calculated. It is further agreed that the Contractor shall pay to the District as fixed and liquidated damages the amount of $50.00 for each calendar day of delay until the work is completed and accepted.

27. RETENTION OF DOCUMENTS: Pursuant to and in accordance with the provisions of Government Code section 8546.7, and any amendments thereto, all books, records, and files of the District, the Contractor, or any subcontractor connected with the performance of the Contract involving the expenditure of public funds in excess of Ten Thousand Dollars ($10,000), including, but not limited to, the administration thereof, shall be subject to the examination and audit of the California State Auditor for a period of three (3) years after final payment is made under the Contract. The Contractor shall preserve and cause to be preserved such books, records, and files for the duration of the audit period.

28. DISPUTES:

A. In the event of a dispute between the parties as to the performance of the work under the Contract, the interpretation of the Contract or the Contract Documents, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of the dispute, the Contractor agrees to continue the work diligently to completion. If the dispute is not resolved, the Contractor agrees it will neither rescind the Contract nor stop the progress of the work, but the Contractor's sole remedy shall be to submit such controversy to determination by a court of the State of California, in Los Angeles County, having competent jurisdiction over the dispute, after the Project has been completed, and not before.

B. Any public works claim, as defined by the Public Contract Code sections cited below, brought by the Contractor and arising from or relating to the Contract must include a statement identifying whether the Contractor chooses to proceed pursuant to the claim resolution process set forth in Public Contract Code section 9204, which applies to any claim between the Contractor and the District, without regard to the claim's dollar amount, or the claim resolution process set forth in Public Contract Code sections 20104 et seq., which applies to claims between the Contractor and the District valued at Three Hundred Seventy-Five Thousand Dollars ($375,000) or less. The Contractor must follow the requirements of its selected claim resolution process throughout its entire claim.

29. GOVERNING LAW AND VENUE: The Contract shall be governed by and construed in accordance with the laws of the State of California, with venue of any action exclusively in the County of Los Angeles.

30. NO WAIVER: The failure of the District in any one or more instances to insist upon strict performance of any of the provisions of the Contract or the Contract Documents or to exercise any option therein conferred shall not be construed as a waiver or relinquishment to any extent of the right to assert or rely upon any such provision or option on any future occasion.

31. SEVERABILITY: Should any part, term, portion, or provision of the Contract or the Contract Documents be held to be illegal, invalid, or in conflict with any applicable laws, or otherwise be rendered unenforceable or ineffectual, the remaining parts, terms, portions, or provisions shall be deemed severable and the same shall remain enforceable and valid to the fullest extent permitted by law.

32. ENTIRE CONTRACT: The Contract and the Contract Documents set forth the entire understanding between the parties thereto and fully supersede any and all prior agreements and understandings, written or oral, between the parties pertaining to the subject of the Contract.

33. CRIMINAL RECORDS CHECK: ☐ If the box to the left is checked, the Contractor shall comply with the requirements of Education Code section 45125.1, regarding fingerprinting of employees who may have contact with the District's pupils. If, at any time during the term of the Contract, the Contractor is either notified by the Department of Justice or otherwise becomes aware that any employee of the Contractor performing services under the Contract has been arrested or convicted of a violent or serious felony listed in Penal Code section 667.5(c) or Penal code section 1192.7(c), respectively, the Contractor agrees to immediately notify the District and remove said employee from performing services pursuant to the Contract.

34. NOTICE: Any notice given or required to be given pursuant to the Contract shall be delivered in writing, as follows.

If to District:	If to Contractor:
Monrovia Unified School District 325 E. Huntington Drive Monrovia, CA 91016 ATTN: Nelson Santos Telephone: (626) 471-2082 E-mail: nsantos@monroviaschools.net	Beynon Sports 4668 N. Sonora Ave. #101 Fresno, Ca 93722 ATTN: Jeb Burgess Telephone:559-237-2590 E-mail:

Notices personally delivered or sent by email or fax shall be effective upon receipt. Notices sent by overnight delivery shall be effective the day delivery is confirmed by the overnight courier. Notices delivered by USPS shall be effective three (3) days after deposit in the mail, postage prepaid.

SPECIFICATIONS/SCOPE OF WORK STATEMENT

The Project consists of the following two scopes of work:

1. Synthetic Track Surfacing Repair. Removal and replacement of surfacing inside of lane 1 around slot drain on entire west straight 380' x 1'; repair 2' long slit in surface in north D area; and repair and overlay surfacing at 100-meter start. See signed proposal for site conditions and photos.
2. Fasttrack Cleaning and Restriping. Clean with a high-pressure scrub machine the existing track of dirt and debris and restripe all existing line striping. Cleaning includes 2 hours of gum removal. Match all existing lanes, event markings and lettering. Existing colors will be used unless otherwise specified by District prior to application.

WORKERS' COMPENSATION CERTIFICATION

Labor Code section 3700 states as follows:

"Every employer except the state shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this state.

(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure either as an individual employer, or as one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees.

(c) For any county, city, city and county, municipal corporation, public district, public agency, or any political subdivision of the state, including each member of a pooling arrangement under a joint exercise of powers agreement (but not the state itself), by securing from the Director of Industrial Relations a certificate of consent to self-insure against workers' compensation claims, which certificate may be given upon furnishing proof satisfactory to the director of ability to administer workers' compensation claims properly, and to pay workers' compensation claims that may become due to its employees. On or before March 31, 1979, a political subdivision of the state which, on December 31, 1978, was uninsured for its liability to pay compensation, shall file a properly completed and executed application for a certificate of consent to self-insure against workers' compensation claims. The certificate shall be issued and be subject to the provisions of section 3702.

For purposes of this section, "state" shall include the superior courts of California."

I am aware of the provisions of Section 3700 of the Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work pursuant to the Contract. If the Contractor is a corporation, this Certification shall be executed by either the chairman of the board, president, or vice president, and, if a different individual, also by the secretary, chief financial officer, or assistant treasurer.

[Signatures follow on next page]

BEYNON SPORTS
Proper Name of Contractor

By: _____

_____
Signature

_____
Title

By: _____

_____
Signature

_____
Title

(In accordance with Article 5 (commencing at section 1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the District prior to performing any work under the Contract.)

CERTIFICATION OF CONTRACTOR AND SUBCONTRACTOR DIVISION OF INDUSTRIAL RELATIONS REGISTRATION

Pursuant to Labor Code Section 1725.5, a contractor or subcontractor must be registered with the Department of Industrial Relations in order to bid on, to be listed in a bid proposal or engage in the performance of any defined public works contract.

I _____ _____ certify that
(Name) (Title)

_____ is currently registered as a contractor with the Department of Industrial Relations (DIR).

Contractor's DIR Registration Number: _____

Expiration Date: _____

Contractor further acknowledges and agrees:

1. Contractor shall maintain continuous DIR registered status for the duration of the project without a gap in registration.
2. Contractor shall note in its invitation to bid the DIR's registration requirement for all subcontractors and their subcontractors.
3. Contractor shall ensure that all subcontractors are registered at time of bid opening and maintain registered status for the duration of the project.
4. Contractor is to furnish DIR Registration Number for all subcontractors on the project within 24 hours of the opening of bids/proposals.
5. Contractor shall substitute any subcontractor with a DIR registered subcontractor if listed subcontractor is unable to perform the work.

Failure to comply with any of the above may result in a determination of non-responsiveness and/or default.

I declare under penalty of perjury under California that the foregoing is true and correct.

_____
Signature of Contractor

_____
Date

PERFORMANCE BOND

(For Public Works Contracts over $25,000)

KNOW ALL PERSONS BY THESE PRESENTS that

WHEREAS, the Monrovia Unified School District of Los Angeles County, California, hereinafter designated as the "District", has awarded to Beynon, hereinafter designated as the "Principal", a contract for the work described as follows: Monrovia High School Track Repair and Fasttrack Clean & Restripe, hereinafter designated as the "Contract;" and

WHEREAS, said Principal is required under the terms of said Contract to furnish a bond for the faithful performance of said Contract.

NOW, THEREFORE, we the Principal and the undersigned surety, an admitted surety insurer pursuant to Code of Civil Procedure section 995.120, hereinafter designated as the "Surety," are held and firmly bound to the District in the sum of Thirty-Eight Thousand One Hundred Fifty Dollars ($38,150.00) (this amount being not less than one hundred percent (100%) of the total price of the Contract awarded by the District to the Principal), lawful money of the United States, for which payment well and truly to be made we the Principal and Surety bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that, if the Principal, or his or her heirs, executors, administrators, successors, and assigns, shall keep and perform the covenants, conditions, and agreements in the Contract and the Contract Documents, as that term is defined in the Contract, and any alteration thereof on his or her part, to be kept and performed at the times and in the manner therein specified and in all respects according to their true intent and meaning, and shall faithfully fulfill guarantees of all materials and workmanship, and indemnify, defend, and save harmless the District, and its officers, agents, and employees, as therein stipulated, then this obligation shall become null and void. Otherwise, it shall be and remain in full force.

As a condition precedent to the satisfactory completion of the Contract, the above obligation shall hold good for a period of one (1) year after the acceptance of the work by the District, during which time, if the Principal shall fail to make full, complete, and satisfactory repair and replacements and totally protect the District from loss or damage made evident during the period of one (1) year from the date of acceptance of the work, and resulting from or caused by defective materials or faulty workmanship, the above obligation in the penal sum thereof shall remain in full force and effect. However, anything in this paragraph to the contrary notwithstanding, the obligation of the Surety hereunder shall continue so long as any obligation of the Principal remains.

Whenever the Principal shall be, and is declared by the District to be, in default under the Contract, the District having performed the District's obligations thereunder unless excused by the Principal's breach or default, the Surety shall promptly either remedy the default, or shall promptly:

1. Complete the Contract in accordance with its terms and conditions; or

2. Obtain another contractor for completing the Contract in accordance with its terms and conditions, and arrange for a contract between such contractor and the District, and make available as work progresses (even though there should be a default or succession of defaults under the contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the Contract price, but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first executory paragraph hereof. The term "balance of the Contract price" as used in this paragraph shall mean the total amount payable to the Principal by the District under the Contract, and any modifications thereto, less the amount previously properly paid by the District to the Principal.

The Surety expressly agrees that the District may reject any contractor or subcontractor that may be proposed by the Surety in fulfillment of its obligations in the event of default by the Principal.

The Surety shall not utilize the Principal in completing the Contract if the District, when declaring the Principal in default, notifies the Surety of the District's objection to the Principal's further participation in the completion of the work.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the District or its successors or assigns. Any suit under this bond must be instituted before the expiration of two (2) years from the date on which final payment under the Contract falls due or is made, whichever occurs later.

The Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, modification, or addition to the terms of the Contract or the Contract Documents or to the work to be performed thereunder or the specifications accompanying the same shall in any way affect its obligation on this bond. The Surety does hereby waive notice of any such change, extension of time, alteration, or addition to the terms of the Contract or to the work or to the specifications.

The Principal and Surety agree that, if the District is required to engage the services of an attorney in connection with enforcement of this bond, the Principal and Surety shall pay the District's reasonable attorneys' fees incurred, with or without suit, in addition to the above sum.

In the event suit is brought upon this bond by the District and judgment is recovered, the Surety shall pay all costs incurred by the District in such suit, including reasonable attorneys' fees to be fixed by the court.

Surety companies executing bonds must possess a certificate of authority from the California Insurance Commissioner authorizing them to write surety insurance, as defined in California Insurance Code section 105, and, if the work or project is financed, in whole or in part, with federal, grant, or loan funds, the Surety's name must also appear on the United States Treasury Department's most current list of approved sureties (Circular 570, as amended).

Any claims under this bond may be addressed to:

_____ (Name and Address of Surety)
_____
_____

_____ (Name and Address of agent or representative
_____ for service of process in California, if different
_____ from above)

_____ (Telephone Number of Surety and agent or representative for service of process in California)

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal and Surety above named, on the ___ day of _____ 20___.

Principal _____
Signature

(Corporate Seal)

By _____
Type or Print Name

Title _____

Surety _____
Signature

(Corporate Seal)

By _____
Type or Print Name

(Attach Attorney-in-Fact Certificate)

Title _____

PAYMENT BOND

(Labor and Material Bond for Public Works Contracts over $25,000)

KNOW ALL PERSONS BY THESE PRESENTS that

WHEREAS, the Monrovia Unified School District of Los Angeles County, California, hereinafter designated as the "District", has awarded to, Beynon, hereinafter designated as the "Principal", a contract for the work described as follows: Monrovia High School Track Repair and Fasttrack Clean & Restripe, hereinafter designated as the "Contract"; and

WHEREAS, said Principal is required by Division 4, Part VI, Title III, Chapter 5 (commencing at Section 9550) of the California Civil Code to furnish a bond in connection with said Contract;

NOW THEREFORE, we, the undersigned Principal and _____, as surety, an admitted surety insurer pursuant to Code of Civil Procedure section 995.120, hereinafter designated as the "Surety," are held and firmly bound unto the District in the penal sum of Thirty Eight Thousand One Hundred Fifty Dollars ($38,150.00) (this amount being not less than one hundred percent (100%) of the total price of the Contract awarded by the District to the Principal), lawful money of the United States of America, for which payment well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that, if said Principal, or his or her heirs, executors, administrators, successors and assigns, or subcontractors, shall fail to pay any of the persons named in Civil Code section 9100, or for any materials, provisions, or other supplies used in, upon, for, or about the performance of the work contracted to be done, or for any work or labor thereon of any kind, or for amounts due under the Unemployment Insurance Code with respect to work or labor performed thereon of any kind, or for any amounts required to be deducted, withheld, and paid over by section 13020 of the Unemployment Insurance Code with respect to work and labor thereon of any kind, or for amounts due as withholding tax pursuant to section 18663 of the Revenue and Taxation Code, then the Surety will pay for the same in an amount not exceeding the sum specified in this bond. Otherwise, the above obligation shall be void. In case suit is brought upon this bond, the said Surety will pay reasonable attorneys' fees to be fixed by the court.

This bond shall inure to the benefit of any of the persons named in Civil Code section 9100, so as to give a right of action to such persons or their assigns in any suit brought upon this bond.

It is further stipulated and agreed that the Surety shall not be exonerated or released from the obligation of this bond by any change, extension of time for performance, addition, alteration, or modification in, to, or of any contract, plans, specifications, or agreement pertaining or relating to any scheme or work of improvement hereinabove described or pertaining or relating to the furnishing of labor, materials, or equipment therefore, nor by any change or modification of any terms of payment or extension of time for any payment pertaining or relating to any scheme or work of improvement hereinabove described, nor by any rescission or attempted rescission of the Contract, agreement, or bond, nor by any conditions precedent or subsequent in the bond

attempting to limit the right of recovery of claimants otherwise entitled to recover under the Contract, agreement, or bond, nor by any fraud practiced by any person other than the claimant seeking to recover on the bond, and that this bond be construed most strongly against the Surety and in favor of all persons for whose benefit such bond is given, and under no circumstances shall the Surety be released from liability to those for whose benefit such bond has been given, by reason of any breach of contract between the District and Principal or on the part of any obligee named in such bond, but the sole conditions of recovery shall be that claimant is a person described in sections 8400 and 8402 of the California Civil Code and has not been paid the full amount of his or her claim, and that the Surety does hereby waive notice of any such change, extension of time, addition, alteration, or modification herein mentioned.

Surety companies executing bonds must possess a certificate of authority from the California Insurance Commissioner authorizing them to write surety insurance, as defined in California Insurance Code section 105, and, if the work or project is financed, in whole or in part, with federal, grant, or loan funds, the Surety's name must also appear on the United States Treasury Department's most current list of approved sureties (Circular 570, as amended).

Any claims under this bond may be addressed to:

(Name and Address of Surety)

_____

_____

_____

_____

_____

(Name and Address of agent or representative for service of process in California, if different from above)

_____

(Telephone Number of Surety and agent or representative for service of process in California)

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal and Surety above named, on the ___ day of _____ 20___.

Principal _____
Signature

(Corporate Seal)

By _____
Type or Print Name

Title _____

Surety _____
Signature

(Corporate Seal)

By _____
Type or Print Name

(Attach Attorney-in-Fact Certificate)

Title _____

CONDUCT RULES FOR CONTRACTORS

All contractors/subcontractors (collectively, "CONTRACTORS"), when performing work on Monrovia Unified School District ("DISTRICT") property, in addition to complying with the provisions of Paragraph 8 of the Terms and Conditions, shall adhere to the following rules of conduct:

1. Professional and courteous conduct is expected and will be displayed at all times.
2. Interaction with students, staff, and/or other visitors is prohibited, with the exception of designated administrators.
3. The use of profanity and/or disparaging language will not be tolerated.
4. CONTRACTORS shall wear a means of identification when school is in session, which must be approved by DISTRICT prior to commencement of the work.
5. CONTRACTORS shall remain in the vicinity of his/her work and will not stray to other areas of the property not involved in the project, including student and staff toilet facilities.
6. Pursuant to Government Code sections 8350 et seq., DISTRICT is a drug-free workplace. This policy shall be strictly enforced.
7. Alcoholic beverages are prohibited from being consumed or brought on any DISTRICT property.
8. The use of any tobacco products on DISTRICT property is strictly prohibited.
9. Any lewd, obscene, or otherwise indecent acts, words, or behavior by CONTRACTORS shall not be tolerated.
10. CONTRACTORS shall conform to a dress code, whereby:
    a. No clothing that contains violent, suggestive, derogatory, obscene, or racially biased material may be worn.
    b. Garments, accessories, or personal grooming artifacts with slogans, graphics, or pictures promoting drugs, alcohol, tobacco, or any other controlled substances that are prohibited to minors will not be allowed.
11. No firearms are allowed on DISTRICT property.

Non-compliance with any of the above-stated rules of conduct by CONTRACTORS may be sufficient grounds for immediate removal from the job site and termination of any contract.

I acknowledge that I am aware of the above-stated rules of conduct and hereby certify that all of my employees, consultants, suppliers, and/or any subcontractors will adhere to these provisions.

_____
Date

_____
(Proper Name of Contractor)

By: _____

_____
(Signature of Authorized Signor)

_____
(Title of Authorized Signor)

CRIMINAL RECORDS CHECK CERTIFICATION
(Contractor Fingerprinting Requirements)

CONTRACTOR CERTIFICATION

With respect to the agreement dated May 23, 2019 by and between the Monrovia Unified School District ("DISTRICT") and Beynon ("CONTRACTOR") for the provision of public works repair and maintenance services, CONTRACTOR hereby certifies to DISTRICT's governing board that it has completed the criminal background check requirements of Education Code section 45125.1 and that none of its employees that may come in contact with DISTRICT pupils have been convicted of a violent felony listed in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c).

_____ _____
Contractor's Representative Date

CONTRACTOR EXEMPTION

Pursuant to Education Code section 45125.1, the Monrovia Unified School District ("DISTRICT") has determined that Beynon ("CONTRACTOR") is exempt from the criminal background check certification requirements for the agreement dated May 23, 2019, by and between DISTRICT and CONTRACTOR ("Agreement") because:

[ ] CONTRACTOR's employees will have limited contact with DISTRICT pupils during the course of the Agreement; or

[ ] Emergency or exceptional circumstances exist.

_____ _____
District Official Date

SUBCONTRACTOR'S CERTIFICATION

The Monrovia Unified School District ("DISTRICT") entered into an agreement for public works repair and maintenance services with Beynon ("CONTRACTOR") on or about May 23, 2019. This certification is submitted by _____, a subcontractor or consultant to CONTRACTOR for purposes of that Agreement ("Subcontractor"). Subcontractor hereby certifies to DISTRICT's governing board that it has completed the criminal background check requirements of Education Code section 45125.1 and that none of its employees that may come in contact with DISTRICT pupils have been convicted of a violent felony listed in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c).

_____ _____

Subcontractor's Representative Date

SUBCONTRACTOR'S EXEMPTION

The Monrovia Unified School District ("DISTRICT") entered into an agreement for public works repair and maintenance services with Beynon ("CONTRACTOR") on or about May 23, 2019 ("Agreement"). Pursuant to Education Code section 45125.1, DISTRICT has determined that _____, a subcontractor or consultant to CONTRACTOR for purposes of that Agreement ("Subcontractor"), is exempt from the criminal background check certification requirements for the Agreement because:

[ ] Subcontractor's employees will have limited contact with DISTRICT pupils during the course of the Agreement; or

[ ] Emergency or exceptional circumstances exist.

_____ _____

District Official Date

DRUG-FREE WORKPLACE CERTIFICATION

This Drug-Free Workplace Certification form is required pursuant to the requirements mandated by Government Code sections 8350 et seq., the Drug-Free Workplace Act of 1990 ("Act"). The Act requires that every person or organization awarded a contract or grant for the procurement of any property or service from any state agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract or grant awarded by a state agency may be subject to suspension of payments or termination of the contract or grant, and the contractor or grantee may be subject to debarment from future contracting, if the contracting agency determines that specified acts have occurred.

Pursuant to Government Code section 8355, every person or organization awarded a contract or grant from a state agency shall certify that it will provide a drug-free workplace by doing all of the following:

a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions that will be taken against employees for violations of the prohibition;

b) Establishing a drug-free awareness program to inform employees about all of the following:

1) The dangers of drug abuse in the workplace;

2) The person's or organization's policy of maintaining a drug-free workplace;

3) The availability of drug counseling, rehabilitation, and employee-assistance programs;

4) The penalties that may be imposed upon employees for drug abuse violations;

c) Requiring that each employee engaged in the performance of the contract or grant be given a copy of the statement required by subdivision a) and that, as a condition of employment on the contract or grant, the employee agree to abide by the terms of the statement.

I, the undersigned, agree to fulfill the terms and requirements of Government Code section 8355 listed above and will (a) publish a statement notifying employees concerning the prohibition of controlled substance in the workplace, (b) establish a drug-free awareness program, and (c) require that each employee be given a copy of the statement required by Section 8355(a)(1) and requiring that the employee agree to abide by the terms of that statement.

I also understand that if DISTRICT determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of Section 8355, that the contract awarded herein is subject to termination, suspension of payments, or both. I further understand that, should I violate the terms of the Act, I may be subject to debarment in accordance with the requirements of Sections 8350 et seq.

I acknowledge that I am aware of the provisions of Government Code section 8350 et seq. and hereby certify that I will adhere to the requirements of the Act.

BEYNON SPORTS

Date:_____ By: _____

Its: _____

Date:_____ By: _____

Its: _____

ASBESTOS AND OTHER HAZARDOUS MATERIALS CERTIFICATION

This Asbestos and Other Hazardous Materials Certification form is part of the contract made by and between the Monrovia Unified School District ("DISTRICT") and Beynon ("CONTRACTOR") for the Monrovia High School Track Repair and Fasttrack Clean and Restripe project ("Project").

To the best of my knowledge, information, and belief, in completing CONTRACTOR's work for the Project, no material furnished, installed, or incorporated into the Project will contain, or in itself be composed of, any asbestos, polychlorinated biphenyl (PCB), any material listed by the federal or state Environmental Protection Agency or federal or state health agencies as a hazardous material, or any other material defined as being hazardous under federal or state laws, rules, or regulations.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on this ___ day of _____ 20___ at _____.

_____
Name of Contractor (Print or Type)

By: _____
Signature

_____
Name (Print or Type)

_____
Title (Print or Type)

By: _____
Signature

_____
Name (Print or Type)

_____
Title (Print or Type)

LEAD-BASED PAINT CERTIFICATION

This Lead-Based Paint Certification form is part of the contract (hereinafter referred to as "Contract") made by and between the Monrovia Unified School District (hereinafter referred to as "DISTRICT") and Beynon (hereinafter referred to as "CONTRACTOR") for the Monrovia High School Track Repair and Fasttrack Clean and Restripe project (hereinafter referred to as "Project").

In recent years, lead-based paint and other materials have come to the forefront of the regulatory process. Regulatory agencies such as the California Occupational Safety and Health Administration, state and federal Environmental Protection Agency, California Department of Health Services ("DHS"), California Department of Education ("CDE"), and United States Consumer Product Safety Commission have all regulated, in some manner, lead-containing paint and lead products.

Although the regulatory process is not yet complete, there are several regulations currently in place that affect school districts. The CDE mandates that school districts utilize DHS lead-certified personnel when a lead-based hazard is identified. Examples of lead-certified personnel include project designers, inspectors, and abatement workers. The California Education Code also prohibits the use of lead-containing paint, lead plumbing and solders, or other potential sources of lead contamination in the construction of any new school facility or in the modernization or renovation of any existing school facility.

Because CONTRACTOR and its employees will be providing services for DISTRICT, and because CONTRACTOR's work may disturb lead-containing building materials, **CONTRACTOR IS HEREBY NOTIFIED** of the potential presence of lead-containing materials located within certain buildings utilized by DISTRICT. Lead was once used extensively in paint because it rendered the paint more durable. All school buildings built prior to 1993 are presumed to contain some lead-based paint until sampling proves otherwise.

FURTHERMORE, SINCE IT IS ASSUMED BY DISTRICT THAT ALL PAINTED SURFACES (INTERIOR AS WELL AS EXTERIOR) WITHIN THE DISTRICT CONTAIN SOME LEVEL OF LEAD, IT IS IMPERATIVE THAT THE CONTRACTOR, ITS WORKERS, AND SUBCONTRACTORS FULLY AND ADEQUATELY COMPLY WITH ALL APPLICABLE LAWS, RULES, AND REGULATIONS GOVERNING LEAD-BASED MATERIALS (**INCLUDING TITLE 8, CALIFORNIA CODE OF REGULATIONS, SECTION 1532.1).**

If failure to comply with these laws, rules, and regulations results in a site or worker contamination, CONTRACTOR will be held solely responsible for all costs involved in any required corrective actions, and shall defend, indemnify, and hold DISTRICT harmless, pursuant to the indemnification provisions of the Contract, for all damages and other claims arising therefrom.

If lead disturbance is anticipated in the work, only persons with appropriate accreditation, registrations, licenses, and training shall conduct such work. DISTRICT may request to examine, prior to commencement of the work, the lead training records of each employee of CONTRACTOR.

It shall be the responsibility of CONTRACTOR to properly dispose of any and all waste products, including, but not limited to, paint chips, any collected residue, or any other visual material that may occur from the prepping of any painted surface. It shall be the responsibility of CONTRACTOR to provide the proper disposal of any hazardous waste by a certified hazardous waste hauler. This hauler shall be registered with the Department of Transportation and shall be able to issue a current manifest number upon transporting any hazardous material from any school site within DISTRICT.

CONTRACTOR shall provide DISTRICT with any sample results prior to beginning the work, during the work, and after the completion of the work.

Any and all work that may result in the disturbance of lead-containing building materials must be coordinated through DISTRICT. A signed copy of this form must be on file prior to beginning work on the Project, along with all current insurance certificates.

THE UNDERSIGNED HEREBY ACKNOWLEDGES, UNDER PENALTY OF PERJURY, THAT HE/SHE OR THEY HAS/HAVE RECEIVED NOTIFICATION OF POTENTIAL LEAD-BASED MATERIALS ON DISTRICT PROPERTY, AS WELL AS THE EXISTENCE OF APPLICABLE LAWS, RULES, AND REGULATIONS GOVERNING WORK WITH, AND DISPOSAL OF, SUCH MATERIALS, WITH WHICH HE/SHE OR THEY MUST COMPLY. THE UNDERSIGNED ALSO WARRANTS THAT HE/SHE OR THEY HAS/HAVE THE AUTHORITY TO SIGN ON BEHALF OF AND BIND CONTRACTOR. DISTRICT MAY REQUIRE PROOF OF SUCH AUTHORITY.

_____
Contractor's Name

_____
Street Address

_____ _____
Telephone Number License Number

_____
Typed or Printed Name and Title of Signatory

_____
Signature

_____
Typed or Printed Name and Title of Signatory

_____
Signature

_____

RME of Company (If Applicable)

GUARANTEE

Guarantee for _____. We hereby guarantee that the _____, which we have installed at _____, has been installed in accordance with the Contract Documents, as that term is defined in the contract entered into with the Monrovia Unified School District ("DISTRICT") on or about _____, 20___, and that the work as installed will fulfill the requirements included in the specifications that are a part of the Contract Documents. The undersigned agrees to repair or replace any or all such work, together with any other adjacent work that may be displaced in connection with such repair or replacement, that may prove to be defective in workmanship or material within a period of _____ (___) _____ from the earlier of (1) the date on which the DISTRICT occupies or has beneficial use of the project, and (2) the date on which DISTRICT accepts the project as complete, ordinary wear and tear and unusual abuse or neglect excepted.

In the event of the undersigned's failure to comply with the above-mentioned condition within a reasonable period of time, as determined by DISTRICT, but not later than _____ (___) days after being notified in writing by DISTRICT, the undersigned authorizes DISTRICT to proceed to have said defects repaired or replaced and made good at the expense of the undersigned, which will pay the costs and charges therefor upon demand.

	Countersigned
_____	_____
(Proper Name)	(Proper Name)
By: _____	By: _____
(Signature of Subcontractor or General Contractor)	(Signature of General Contractor if for Subcontractor)
Its: _____	Its: _____
By: _____	By: _____
(Signature of Subcontractor or General Contractor)	(Signature of General Contractor if for Subcontractor)
Its: _____	Its: _____

Representatives to be contacted for service:
Name: _____
Address: _____
_____
Phone No.: _____



10/5/2018

TO: Monrovia USO
Attn. Fernando Martinez, director of M & O
325 E. Huntington Drive, Monrovia, CA 91016
PHONE: (626)471-2901
EMAIL: name@company .com
FROM: Jeb Burgess
Beynon Sports
PHONE: (559) 237-2590, Direct 559-349-8924
EMAIL: jburgess@beynonsports. com

Monrovia HS Track Surfacing Repair Proposal

Beynon Sports is pleased to present this proposal to supply and install synthetic track surfacing repairs per our site inspection on October 1, 2018.

SYNTHETIC TRACK SURFACING REPAIR

Description:	Synthetic Track Surfacing Repairs
Scope:	1. Remove and replace surfacing inside of lane 1 around slot drain on entire west straight. 380'x1'. 2. Repair 2' long slit in surface in north D area 3. Repair and overlay surfacing at 100 meter start 4. See attached photos of areas.
Size:	65 Total Square Yards (Approx.)
Product:	SSS 300
Color:	Red
Texture :	Embedded
Thickness:	13mm inside and tear, 3mm 100 meter start
Striping:	Included in Separate FastTrack Maintenance Proposal
Cost:	$21,900 .00
Duration of Work:	3 Working Days Track Surfacing Repair Crew

SPECIAL CONDITIONS;

- Repaired/patched areas will not completely match in color, but will tend to blend in over time.
- Areas to be repaired must be secured from all activities.
  All irrigation must be turned in areas being repaired.
  Work to done after synthetic field has been replaced and prior to FastTrack maintenance service.

STANDARD CONDITIONS/QUALIFICATIONS

- Beynon Sports is a licensed contractor in the State of California # 883198 A. C-15, Exp. 8/31/2018
  Beynon Sports CMAS #: 4-12-78-0063A
  Beynon Sports DIR Registration Number: 1000004698, Exp.6/30/2018
  Beynon Sports acknowledges all Prevailing Wages, Per Diem and Travel Time
  Beynon Sports is a member of the American Sports Builders Association and maintains Certified Builders on staff
  While surfacing and striping are being done, water systems must be curtailed, shut off or controlled so that no water falls on the track or event area surfaces.
- If Bonding is required, please add 10% to the price above
  Pricing is valid for 90 days

If you have any questions regarding this proposal, please do not hesitate to contact me at the above-mentioned number or email.

Best Regards,

Ii:Eurseu

Jeb Burgess, *Regional Sales Manager, Southern California*

This quotation excludes any bond costs, design costs, base work or repair of base. union or labor law levies. site security. cigency approval or associated fees. fencing protection of sports surface after completion, supply and 1nstallallon of any equipment. logos multiple mobllhzat1ons or other unforeseen costs.



10/5/2018

TO: Monrovia USO
325 E. Huntington Drive, Monrovia, CA 91016
ATTN: Fernando Martinez, Director of M & O
PHONE: (626)471-2901
EMAIL: lcross@monroviaschools.net
FROM: Jeb Burgess
Beynon Sports
PHONE: (559) 237-2590, Direct 559-237-2590
EMAIL: jburgess@beynonsports.com

Monrovia High School - FastTrack Maintenance Proposal

Beynon Sports is pleased to present this FastTrack proposal to clean with our exclusive high pressure surface and scrub system and restripe the existing track surface at based on our recent site inspection.

FASTTRACK (CLEAN & RESTRIPE)

Scope:	Beynon Sports proposes to clean with high pressure scrub machine the existing track of dirt and debris and restripe all existing line striping. The cleaning includes up to 2 hours of gum removal
Striping:	Match all existing lane lanes, event markings and lettering.*Please note that existing colors will be used unless otherwise specified prior to application.
Costs:	$16,250.00
Duration of Work:	2 Working Days (Specialized Cleaning Crew) 2 Working Days (Separate Licensed Track Striping Crew)

The FastTrack scope of work will machine clean your track of dirt and debris and aesthetically enhance your synthetic running track by applying new paint to the lane lines, event markings and lettering. This scope of work will "tune-up" the track before a resurfacing is needed/ recommended in 3 to 4 years. We recommend that this work be done after the synthetic field has been replaced our track repairs (separate proposal) have been completed.

- *Outcome of the cleaning will vary based on the following conditions: location of the track, current condition and age of the track surface and the number of time it has been cleaned before.*

Add: Slot Drain Cleaning: $3,200.00
Add: Additional Gum Removal $2,500.00

- Beynon Sports is a licensed contractor in the State of California # 883198 A, C-15, Exp 12/18/2020
- Beynon Sports CMAS #: 4-12-78-0063A, Exp. 11/30/2021
- Beynon Sports DIR Registration Number: 1000004698, Exp. 6/30/19
- Beynon Sports acknowledges all Prevailing Wages and Travel Time
- Beynon Sports is a member of the American Sports Builders Association and maintains Certified Builders on staff
- f Bonding is required, please add 10% to the price above
- Pricing is valid for 90 days
- Excluded: Track repairs not included in the FastTrack scope of work. See separate quote

If you have any questions regarding this FastTrack proposal, please do not hesitate to contact me at the above-mentioned number or email.

Best Regards,

pd i$'

Regional Sales Manager - Southern California

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

11. 18/19-3061- PERSONNEL ASSIGNMENTS

RECOMMENDATION
The Monrovia Unified School District Board of Education is requested to approve Personnel Assignments Report #18.

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

- 2019-05-22 Personnel Report 19.pdf

MONROVIA UNIFIED SCHOOL DISTRICT
Personnel Assignment Report #19

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

A. Employments

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

B. Supplemental Hours/Special Assignments

		First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
1	#	Samar	Abi Saab	Adult Ed Teacher	Summer ESL class	5/6/19-6/13/19	Adult Ed	NTE 12 hrs/wk	C-39050.0	003029	$38.32/hr	100%
2		Rosa	Almaraz	Pre-K Teacher	Professional Development - QSLA Grant	7/1/19-6/30/20	CELC	As needed	C-90612.0	003504	$21.00/hr	100%
3	#	Margaret	Blackford	Substitute Adult Ed Teacher	Substitute - Summer ESL class	5/6/19-6/13/19	Adult Ed	As needed	C-39050.0	003843	$36.40/hr	100%
4		MistyRose	Bravo-Zaragoza	Pre-K Teacher	Professional Development - QSLA Grant	7/1/19-6/30/20	CELC	As needed	C-90612.0	003504	$21.00/hr	100%
5	#	Nikole	Burgess	Teacher	Summer Bridge ELD Program planning time	5/1/19-7/11/19	Bradoaks	NTE 25 hrs	C-07107.0	003836	$27.00/hr	100%
6		Nikole	Burgess	Teacher	Summer Bridge ELD Teacher	6/13/19-7/11/19	Bradoaks	NTE 105 hrs	C-07107.0	003525	$32.00/hr	100%
7	#	Carol	Burrill	Adult Ed Teacher	Summer ESL class	5/6/19-6/13/19	Adult Ed	NTE 12 hrs/wk	C-39050.0	003029	$44.07/hr	100%
8		Sonia	Cabrera	Pre-K Teacher	Professional Development - QSLA Grant	7/1/19-6/30/20	CELC	As needed	C-90612.0	003504	$21.00/hr	100%
9		Delma	Cardenal	TOSA - Inst Coach	Summer school program support	6/13/19-7/11/19	Bradoaks/ Mayflower	NTE 10 hrs	C-07107.0	003840	$27.00/hr	100%
10		Katherine	Cardenas	Substitute Pre-K Teacher	Substitute Pre-K teacher	7/1/19-6/30/20	CELC	As needed	C-61050.0	000625	$115/day	100%
11		Katherine	Cardenas	Substitute Pre-K Teacher	Room 10 - Holiday Breaks	7/1/19-6/30/20	CELC	As needed	C-61050.0	003841	$21.00/hr	100%
12		Jenny	Castellanos	Pre-K Teacher	Professional Development - QSLA Grant	7/1/19-6/30/20	CELC	As needed	C-90612.0	003504	$21.00/hr	100%
13		Jenny	Castellanos	Pre-K Teacher	Substitute Pre-K teacher	7/1/19-6/30/20	CELC	As needed	C-61050.0	000625	$115/day	100%
14		Jenny	Castellanos	Pre-K Teacher	Room 10 - Holiday Breaks	7/1/19-6/30/20	CELC	As needed	C-61050.0	003841	$21.00/hr	100%
15		Liza	Castro	Pre-K Teacher	Professional Development - QSLA Grant	7/1/19-6/30/20	CELC	As needed	C-90612.0	003504	$21.00/hr	100%
16		Liza	Castro	Pre-K Teacher	Substitute Pre-K teacher	7/1/19-6/30/20	CELC	As needed	C-61050.0	000625	$115/day	100%
17	#	Carlos	Cuellar	Teacher	Saturday School	5/1/19-6/1/19	MHS	As needed	C-00604.0	001450	$32.00/hr	100%
18		Hortencia	Delgado	Pre-K Teacher	Professional Development - QSLA Grant	7/1/19-6/30/20	CELC	As needed	C-90612.0	003504	$21.00/hr	100%

#-F ation
C-I orical Fund G-General Fund

B. Supplemental Hours/Special Assignments (continued)

		First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
19		Belle	Gagne	Pre-K Teacher	Substitute Pre-K teacher	7/1/19-6/30/20	CELC	As needed	C-61050.0	000625	$115/day	100%
20		Belle	Gagne	Substitute Pre-K Teacher	Room 10 - Holiday Breaks	7/1/19-6/30/20	CELC	As needed	C-61050.0	003841	$21.00/hr	100%
21		Leticia	Gosewisch	Pre-K Teacher	Professional Development - QSLA Grant	7/1/19-6/30/20	CELC	As needed	C-90612.0	003504	$21.00/hr	100%
22		Leticia	Gosewisch	Pre-K Teacher	Room 10 - Holiday Breaks	7/1/19-6/30/20	CELC	As needed	C-61050.0	003841	$21.00/hr	100%
23	#	Marina	Grande	Teacher	Summer Bridge ELD Program planning time	5/1/19-7/11/19	Bradoaks	NTE 100 hrs	C-07107.0	003836	$27.00/hr	100%
24		Marina	Grande	Teacher	SS Bridge Program Lead - student support	6/13/19-7/11/19	Bradoaks	NTE 105 hrs	C-07107.0	003525	$32.00/hr	100%
25	#	Anna	Guzman-Gonzales	Teacher	Saturday School	10/18/18-6/5/19	Wild Rose	As needed	C-00603.0	003782	$32.00/hr	100%
26	#	Cendy	Iraheta	Teacher	Saturday School	10/18/18-6/5/19	Wild Rose	As needed	C-00603.0	003782	$32.00/hr	100%
27		Dora	Loera	Pre-K Teacher	Professional Development - QSLA Grant	7/1/19-6/30/20	CELC	As needed	C-90612.0	003504	$21.00/hr	100%
28		Dora	Loera	Pre-K Teacher	Room 10 - Holiday Breaks	7/1/19-6/30/20	CELC	As needed	C-61050.0	003841	$21.00/hr	100%
29		Jennifer	Maljian	TOSA - Inst Coach	Camp Read-A-Lot Lead - staff/student support	6/13/19-7/11/19	Mayflower	NTE 20 hrs	C-07107.0	003835	$32.00/hr	100%
30		Jennifer	Maljian	TOSA - Inst Coach	Summer school program support	6/13/19-7/11/19	Bradoaks/ Mayflower	NTE 10 hrs	C-07107.0	003840	$27.00/hr	100%
31		Pauline	Mariscal	TOSA - Inst Coach	Summer school program support	6/13/19-7/11/19	Bradoaks/ Mayflower	NTE 10 hrs	C-07107.0	003840	$27.00/hr	100%
32	#	Illiana	Nunez-White	Adult Ed Teacher	Summer ESL class	5/6/19-6/13/19	Adult Ed	NTE 12 hrs/wk	C-39050.0	003029	$40.11/hr	100%
33		Bryna	Ocampo	Substitute Pre-K Teacher	Substitute Pre-K teacher	7/1/19-6/30/20	CELC	As needed	C-61050.0	000625	$115/day	100%
34	#	Selena	Patton	Adult Ed Teacher	Summer ESL class	5/6/19-6/13/19	Adult Ed	NTE 12 hrs/wk	C-39050.0	003029	$44.07/hr	100%
35		Beatriz	Ramires	Pre-K Teacher	Room 10 - Holiday Breaks	7/1/19-6/30/20	CELC	As needed	C-61050.0	003841	$21.00/hr	100%
36		Beatriz	Ramirez	Pre-K Teacher	Professional Development - QSLA Grant	7/1/19-6/30/20	CELC	As needed	C-90612.0	003504	$21.00/hr	100%
37		Beatriz	Ramirez	Pre-K Teacher	Professional Development - QSLA Grant	7/1/19-6/30/20	CELC	As needed	C-90612.0	003504	$21.00/hr	100%
38		Beatriz	Ramirez	Pre-K Teacher	Substitute Pre-K teacher	7/1/19-6/30/20	CELC	As needed	C-61050.0	000625	$115/day	100%
39		Deanna	Sprinkel	Substitute Teacher	Substitute - Summer School	6/13/19-7/11/19	Ed Services	As needed	C-07107.0	003839	$32.00/hr	100%
40	#	Heidi	Wilson	Substitute Adult Ed Teacher	Substitute - Summer ESL class	5/6/19-6/13/19	Adult Ed	As needed	C-39050.0	003843	$36.40/hr	100%
41		Monique	Zendejas	Substitute Pre-K Teacher	Substitute Pre-K teacher	7/1/19-6/30/20	CELC	As needed	C-61050.0	000625	$115/day	100%

#-F ation
C-I orical Fund G-General Fund

C. Leaves of Absences

First Name	Last Name	Classification	Action	Effective	Site
None.					

D. Terminations

	First Name	Last Name	Classification	Action	Effective	Site
42 #	Mary	Archibald	Adult Ed Teacher	Retirement	5/9/19	Adult Ed
43	Teresa	Behnke	Teacher	Retirement	6/6/19	Plymouth
44	Siranoush	Soukiassian	Teacher	Resignation	6/5/19	Arts Program

E. Other

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
45 #	Jennifer	Miura	Teacher	Change in job share from 50% to 100%	4/8/19-6/5/19	Monroe		G-00000.0	000036	F-8	100%
46 #	Ashley	Skalsky	Teacher	Approve stipend - guidance and support to ELA/Drama teacher for student productions	1/8/19-6/5/19	Clifton		C-07102.0	003773	NTE $1500 Stipend	100%
47	Anthony Quan, Consultant III, STEM Unit, LACOE		Consultant	Approve Agreement	6/6/2019	Bradoaks		C-30100.0	To provide the following services: NGSS 101 Foundations training on 6/6/19 for 21 Bradoaks teachers; for a total contract price not to exceed $1,575.		
48	Discovery Cube's Ocean Quest		Consultant	Approve Agreement	6/25/19-7/10/19	Camp Infinity (Summer School Program)		C-07102.0	To provide the following services: A six-session program focused on renewable energy engineering practices, for grades 4-5 and 6-8; for a total contract price not to exceed $3,000.		
49	Harold "Duke" Freyermuth		Consultant	Approve Agreement	7/1/19-6/30/20	Ed Services		C-07106.0	To provide the following services: Intervention and tutoring support to low performing sutdents within MUSD, with directions stipulated by the Districtct Superintendent of Schools or designee; for a total contract price not to exceed		
50 #	Inner-City Arts		Consultant	Approve Amended Agreement (Original Board: 9/26/18; Revised workshop dates)	8/10/18-6/30/19	Wild Rose		C-30100.0	To provide the following services: 27 hours of professional development instruction, art supplies, handouts, and other instructional materials (Workshops - 8/13/2018, 10/12/18, 1/16/19. 3/22/19, 5/15/19); for a total contract price not to exceed $9,450.		
51	Parrish and Associates, Inc.		Consultant	Approve Agreement	6/7/2019	Wild Rose		C-90609.0	To provide the following services: professional learning for grades K-5 entitled "Number Talks;" for a total contract price not to exceed $6,500.		

E. Other (continued)

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
52 #	Shanon Fitzpatrick		Consultant	Approve Agreement	3/25/19-5/31/19	Arts Program		C-90121.0	To provide the following services: Facilitator - Masterpiece Murals; for a total contract price not to exceed $5,000.		

E. Other - Volunteers

	First Name	Last Name	Classification	Action	Effective	Site
50 #	Anel	Aguirre	Volunteer I	Approved	4/30/19-6/30/19	MO
51 #	Shannan	Davis	Volunteer I	Approved	4/30/19-6/30/19	MA
52 #	Deanna	Bishop	Volunteer I	Approved	5/1/19-6/30/19	MO
53 #	Guadalupe	Nunez	Volunteer I	Approved	5/1/19-6/30/19	MO
54 #	Claudia	Martinez	Volunteer I	Approved	5/1/19-6/30/19	MO
55 #	Patricia	Garcia	Volunteer I	Approved	5/1/19-6/30/19	MO
56 #	Stanley	Miura	Volunteer I	Approved	5/2/19-6/30/19	MO
57 #	Edna	Trejo	Volunteer I	Approved	5/2/19-6/30/19	CELC,MO,
58 #	Mikaela	Santos	Volunteer I	Approved	5/3/19-6/30/19	DO
59 #	Jennifer	Smith	Volunteer I	Approved	5/6/19-6/30/19	MO
60 #	Candice	Leimbach	Volunteer I	Approved	5/6/19-6/30/19	MO
61 #	Winnie	Tam	Volunteer I	Approved	5/9/19-6/30/19	CELC
62 #	Wade	Ryer	Volunteer I	Approved	5/9/19-6/30/19	MA

MONROVIA UNIFIED SCHOOL DISTRICT
Personnel Assignment Report #19

EMPLOYMENTS, LEAVES OF ABSENCE, RESIGNATIONS, CHANGES OF STATUS, OTHER (CLASSIFIED)

A. Employments

		First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program		Percent
1		Maria	Alberto	Substitute Instructional Assistant - Special Education	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$20.13/hr.	21	4	Hourly, as needed.	08/14/19-6/3/20	002981	C	65000.0	100%
2		Maria	Alberto	Substitute Instructional Assistant - Behavior 1:1	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$19.64/hr.	20	4	Hourly, as needed.	08/14/19-6/3/20	003628	C	65000.0	100%
3		Maria	Alberto	Substitute Instructional Aide - Severe Disabilities	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$19.64/hr.	18	5	Hourly, as needed.	08/14/19-6/3/20	002801	C	65002.0	100%
4		Cynthia	Allen	Substitute Instructional Assistant - Behavior 1:1	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$21.70/hr.	20	6	Hourly, as needed.	08/14/19-6/3/20	003628	C	65000.0	100%
5	#	Joseph	Anaya	Student Worker	MHS	Transitional Partnership Program (TPP)	$12.00/hr.	Flat	Rate	NTE: 100 hours total	4/25/19-6/30/19	002441	C	34100.0	100%
6		Maria	Avila	Substitute Instructional Aide - Severe Disabilities	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$20.65/hr.	18	6	Hourly, as needed.	08/14/19-6/3/20	002801	C	65002.0	100%
7		Kenneth	Barbosa	Substitute Instructional Aide - Severe Disabilities	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$20.65/hr.	18	6	Hourly, as needed.	08/14/19-6/3/20	002801	C	65002.0	100%
8	#	Maria	Barnes	Lead Bus Driver Extra Hours	M.O.T.	Employ: Fellowship Sunday service parking monitor and shuttle service.	$26.43/hr.	28	6	Hourly, as needed.	4/1/19-6/30/19	003495	C	90221.0	100%
9		Richard	Bernal	Substitute Instructional Aide - Severe Disabilities	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$20.65/hr.	18	6	Hourly, as needed.	08/14/19-6/3/20	002801	C	65002.0	100%
10		Leslie	Chavez	Substitute Instructional Assistant - Special Education	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$17.32/hr.	21	1	Hourly, as needed.	08/14/19-6/3/20	002981	C	65000.0	100%
11		Leslie	Chavez	Substitute Instructional Aide - Severe Disabilities	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$16.08/hr.	18	1	Hourly, as needed.	08/14/19-6/3/20	002801	C	65002.0	100%
12		Leslie	Chavez	Substitute Instructional Assistant - Behavior 1:1	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$16.91/hr.	20	1	Hourly, as needed.	08/14/19-6/3/20	003628	C	65000.0	100%
13		Guadalupe	Contreras	Substitute Instructional Aide - Severe Disabilities	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$16.08/hr.	18	1	Hourly, as needed.	08/14/19-6/3/20	002801	C	65002.0	100%

R tion
* C on
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
14		Eloina	Cuevas	Substitute Instructional Aide - Severe Disabilities	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$19.64/hr.	18	5	Hourly, as needed.	08/14/19-6/3/20	002801	C	65002.0	100%
15		Maria	De Lourdes Aguilar	Substitute Instructional Aide - Severe Disabilities	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$20.65/hr.	18	6	Hourly, as needed.	08/14/19-6/3/20	002801	C	65002.0	100%
16	#	Joseph	Delisi	Substitute Instructional Assistant - Behavior 1:1	District-wide	Employ: To substitute as needed during the 2018-19 school year.	$18.70/hr.	20	3	Hourly, as needed.	4/1/19-6/5/19	003628	C	65000.0	100%
17		Sylvia	Franco	Substitute Instructional Aide - Severe Disabilities	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$16.93/hr.	18	2	Hourly, as needed.	08/14/19-6/3/20	002801	C	65002.0	100%
18		Patricia	Gordon	Substitute Instructional Assistant - Special Education	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$21.16/hr.	21	5	Hourly, as needed.	08/14/19-6/3/20	002981	C	65000.0	100%
19		Beth	Gromer	Substitute Instructional Aide - Severe Disabilities	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$20.65/hr.	18	6	Hourly, as needed.	08/14/19-6/3/20	002801	C	65002.0	100%
20		Beth	Gromer	Substitute Instructional Assistant - Behavior 1:1	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$21.70/hr.	20	6	Hourly, as needed.	08/14/19-6/3/20	003628	C	65000.0	100%
21		Maha	Hanson	Substitute Instructional Aide - Severe Disabilities	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$20.65/hr.	18	6	Hourly, as needed.	08/14/19-6/3/20	002801	C	65002.0	100%
22		Erika	Hernandez	Substitute Instructional Aide - Severe Disabilities	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$19.64/hr.	18	5	Hourly, as needed.	08/14/19-6/3/20	002801	C	65002.0	100%
23		Grace	Hernandez	Substitute Instructional Aide - Severe Disabilities	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$20.65/hr.	18	6	Hourly, as needed.	08/14/19-6/3/20	002801	C	65002.0	100%
24		Olga	Hernandez	Substitute Instructional Aide - Severe Disabilities	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$17.79/hr.	18	3	Hourly, as needed.	08/14/19-6/3/20	002801	C	65002.0	100%
25		Olga	Hernandez	Substitute Instructional Assistant - Behavior 1:1	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$17.79/hr.	20	2	Hourly, as needed.	08/14/19-6/3/20	003628	C	65000.0	100%
26		Stefanie	Hidalgo	Substitute Instructional Aide - Severe Disabilities	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$20.65/hr.	18	6	Hourly, as needed.	08/14/19-6/3/20	002801	C	65002.0	100%
27		Julie	Kilbury	Substitute Instructional Aide - Severe Disabilities	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$20.65/hr.	18	6	Hourly, as needed.	08/14/19-6/3/20	002801	C	65002.0	100%

R tion
* C on
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
28		Julie	Kilbury	Substitute Instructional Assistant - Behavior 1:1	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$21.70/hr.	20	6	Hourly, as needed.	08/14/19-6/3/20	003628	C	65000.0	100%
29	#	Justin	Lan	Student Worker	MHS	Transitional Partnership Program (TPP)	$12.00/hr.	Flat	Rate	NTE: 100 hours total	4/25/19-6/30/19	002441	C	34100.0	100%
30		Holly	Lee	Substitute Instructional Assistant - Behavior 1:1	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$17.79/hr.	20	2	Hourly, as needed.	08/14/19-6/3/20	003628	C	65000.0	100%
31		Simone	Lefebvre	Substitute Instructional Assistant - Special Education	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$22.24/hr.	21	6	Hourly, as needed.	08/14/19-6/3/20	002981	C	65000.0	100%
32		Lourdes	Lewis	Substitute Instructional Aide - Severe Disabilities	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$20.65/hr.	18	6	Hourly, as needed.	08/14/19-6/3/20	002801	C	65002.0	100%
33		Cynthia	Liska	Substitute Instructional Aide - Severe Disabilities	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$20.65/hr.	18	6	Hourly, as needed.	08/14/19-6/3/20	002801	C	65002.0	100%
34		Nicole	Liu	Substitute Instructional Assistant - Behavior 1:1	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$17.79/hr.	20	2	Hourly, as needed.	08/14/19-6/3/20	003628	C	65000.0	100%
35		Maria	Marquez	Substitute Instructional Aide - Severe Disabilities	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$20.65/hr.	18	6	Hourly, as needed.	08/14/19-6/3/20	002801	C	65002.0	100%
36		Suzanne	Marquez	Substitute Instructional Aide - Severe Disabilities	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$16.08/hr.	18	1	Hourly, as needed.	08/14/19-6/3/20	002801	C	65002.0	100%
37		Suzanne	Marquez	Substitute Instructional Assistant - Behavior 1:1	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$16.91/hr.	20	1	Hourly, as needed.	08/14/19-6/3/20	003628	C	65000.0	100%
38		Jessica	Mason	Substitute Instructional Assistant - Special Education	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$17.32/hr.	21	1	Hourly, as needed.	08/14/19-6/3/20	002981	C	65000.0	100%
39		Dina	Miske	Substitute Instructional Aide - Severe Disabilities	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$19.64/hr.	18	5	Hourly, as needed.	08/14/19-6/3/20	002801	C	65002.0	100%
40		Sandra	Noon	Substitute Instructional Aide - Severe Disabilities	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$17.79/hr.	18	3	Hourly, as needed.	08/14/19-6/3/20	002801	C	65002.0	100%
41		Bryna	Ocampo	Substitute Instructional Aide - Severe Disabilities	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$17.79/hr.	18	3	Hourly, as needed.	08/14/19-6/3/20	002801	C	65002.0	100%
42		Aya	Puffer	Substitute Instructional Aide - Severe Disabilities	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$20.65/hr.	18	6	Hourly, as needed.	08/14/19-6/3/20	002801	C	65002.0	100%

R tion
* C on
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
43		Jill	Ramirez	Substitute Instructional Assistant - Behavior 1:1	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$21.70/hr.	20	6	Hourly, as needed.	08/14/19-6/3/20	003628	C	65000.0	100%
44		Lissette	Rodriguez	Substitute Instructional Aide - Severe Disabilities	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$16.93/hr.	18	2	Hourly, as needed.	08/14/19-6/3/20	002801	C	65002.0	100%
45		Kit	Ross	Substitute Instructional Assistant - Special Education	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$22.24/hr.	21	6	Hourly, as needed.	08/14/19-6/3/20	002981	C	65000.0	100%
46		Spenser	Santos	Substitute Instructional Assistant - Special Education	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$20.13/hr.	21	4	Hourly, as needed.	08/14/19-6/3/20	002981	C	65000.0	100%
47		Spenser	Santos	Substitute Instructional Aide - Severe Disabilities	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$19.64/hr.	18	5	Hourly, as needed.	08/14/19-6/3/20	002801	C	65002.0	100%
48		Joselyn	Tucci	Substitute Instructional Aide - Severe Disabilities	District-wide	Employ: To substitute as needed during the 2019-20 school year.	$20.65/hr.	18	6	Hourly, as needed.	08/14/19-6/3/20	002801	C	65002.0	100%

B. Leaves of Absence

		First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program		Percent
49	#	Gyorcie	Castellanos	Preschool Developmental Aide	CELC	Unpaid Leave of Absence	Unpaid	-	-	3 hrs./d; 9 mo./yr.	1/22/19-~~6/5/19~~ 5/16/19; originally reported on the 2/13/19 Board Report	000254	C	61050.0	100%
50	#	Dameon	Flucker	Groundskeeper I	M.O.T.	California Family Rights Act (CFRA) Leave	Unpaid	-	-	8 hrs./d.; 12 mo./yr.	4/1/19-~~5/21/19~~ 6/26/19; originally reported on the 4/24/19 Board Report	000105	G	00000.0	100%
51	#	Emma	McManus	Secretary	Student Support Services	California Family Rights Act (CFRA) Leave	Unpaid	-	-	8 hrs./d.; 12 mo./yr.	4/8/19-~~5/2/19~~ 7/1/2019; originally reported on the 4/24/19 Board Report	001489	G C	00000.0 07303.0	60% 40%
52	#	Obdulia	Moreno	Personnel Specialist	Human Resources	California Family Rights Act (CFRA) Leave	$3895.80/mo	28	2	8 hrs./d.; 12 mo./yr.	4/23/19-6/23/19	002956	G	00000.0	100%
53		Martha	Solorzano	Instructional Assistant - Behavior	Mayflower	California Family Rights Act (CFRA) Leave	$2913.62/mo	20	6	6.2 hrs./d.; 9 mo./yr.	8/13/19-5/29/19	003673	C	65000.0	100%

R tion
* C on
G General Fund
C Categorical Fund

C. Resignations

		First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program		Percent
54		Lisa	Ricchiazzi	Instructional Aide - Kindergarten	Monore	Voluntary Resignation	$16.51/hr.	15	3	3 hrs./d.; 9 mo./yr.	5/17/2019	002991	G	00000.0	100%

D. Changes of Status
None

E. Other

		First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Effective	Position	Program		Percent
55	#	Jeffrey	Reisenbeck	Classified Stipend	Clifton	Girls Softball Coach	$500.00 stipend paid over 3 month	3/1/19-6/30/19	001191	**C**	00701.0	100%

R tion
* C on
G General Fund
C Categorical Fund

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

12. 18/19-3064 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL

RECOMMENDATION
The Monrovia Unified School District Board of education is requested to approve Travel and Conference Report #20.

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

ATTACHMENTS

- 05222019TravelConference.pdf

*Agenda Item 18/19-3064
May 22, 2019

MONROVIA UNIFIED SCHOOL DISTRICT
Conference/Inservice Attendance and Travel
Report #20

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

None

GROUP B (Not within budget. Budget transfer required)

None

GROUP C (Within budget of Federal/Special programs)

GROUP D (No cost to District)

1/ ACSA
Region 15 Leadership Training
June 20-21, Ventura, CA

Darvin Jackson, Assistant Superintendent, Human Resources.

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

13. 18/19-5063 – BOARD BYLAW 9005, *GOVERNANCE STANDARDS*

RECOMMENDATION

The Board of Education is requested to receive for adoption Board Bylaw 9005, Governance Standards.

Rationale:

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

Background:

This Board Bylaw is being updated following the Board of Education Retreat held on April 19, 2019, and is being presented for review. Additionally, Board President Ed Gililland has reviewed this Board Bylaw and has made no further adjustments.

Additional Information:

A copy of the revised Board Bylaw 9005, Governance Standards, is attached.

ATTACHMENTS

- 9005 BB Governance Standards - Final May 22 2019.pdf

GOVERNANCE STANDARDS

The Monrovia Unified School District Board of Education believes that its primary responsibility is to create and promote the opportunity for student achievement and act in the best interests of ~~every~~ all students in the District. The Board also has major commitments to parent/guardians, all members of the community, employees, the state of California, laws pertaining to public education, and established policies of the District. To maximize Board effectiveness and public confidence in District governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct.

1. THE INDIVIDUAL TRUSTEE

The Board expects its members to work with each other and the Superintendent to ensure that a high quality education is provided to each student. To meet this aim, each individual Board member should~~all~~:

a. Keep learning and achievement for all students as the primary focus.

b. Value, support, and advocate for public education.

c. Recognize and respect differences of perspective and style on the Board and among staff, students, parents, and the community.

d. Act with dignity, and understand the implications of demeanor and behavior.

e. Keep confidential matters confidential.

f. Participate in professional development and commit the time and energy necessary to be an informed and effective leader.

g. Understand the distinctions between Board and staff roles and refrain from performing management functions that are the responsibility of the Superintendent and staff.

h. Understand that authority rests with the Board as a whole and not with individuals.

2. THE BOARD

The Monrovia Unified School District is governed by a Board, not by individual trustees. The Board and Superintendent work together ~~as a "governance team"~~ assuming collective responsibility for building unity and creating a positive organizational culture in order to govern effectively. To operate effectively, the Board should~~all~~ have a unity of purpose ~~and~~:

a. Keep the District focused on learning and achievement for all students.

b. Communicate a common vision.

c. Operate openly, with trust and integrity.

d. Govern in a dignified and professional manner, treating everyone with civility and respect.

e. Govern within Board-adopted policies and procedures.

f. Take collective responsibility for the Board's performance.

g. Periodically evaluate its own effectiveness.

h. Ensure opportunities for the diverse range of views in the community to inform Board deliberations.

Adopted: May 22, 2019

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

1. 18/19-1144 - MONROVIA HIGH SCHOOL 2019 GRADUATES

RECOMMENDATION
The Board of Education is requested to approve Monrovia High School students for graduation on June 5, 2019. Motion by_____, seconded by _____, Vote _____ Board Member Wong____, Board Member Lockerbie____ Board Member Travanti____ Board Member Hammond _____, Board President Gililland _____

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

Budget Implication ($ Amount):
Costs for the graduation ceremony are covered within current budget allocations.

Legal References:
Board Policy 5127.

Additional Information:
List of Monrovia High School's 2019 graduates is attached.

ATTACHMENTS

- Graduates MHS 5-22-19.pdf

Sequoia Danielle Abron

Gabriel Acevedo

Luke Rick Acuna

Isabella Katherine Adams

Daylon Keith Adkison

Victoria Aguayo

Ariana Raquel Aguilar

Juan Eduardo Aguiar

Alexis Cecilia Alexander

Giselle Alfaro

Delaysia Allen

Maximilian Edward Allgood

Driem Freya Alonte

Arelia Beatriz Alvarado

Rudy Wilfredo Alvarado Martinez

Ashley Connie Alvarez

Bryant Alvarez

Analisa Liana Amaya

Raymond James Anaya

Luke Anthony Anderson

Celeste Faith Aparicio

Isaac Andrew Avalos

Jorge Daniel Avila

Cristopher Michael Avina

Delia Xica Ayala

Mitchell David Ayala

Valerie Bridget Ayala

Nathan Ponce Bacierto

Sierra JoAnne Baham

Aaron Joseph Bailey

Sewa Michelle Baker

Chrisshir Jane Kyle Banzuela

Kaitlyn Victoria Barajas Metz

Jackson Riley Barkume

Logan Joseph Barnier

Dulce Barriga

Ilene Batista

Hailey Inez Battice-Bars

Matthew Ryan Baun

Abrahan Bautista-Hernandez

Ethan Sham Bennett

Vidal Betancourt

Everlee Orian Beutlich

Kijana Nasir Blount

Mina Mamdouh Moussa Boctor

Jean Paul Boghos

James Edward Bond

Madison Rose Boyerman

Brandon Zachary Branik

David Joseph Bughman

Ryan Brody Burns

Lilia Megan Byrnes

Kaitlin May Cabal

Beatriz Lorena Cabo

Jacob Eduardo Cabrera Ocampo

Anai Leal Calderon

Lizbeth Alejandra Calderon
Maria Graciela Calderon
Amaya Jayleen Carmona
Ashley Rose Castaneda
Brian Castaneda
Valerie Castaneda
Fabian Castellanos
Jordan Malik Castilow
Angelena Keiko Cavallero
Katie Cazares
Isiah Richard Cesena
Ruben Gabriel Cesena
Emily Jade Chadez
Jazmin Destiny Chavez
Esther YuenYan Chung
Gabrielle Bernice Clennon
Justice Kaleb Coddington
Jessica Yvette Colin
Jammeon Lorenzo Commings
Gabriella Jane Contreras
Ryan Alfred Cooper
Bianca Salvador Cordero
Alexandria Chloe Corona
Monica Cortez
Garrett Christian Moore Crain
Gabriel Anthony Crespo
Carisandi Cruz Garcia
Vanessa Cruz-Fundora
Vanessa Cueva
Jesse Aaron Cusick
Isabella Maria Damasco
Kiyomi Jodi Dang
Jakob Steven Dapper
Adam Galang David
Da'niesha Zhane Davis
Jema Johanna De La Torre
Brianna Idaly De Santiago
Christian Tyler DeGuzman
Kodie Jeramuto Del Rey
Arianna Michelle Dela Cruz
Guadalupe Delgado
Matthew Manuel Delgado
Michael Peter DeLisio
Alyssa Marie Diaz
Sebastian Ting Dizon
Todd Thang Do
Cori Javae' Donnerson
Thea Taylor Downs
Cynthia Duarte
Lily Renee Dunbar
Crishawna Marie Easley
Raquel Noemi Echeverria
Joel Steven Ellis
Anthony Geraldo Enriquez
Brianna Jasmine Enriquez
Itzel Del Refugio Escobar

Julian Alexander Esparza
Diana Elizabeth Espinoza
Destiny Marie Estrada
Eileen Marina Estrada
Oscar Hansel Estrada
Naomi Faith Evans
Esmeralda Fajardo
Gabriela Joanne Fajardo
Maximilian Taka Faulkner
Angel Favela
Zoe Andriana Favela
Nantar Noelle Ferris
Paige Kathleen Ferris
Rashad Sadiq Flood
Alexandra Malena Fraire
Jordan Taylor Franco
Max Alexander Franco
Abbigail Emma Fraser
Regine MaryElizabeth Fritz
Alessandra Nicole Fuentes
Nicholas Gallegos
Joe Michael Gamino
Robert Anthony Garavito
Adrian Enrique Garcia
Adriana Garcia
Andres Garcia
Bryen Alan Garcia
Daisy Belen Garcia
Dominic Isaac Garcia
Sara Paulina Garcia
Abigail Garcia Cuevas
Anjanette Bronte Gile
Shania Jasmine Gindwani
Sara Anika Giron
Krys Chelsesa France Montejo Go
Rita Mae Francisco Gonzales
Christian Gonzalez
Michael Anthony Gonzalez
Teylor Arriyanna Graves
Jasper Fox Greenlee
Amanda Marie Grubb
Vitoria Marie Grubbs
Isabel Guerrero
Natalia Andrea Guevara
Michael Anthony Guido
Alani Clarissa Gutierrez
Juan Pablo Gutierrez
Tabitha Damaris Gutierrez
Timothy Gutierrez
Cayden Edward Guyon
Alysa Marie Guzman
Brandon Christopher Harbert
Faith Kathleen Hawthorne
Matthew John Helbing
Alyssa Nadine Hernandez
Frank Hernandez

Hector Orlando Hernandez
Jazmine Hernandez
Aiden E. Herrera
Angel Steven Herrera
Daniel Herrera
Emmett Joseph Herrera
Evelin Elizabeth Herrera
Nathan Nicholas Hickey
Ashley Ho
Thanh Tan Ho
Alyssa Kristin Holt
Andrew Jacob Huerta
Terry Hui
Cesar De Jesus Ibarra
Julian Carlos Everett Jamieson
Jacob Anthony Jimenez
David Charles Johnson
Zalen D'Oree Jones
Yuliana Anais Joya
Axel Juarez Almeida
Inaya Isoke Zarifa Jumal
Jasiria Chioke Kafele Jumal
Alexandra Ashley Kang
Christopher Alexander Kanioros
Selah Shalome Kelly
Imani Jada Renee Kindred
Hannah Jolie Kinyon
Devin Matthew Kwan
Syuan-Ting Lan
Hannah Marite Lardner
Mia Isabelle Ledezma
Brendan James Lewis
India Jai Lewis
Mattie Li
Natalie Annicka Libra
Santiago De Jesus Linares
Morgan Evan Lirette
Karina Lisette Lizama
Baylee Summer Logan
Aleximus Lopez
Jorge Abraham Lopez
Carlos Daniel Luna
Raul Macias Juarez
Kathryn Elizabeth Manning
Ana Gabriel Mares
Jenelle Nicole Marquez
Valeria Monserrath Marquez
Imani Sirauon Martin
Brandon Arnold Martinez
Brenden Tyler Martinez
Catherine Joshephine Martinez
Jacqueline Martinez
Karissa Nicole Martinez
Matthew Herson Martinez
SanMartin Martinez Duran
Madison Mateos

Johnathan Brian Mattox

Alberto Mayo

Raven Tranee McDonald

Vayland Danielle McGlone

Monique Celeste McNeill

Christian Alexander Medina

Jessica Mejia

Nolan Michael Melendes

Evelyn Melgar-Pascual

Robbie Dean Melisso

Andrea Marcela Menjivar Lopez

Rosaisela Mera

Helen Adrianna Michel

Megan Alyssa Michel

Alycia Nicole Mills

Hailey Alexis Mitchell

Alexis Beatriz Molina

Julian Oscar Molina

Adrian Jose Montano

Jordan Diane Montgomery

Alfonso Morales-Ruiz

Gabriela Carola Moroyoqui

Chloe Marie Morrison

Jayne Nahui Monterrosas

Azari Dariyan Neal

Isabelle Linh Gratil Nguyen

Nolin CarterNguyen

Gage Michael Alan Nicely

Kimberlie Erika Nordahl

Jolynne Nicole Noriega

Ian Perter Kurt Norman

Josiah Demetrio Bazzell O'Balles

Esmeralda Azul Ocampo

Emiliano Jose Ocaranza

Robert Ochoa

Elena Marie Ocon

Ashley Nicole Oliva

Kaelyn Jada Oliver

Katherine Onofre

Daniel Ornelas

Jessica Nicole Orozco

Anna Karen Ortega

Kirsten Naylani Ortega

Erick Ortega Recendez

Sophia Nicole Pacitti

Christopher Parra

Angela Pascual

Maria Guadalupe de Jesus Perez

Megan Riley Perez

Ethan Connor Perris

Desmond Rhay Perry

Sydney Paige Peterson

Ngan Ngoc Pham

Grant Phan Pierce

Charles Reign Pierson

Jacqueline Pizana-Betancourt

Oscar Plata Moron
Angie Belen Portillo
Hugo Enrique Pulido
Marvin Quevedo
Jessica Ninta Quiko
Xavier Radilllo
Alyssa Mariah Ramirez
Jesus Osvaldo Ramirez
Teresa Ramirez
Devin Ryan Ramos
Evan Cole Ramos
Maury Rams
McKenna Ann Ray
Raymond Kobe Ray
Shayan Fardeen Rehman
Alinne Gizelle Reynaga
Victoria Rivas
Madelin Rivera
Stephanie Anne Rivera
KeeShone Latrell Six Robinson
Briana Rojas-Sandoval
Kassandra Isabelle Romero
Kevin Rosas
Mackenzie Rose Marie Rosedale
Joseph Michael Rousseau
Nicholas Alexander Rubiano
Ryan Alexander Ruelas
Alexis Nicole Ruiz
Aaron IndioDelSol Saenz
Nathan Manuel Saldana
Ethan Thomas Saleman
Breanna Paola Salinas
Christian Fernando Sanchez
Gabriel Alexander Sanchez
Isabella Sophia Sandoval
Madison Reese Sarmiento
Sennet Kheenan Schultz
Charlie Scott
Isaac Daniel Scott
Charleene Nicole Deita Sebastian
Billal Yaser Shalabi
Gordon Alexander Shepherd
Tara Shirmohammadali
Gianna Renee Silva
Lauryn Eva-Leigh Simmons
Kevin Daniel Simpson
Natalie Simuta
Ria Hope Singer
Elijah Obidiah Smith
Cesar Alfonso Solorio
Guillermo Manuel Soriano
Amir Mykel Mostrales Sorra
Denise Sosa
Roberto Brayam Soto
Lailah Samuela Spicer
Sarah Elizabeth Starr

Ethan Eloy Stepanian

Madison Lee Stranglen

Victoria Elyse Stranglen

Ashley Sue-Ting Taylor

Alyssa Tellez

Leah Noelle Tholmer

David Luke Thurstan

Jorge Eduardo Torres

Melissa Nicole Torres

Joshua C Totten

Alyssa Ashley Trejo

Dyllan Rashwn Triplett

Andrea Trujillo

Xanthe Melina Tsirgiotis

Mary Catherrine Tuite

Mason Edgar Tyler

Anthony Ervin Tyus

Leonardo Perez Vallejo

Nathan Robert Vasquez

Juan Carlos Vazquez

Julien Patrick Vazquez

Gisselle Elena Vega Amador

Sabrina Alexa Vega-Figueroa

Gabriela Marie Velderrain

Ariel Loren Villalobos

Leilani Villanueva

Tanya Venelinov Voykov

Blair Belen Walters

Carmen Catherine Walters

Skyler Marie Wand

Gwendolyn Washburn

Bre'iona Latria Webster-Lang

Alexandra Nicole West

Taeyon Monique Whitener

Kate McGuire Wiesner

Paco Kai To Wong

Satine Ann Woods

Marc Anthony Wight

Tyler Wu

Miguel Angel Zamora

Edgar Alexander Zaragoza

Angel Destiny Zazueta

Kamryn Kay Zepeda

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

2. 18/19-1145 - CANYON OAKS HIGH SCHOOL 2019 GRADUATES

RECOMMENDATION

The Board of Education is requested to approve Canon Oaks High School students for graduation on June 4, 2019. Motion by_____, seconded by _____, Vote _____ Board Member Wong____, Board Member Lockerbie____ Board Member Travanti____ Board Member Hammond _____, Board President Gililland _____

Rationale:

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

Budget Implication ($ Amount):

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

Legal References:

Board Policy 5127.

Additional Information:

List of Canyon Oaks High School's 2019 graduates is attached.

ATTACHMENTS

- Graduates COHS 5-22-19.pdf

Dominic C. Aquino
Angelique Araujo
Benjamin Benavides
Danyel Shuntya Benson
Joseph L. Bernal
Byran Bonilla
Jordan Malik Castilow
Emily Maureen Cervantes
Abel Isaiah Cesena
Benjamin Cortez
Iris Dodd
Trevor James Dorman
Joseph Enriquez
Miguel Angel Figueroa
Adrian Galvan
Giovanny Garcia
Caity C. Garcia Cortez
Ashley Abigail Gordo
Jesus Alfredo Gutierrez
Jordan Gutierrez
James Haulcomb
Carlos Agustin Hernandez
Yamilet Lobato
Joseph Richard Malam
Dezhion Martin
Samantha Ashley Martinez
Helen Montes-Valle
Steven Muniz
Katherine Onofre
Daniel Fernando Ortega
George Ortiz
Ulysses Richard Perez
Andy Francisco Rodriguez
James Alexander Rodriguez
Jesse Johnny Romero
Cecilia Amy Salinas
Fernando Sanchez
Rain Marie Schmidt
Brandon Trujillo
Myrka Azucena Vargas
Bianca Guadalupe Villegas
Emmanuel Virgen Lopez
Jacob Thomas Wingebach

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

3. 18/19-1146 - MOUNTAIN PARK SCHOOL 2019 GRADUATES

RECOMMENDATION

The Board of Education is requested to approve Mountain Park School students for graduation on June 4, 2019. Motion by_____, seconded by _____, Vote _____ Board Member Wong____, Board Member Lockerbie____ Board Member Travanti____ Board Member Hammond _____, Board President Gililland _____

Rationale:

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

Budget Implication ($ Amount):

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

Legal References:

Board Policy 5127.

Additional Information:

List of Mountain Park School's 2019 graduates is attached.

ATTACHMENTS

- Graduates Mtn Pk 5-22-19.pdf

Joshua Jude Attar

Zulfikar Baluch

Ariana Raeland Brooks

Adrian Titan Camacho

Gavin James Ferro

Grace Andrea Golden

Zoe Jacques

Justice Christina Johnson

Rebecca Mitsuko Lauver

Humberto Michael Lopez

Lino Lopez

Paul Alexander Lugo

Isabelle Angeline Nickerson

Vincent Machiel Keijzer-O'Quinn

Isis Denise Pale

Uriel Vargas

Jorge Velasco

Alyza Adrienne Villanueva

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

4. 18/19-1147 - MONROVIA COMMUNITY ADULT SCHOOL 2019 GRADUATES

RECOMMENDATION

The Board of Education is requested to approve the Monrovia Community Adult School students for graduation on May 30, 2019. Motion by_____, seconded by _____, Vote _____ Board Member Wong____, Board Member Lockerbie____ Board Member Travanti____ Board Member Hammond _____, Board President Gililland _____

Rationale:

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

Budget Implication ($ Amount):

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

Legal References:

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

Additional Information:

List of Monrovia Community Adult School 2019 graduates is attached.

ATTACHMENTS

- Graduates - Adult Ed 5-22-19.pdf

Monrovia Community Adult School
List of Graduates
Class of 2019

Jackson Raider Bell
Stephanie Corrine Bernal
Alycia Nicole Collins
Kamilla Cox
Cathy Lok Yee Fong
Malissa Faith Galarza
Anthony Galvan
Noemi Gonzalez Ochoa
Jonathan Edmund Havens
Alyssa L. Hoefferle
David John Jones
Claire K. Joseph
Daniel James Larson
David Magalian
Miguel Angel Medrano
Jennifer Lynn Palfrey
Andrew Robert Paez Jr.
Megan Ann Provenzano
Mariela Ramos
Mario Martin Razo
Carlos R. Sanchez
Chad Garrett Schmidt
Brittany Nichole Soliz
Simona Marc Sua
Valerie Louise Toledo
Alondra Torres Rojas
Chayse Rebecca Travers
Adrian Ulloa
George Kent Wong
Evelyn Zarate

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

5. 18/19-1148 - NEW COURSE OFFERING FOR HIGH SCHOOL STUDENTS: *ADVANCED DANCE*

RECOMMENDATION

The Board of Education is requested to approve Advanced Dance as a new course offering for high school students. Motion by_____, seconded by _____, Vote _____ Board Member Wong____, Board Member Lockerbie____ Board Member Travanti____ Board Member Hammond _____, Board President Gililland _____

Rationale:

Advanced Dance is a course designed for students who have completed Dance (Beginning) and desire to prepare for participation in frequent performances that require a high level of skill. The California Performing Arts Standards are interwoven throughout each unit, but each unit has a focus on one or two specific standards. This course enhances the high school's Visual and Performing Arts course offerings.

Background:

Advanced Dance is a new course, developed by Monrovia High School, in collaboration with MUSD personnel. Advanced Dance is a class designed for students who have completed Dance (Beginning) and desire to prepare for participation in frequent performances that require a high level of skill. The class is for students who wish to excel in the art of dance through the experience of exposure to advanced techniques. Students will have opportunities to perform student and professionally choreographed works in front of a variety of audiences on our campus and in the community. They will apply dance techniques previously learned and learn new techniques. The genres of contemporary, ballet, jazz, tap, and cultural/traditional dance forms will be taught, created and learned. While learning these various techniques, students will develop an advanced level of vocabulary and movement that will help them name and define their steps at a professional pace and level in both improvisational work and choreography. Students will have the opportunity to see performances and respond critically through both writing and discussion. Students will apply dance techniques and understanding of the content standards that they have mastered by dancing in a variety of performance settings. The California Performing Arts Standards are interwoven throughout each unit, but each unit has a focus on one or two specific standards. This course has been submitted for the approval from the University of California Course Management System to satisfy the "F – Visual and Performing Arts" requirement in A-G.

Budget Implication ($ Amount):

No cost to district as all instructional materials are web-based.

Legal References:

Education Code Section 51220.

Additional Information:

A copy of the Advanced Dance Course Description is attached.

ATTACHMENTS

- Advanced Dance 5-22-19.pdf

Course Description

1. Course Title
Advanced Dance

2. Transcript Title / Abbreviation
AdvDance S1 / AdvDance S2

3. Transcript Course Code / Number
EF131 / ES131

4. School
Monrovia High School

5. District
Monrovia Unified School District

6. City
Monrovia, CA

7. School / District Web Site
www.monroviaschools.net

8. School Contact

Name: Fil Lujan

Title/Position: Associate Principal

Phone: (626) 471-2879

Fax: (626) 471-2810

E-mail: flujan@monroviaschools.net

9. Subject Area

- ☐ History/Social Science
- ☐ English
- ☐ Mathematics
- ☐ Laboratory Science
- ☐ Language other than English
- ☒ Visual & Performing Arts (for 2003)
- ☒ College Prep Elective
- ☒ Physical Education (PE)

10. Grade Level(s)
10-12

11. Seeking "Honors" Distinction?

☐ Yes ☒ No

12. Unit Value

- ☐ 0.5 (half year or semester equivalent)
- ☒ 1.0 (one year equivalent)
- ☐ 2.0 (two year equivalent)
- ☐ Other: _____

13. Date of School Board Approval

14. Was this course previously approved by UC? ☐ Yes ☒ No If so, year removed from list?
Under what course title?

15. Is this course modeled after an UC-approved course from another school? ☒ Yes ☐ No
If so, which school(s)? Norwalk-La Mirada Unified School District

16. Pre-Requisites
Dance or teacher recommendation (required)

17. Co-Requisites
N/A

18. Brief Course Description -
Advanced Dance is a class designed for students who have completed Dance (Beginning) and desire to prepare for participation in frequent performances that require a high level of skill. The class is for students who wish to excel in the art of dance through the experience of exposure to advanced techniques. Students will have opportunities to perform student and professionally choreographed works in front of a variety of audiences on our campus and in the community. They will apply dance techniques previously learned and learn new techniques. The genres of contemporary, ballet, jazz, tap, and cultural/traditional dance forms will be taught, created and learned. While learning these various techniques, students will develop an advanced level of vocabulary and movement that will help them name and define their steps at a professional pace and level in both improvisational work and choreography. Students will have the opportunity to see performances and respond critically through both writing and discussion. Students will apply dance techniques and understanding of the content standards that they have mastered by dancing in a variety of performance settings. The California Performing Arts Standards are interwoven throughout each unit, but each unit has a focus on one or two specific standards.

19. Course Content

Unit I – Repertoire Building

In this unit, students will build on their existing bank of dance terminology, while attaching those terms to specific steps and movements of the body. Students will use theories of movement as well as observations of dancers modeling proper movement to obtain mastery of their newly learned steps. They will learn entire dances of different genres, as well as memorize and perform them to demonstrate their knowledge and understanding. Students will choreograph dances of their own modeling dances observed and taught, showing consistent artistic intent. Students will demonstrate a high level of technical accuracy and will be asked to observe and find technical mistakes in professional dances they observe in video form. Students will practice traditional barre work, combinations, warm ups, cool downs and steps across the floor to build their skills. Students will be expected to describe movement and accurately use dance vocabulary. As the teacher models correct movements, the students will be able to model the movement applying kinesthetic principles and making adjustments to improve upon their skills.

KEY ASSIGNMENT

In one assignment, students choreograph a dance to perform in front of a large audience of high school peers and guests. The students demonstrate understanding of key terms taught in class, as well understanding of the intent of their dance and the impact it will have on their audience. The students are expected to perform with technical accuracy, and show intention of and control over expression and creation. Grading of the assignment is done using a rubric with specific target goals. Verbal and written feedback are provided giving areas of strength and areas of suggested improvement. This assignment for the advanced dancer allows students to continue developing a high level of mastery of steps, self-direction, showmanship, balance, agility, strength, technical accuracy, and control of artistic intent.

Unit 2-Advanced Choreography and Stage Use

In this unit, students will creatively express their style of dance by selecting music which aligns with their taste while simultaneously appealing to their audience of community members. They will use that music to inspire them to choreograph a dance using technique previously taught in Dance (Beginning) or in dance classes taken outside of school. Students will demonstrate their knowledge of steps and solidify that knowledge by teaching these steps to other students in the class. Students will study well-known choreographers (e.g. Jerome Robbins, Bob Fosse, George Balanchine, Alvin Ailey, etc.) and compare their style of choreography to that of the artists they study today (e.g. Mandy Moore, Savion Glover, etc.). This unit will allow students to employ personal intent, creating and performing original works, and collaborate with their peers. This unit prepares students for participation in our annual dance concert "Global Dance Arts….works in progress".

KEY ASSIGNMENT
During this unit, students will create performance-level solo or duet and small group dances (4-10 dancers) which incorporates turns, leaps, control of body positions, and elements of showmanship as outlined in class. Students will demonstrate advanced levels of ability in their movements while effectively creating dances which match the style of music selected. They will be graded using a rubric which measures each element of performance quality, such as technique appropriate to the genre, emotional expression and storytelling through dance, use of stage or performance space, and originality. By completing these assignments, students will be able to demonstrate a high level of performance ability.

Unit 3-Dance Genres, Cultures and Artists

This unit will allow students to study contemporary, ballet, jazz, and tap dancers and choreographers, and to research cultural dances which appeal to the cultures present in the community and school. They will view performances of dances and critically examine them. They will identify steps incorporated by dancers in performances viewed and compare performances for levels of quality. They will provide their own aesthetic analyses and share these analyses with other students. Students will read about historical styles of contemporary, modern, ballet, jazz, and tap dancing and performing. They will have opportunities to evaluate and compare critically acclaimed artists. They will also have the opportunity to choreograph dances with a cultural component to appeal to cultures present in the audiences for which they perform.

KEY ASSIGNMENT
In this unit, students will survey the high school campus for cultures represented and cultural dances that reflect their findings. They will create a dance which caters to the population for which they are performing. They will be graded using a rubric to measure effectiveness of analysis, and incorporation of findings into choreography for performance. By completing this assignment, students will learn to appreciate other perspectives, express their own perspectives, and artistically create a work of art based on original research.

Unit 4-Elements of Performance and Instruction

In this unit, the Advanced Dance student will apply information learned in class to the development of a culminating stage performance in front of a live audience. This performance will involve participation in many dances of different genres. Students will employ standards of professional theater productions. They will select works choreographed in class for stage quality and will improve upon them to achieve a professional level of quality. They will design and stage multiple dances for their own level as well as for Dance (beginning) students. They will make lighting, costume and sound choices to enhance the emotional and stylistic components of each dance. Students will make connections between physiology and movement, and between movement and emotion evoked. Students will use non-linguistic strategies for expressing and understanding the meaning of artistic expression. They will set their intention for the reaction they hope to evoke from their audience. They will demonstrate a high level of control and technique in their dance movements, and a high level of effectiveness as they teach dances to other levels.

KEY ASSIGNMENT
Advanced Dance students are given the assignment of choreographing and teaching a dance to students in Dance (beginning). They will be expected to develop dances at the level of the students they are teaching, and to help prepare students to perform on a stage, abiding by theater rules for professional performance standards. They will bring together elements of dance genres, choreography, technique, design and stylistic choice as studied in class. They will be expected to teach with intention and professionalism, and to make necessary modifications. Students will be graded on successful completion of their dance, teaching effectively, and accomplishment of their goals. By completing this assignment, students will be able to demonstrate advanced skills in working with groups and choreographing for a specific dance level.

20. Course Materials

All instructional materials for this course are web-based.

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

6. 18/19-1149 - NEW COURSE OFFERING FOR HIGH SCHOOL STUDENTS: *ADVANCED GRAPHIC DESIGN*

RECOMMENDATION

The Board of Education is requested to approve Advanced Graphic Design as a new course offering for high school students. Motion by_____, seconded by _____, Vote _____ Board Member Wong____, Board Member Lockerbie____ Board Member Travanti____ Board Member Hammond _____, Board President Gililland _____

Rationale:

Advanced Graphic Design is a capstone course in the Information and Graphic Design sector under the Arts, Media and Entertainment CTE Pathway. This course enhances the high school's course offerings for CTE Pathways, thus increasing the capacity for Pathway completion, a California School Dashboard indicator.

Background:

Advanced Graphic Design is a newly developed course. This course was developed by Monrovia High School, in collaboration with MUSD personnel. The Advanced Graphic Design course is a capstone course for the Monrovia High School Digital Studies Academy graphic design pathway. This pathway is a sub-sector of the Arts, Media and Entertainment CTE sector and is a year-long course that culminates with the creation of an electronic portfolio and the skills to gain Adobe Illustrator and Photoshop certification. Through a sequence of projects and skill masteries, students will explore the elements of art such as line, color, shape, form, space, texture, and value. They will learn the following principles of design: balance, contrast, dominance, emphasis, movement, repetition, rhythm, subordination, variation, and unity. Students will apply their acquired knowledge to specific student-generated designs and projects. This course has been submitted for the approval from the University of California Course Management System to satisfy the "G – College-Preparatory Elective" requirement in A-G. Completion of this pathway will prepare students to take and pass industry-standard certificate exams.

Budget Implication ($ Amount):

There is no cost associated with this course offering. Instructional materials are internet-based.

Legal References:

Education Code Section 51220.

Additional Information:

A copy of the Advanced Graphic Design Course Description is attached.

ATTACHMENTS

- Adv Graphic Design 5-22-19.pdf

Course Description

1. Course Title
Advanced Graphic Design

2. Transcript Title / Abbreviation
AdvGraphicDesS1 / AdvGraphicDesS2

3. Transcript Course Code / Number
HF429 / HS429

4. School
Monrovia High School

5. District
Monrovia Unified School District

6. City
Monrovia, CA

7. School / District Web Site
www.monroviaschools.net

8. School Contact

Name: Fil Lujan

Title/Position: Associate Principal

Phone: (626) 471-2879

Fax: (626) 471-2810

E-mail: flujan@monroviaschools.net

9. Subject Area

- ☐ History/Social Science
- ☐ English
- ☐ Mathematics
- ☐ Laboratory Science
- ☐ Language other than English
- ☐ Visual & Performing Arts (for 2003)
- ☐ College Prep Elective
- ☒ Career Technical Education (CTE)

10. Grade Level(s)
10-12

11. Seeking "Honors" Distinction?

☐ Yes ☒ No

12. Unit Value

- ☐ 0.5 (half year or semester equivalent)
- ☒ 1.0 (one year equivalent)
- ☐ 2.0 (two year equivalent)
- ☐ Other: _____

13. Date of School Board Approval

14. Was this course previously approved by UC? ☐ Yes ☒ No If so, year removed from list?
Under what course title?

15. Is this course modeled after an UC-approved course from another school? ☐ Yes ☒ No
If so, which school(s)?

16. Pre-Requisites
Principles of IT –AND– Intro to Programming

17. Co-Requisites
N/A

18. Brief Course Description -
The Advanced Graphic Design course is a Capstone course for the Monrovia High School Digital Studies Academy graphic design pathway. This pathway is a sub-sector of the Arts, Media and Entertainment CTE sector and is a year-long course that culminates with the creation of an electronic portfolio and the skills to gain Adobe Illustrator and Photoshop certification. Through a sequence of projects and skill masteries, students will explore the elements of art such as line, color, shape, form, space, texture, and value. They will learn the following principles of design: balance, contrast, dominance, emphasis, movement, repetition, rhythm, subordination, variation, and unity. Students will apply their acquired knowledge to specific student-generated designs and projects.

19. Units of Study

- Unit 1: Review of Elements Principles and History of Graphic Design

  Unit Assignment(s)

  - Students will respond electronically through Google form to a variety of questions requiring them to give short answer written responses, and multiple choice answers demonstrating understanding

  - Students will analyze and critique designs throughout different periods of the art form and reflect on their importance and effect on Modern graphic design through written reflections.

  - Students will demonstrate the ability to create simple designs that match the concepts and principles of graphic design through skill Mastery tasks.

  Sample Performance Task

  - Students will create and present a multimedia slideshow showcasing their artist logo. Within the presentation students will describe the process of creating the design, give a reflection on what historical influences they had in the design process, and highlight key Concepts and principles used in their design. Students will be assessed on a scoring rubric and we'll have a group critique from their peers. Once completed students will catalog the project and all of its assets inside of a designated Google drive folder the later be added to their electronic portfolio.

- Unit 2: Branding an Identity From Elements to Campaign Print

  - In Unit Two, students will analyze and critique existing brands that create social identity and reflect on how this was done artistically. Students will understand and demonstrate the ability to create elements that interconnect into a larger design theme. Finally, students will analyze and reflect on the use of artistic principles in the psychology of consumerism.

  Unit Assignments

  - Students will create a vision outline allowing them to analyze and interpret priority characteristics needed to fit the fictitious companies design

  - Students will use their Vision outline from the previous assignment as reference to create a logo for their business

  - Students will create a reference document where they will store layouts and designs from industry to use as reference

- Students will Design a business card letterhead flyer and promotional giveaway item

- Students will create a proposal / presentation illustrating the process a creating a brand identity campaign

Sample Performance Task

- Students will create a branding campaign for a fictitious, family-owned, or local business. Students will create business cards, letterhead, flyer advertisements, Commander promotional giveaway item. Students will present in front of the class in proper interview attire.

- Unit 3: Graphic Design for the Digital Native

    - In Unit Three, students will demonstrate proper techniques for the design process for a digital platform. Students will create advertising content elements for social media presence, and demonstrate a proper understanding house resolution and compression for a digital platform.

Unit Assignment(s)

- Students will demonstrate correct usage of RGB color spaces.

- Students will demonstrate proper workflow techniques for Adobe Illustrator and Photoshop.

- Students will show proficiency in the usage of the pin tool various shaped tools and line tool.

- Students will export assets and elements to sizes to support proper resolution for banners thumbnails profile images and website backgrounds.

Sample Performance Task

- Students will create a Snapchat geofilter by researching the dimensions needed for the composition. Student designs will follow the principles of typography color theory balance contrast and hierarchy. Students will then apply the Snapchat filter to become live.

- Unit 4: Giving Life to your Design Motion Graphics

    - In Unit Four, students will demonstrate techniques and skills needed to proficiently use Adobe After Effects to create Motion Graphics. Students will create a motion graphic for their brand as an artist that illustrates a brand identity using the rules and Concepts learned in Unit 2.

Unit Assignment(s)

- Students will create an animated logo using their artist brand.
- Students will create Motion Graphics templates for lower thirds.
- Students will create a Motion Graphics intro what's 5 or more animations included.

Sample Performance Task

- Students will demonstrate an understanding of motion graphic techniques by creating an animation for the landing page of their electronic portfolio. Students will be assessed on a scoring rubric that includes layout typography and timing categories. Students will then present their work to the class and reflect on the process.

- Unit 5: 2D and 3D Character Creation; Introduction to Unity
    - In Unit Five, students will explore vectors using Adobe Illustrator to create a two-dimensional character that illustrates the characteristics of the student's brand identity. Students will design their character with visual attributes that match their brand identity then reflect on what techniques are needed. Students will then use their 2D character as reference to create the first three-dimensional character in Unity, demonstrating understanding of lighting perspective in space in a three dimensional plane.

Unit Assignment(s)

- Students will created two dimensional character using only Adobe Illustrator
- Students will demonstrate basic mastery of unity software
- Students will create a three-dimensional character in unity that fit the visual attributes of the two dimensional character created in Adobe Illustrator.

Sample Performance Task

- Students will create a vision outline of the characteristics that their artist brand models and apply visual attributes the match those characteristics to a two-dimensional vector character design. Students will apply consumer psychology to the artistic principles and concepts, illustrated in their character design. Students will present their characters in front of the class and reflect on the process of their design.

- Unit 6: Career Exploration, Copyright Laws, and Creating Your E-Portfolio
    - In Unit Six, students will research and identify careers in graphic design. Students will demonstrate understanding of basic copyright and entertainment laws. Students will create a working e-portfolio partnered with a website.

Unit Assignment(s)

- Students will create a creative resume.
- Students will organize, and categorize their e-portfolio.
- Students will participate in a mock interview.
- Students will participate in a mock trial of past entertainment law cases.

Sample Performance Task

- Students will research and analyze past court cases for copyright law infringement. Students will be responsible for creating and presenting an argument for or against the copyright infringement. A jury of their peers will decide who gave the better argument and the winner will be awarded 10 extra credit points towards the project. Students will be assessed on legal knowledge, charisma, and objectivity.

20. Course Materials

Instructional materials for this course will be web-based. Additional technology components for the course will include:

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

7. 18/19-1150 - NEW COURSE OFFERING FOR HIGH SCHOOL STUDENTS: *WEB DEVELOPMENT*

RECOMMENDATION

The Board of Education is requested to approve Web Development as a new course offering for high school students. Motion by_____, seconded by _____, Vote _____ Board Member Wong____, Board Member Lockerbie____ Board Member Travanti____ Board Member Hammond _____, Board President Gililland _____

Rationale:

Web Development is a capstone course in the Information and Communication Technologies sector under the Software and Systems Development CTE Pathway. This course enhances the high school's course offerings for CTE Pathways, thus increasing the capacity for Pathway completion, a California School Dashboard indicator.

Background:

Web Development is a newly developed course by Monrovia High School, in collaboration with MUSD personnel. This is a year-long course that will provide students with skills associated with full-stack web development. Full-stack web development encompasses both client-side and server-side technologies. The ability to create fully functioning web software applications from scratch invokes a host of STEM subjects which are integral to the curriculum of this course. Additionally, students will understand the value these skills have in the current job market and how they may be utilized for future opportunities/employment. Skills and topics covered include HTML, CSS, JavaScript, relational databases, UX/UI design, object-oriented programming, and application frameworks. Web Development is a capstone course in the Information and Communication Technologies sector under the Software and Systems Development pathway. This course has been submitted for the approval from the University of California Course Management System to satisfy the "G – College-Preparatory Elective" requirement in A-G. Completion of this pathway will prepare students to take and pass industry-standard certificate exams.

Budget Implication ($ Amount):

There is no cost associated with this course offering. Instructional materials are internet-based.

Legal References:

Education Code Section 51220.

Additional Information:

A copy of the Web Development Course Description is attached.

ATTACHMENTS

- Web Development 5-22-19.pdf

Course Description

1. Course Title
Web Development

2. Transcript Title / Abbreviation
WebDevelopS1 / WebDevelopS2

3. Transcript Course Code / Number
HF434 / HS434

4. School
Monrovia High School

5. District
Monrovia Unified School District

6. City
Monrovia, CA

7. School / District Web Site
www.monroviaschools.net

8. School Contact

Name: Fil Lujan

Title/Position: Associate Principal

Phone: (626) 471-2879

Fax: (626) 471-2810

E-mail: flujan@monrovia.k12.ca.us

9. Subject Area

- ☐ History/Social Science
- ☐ English
- ☐ Mathematics
- ☐ Laboratory Science
- ☐ Language other than English
- ☐ Visual & Performing Arts (for 2003)
- ☒ College Prep Elective
- ☒ Career Technical Education (CTE)

10. Grade Level(s)
10-12

11. Seeking "Honors" Distinction?

☐ Yes ☒ No

12. Unit Value

- ☐ 0.5 (half year or semester equivalent)
- ☒ 1.0 (one year equivalent)
- ☐ 2.0 (two year equivalent)
- ☐ Other: _____

13. Date of School Board Approval

14. Was this course previously approved by UC? ☐ Yes ☒ No If so, year removed from list?

Under what course title?

15. Is this course modeled after an UC-approved course from another school? ☐ Yes ☒ No

If so, which school(s)?

16. Pre-Requisites
Principles of IT –AND– Intro to Programming

17. Co-Requisites
N/A

18. Brief Course Description -
Web Development is a year-long course that will provide learners with the skills associated with full-stack web development. Full-stack development encompasses both client-side and server-side technologies. The ability to create fully functioning web software applications from scratch invokes a host of STEM subjects which are integral to the curriculum of this course. Additionally, students will understand the value these skills have in the current job market and how they may be utilized for future opportunities/employment. Skills and topics covered include HTML, CSS, JavaScript, relational databases, UX/UI design, object-oriented programming, and application frameworks. Web Development is a capstone course in the Information and Communication Technologies sector under the Software and Systems Development pathway.

19. Course Goals and Objectives

- Become familiar with the software development processes as it applies to web applications.
- Demonstrate how to approach and solve complex problems algorithmically.
- Ensure a firm understanding how the World Wide Web works and the role they play as a user and a developer.
- Provide a working knowledge of the technologies required to build a web application from start to finish.
- Understand the application and role of web development skills in the modern economy.
- Students will understand principles of algorithm, including Big-O notation.
- Students demonstrate a working knowledge of HTML, CSS, JavaScript, Python, relational database design, SQL, Git, and the Django web framework.
- Students will produce fully functioning web applications and contribute to online portfolios via the Github platform.
- Students will develop a robust tech vocabulary and the ability to speak knowledgeably about web development.
- Students will prepare for entry-level positions in the following occupations:
    - Front-End Web Developer
    - Back-End Web Developer
    - UX/UI Designer

20. Units of Study

- Unit 1: Web Fundamentals
    - In this unit of instruction, students will lay a strong foundation for the rest of the class by understanding how the World Wide Web works in terms of the client/server relationship. They will understand the flow of information through the HTTP request and response cycle. Activities in this unit will be focused on the front end of development. Students will construct web pages with HTML and understand how to manipulate elements within the Document Object Model with CSS and JavaScript. Learning basic JavaScript syntax will also play a large role in this unit and all algorithm practices will be done using the JavaScript language. Students will also learn the fundamentals of the GIT versioning software and utilize the Git classroom platform for assignments / projects.

      <u>Unit Assignment(s)</u>
      Fake Blog
        - Students will construct a mock blog web page using only HTML. The blog can be about any subject, but the student must utilize a variety of HTML tags that are predetermined by the instructor. Also, the page must contain a body of text about the subject that is at least 400 words long, with correct spelling and grammar.

      HTML/CSS Blocks
        - Students will be given some pre-written HTML and CSS code that renders to an image of colored blocks. They must then refactor that code to rearrange and match a different image of blocks. This assignment will illuminate the

relationship between and HTML document and cascading style sheets. It will also be an excellent practice for writing and organizing CSS rules.

Random Chance

- Students will code a simple game that relies on random chance using the Math JavaScript library and the direct application of probability theory. Students must utilize functions, random number generation, and mathematical operators to determine the outcome of the game.

jQuery Functions

- Students will explore various jQuery functions pre-determined by the instructor and construct a basic web page to demonstrate each. Students should not randomly find elements to attach jQuery code to, but rather should think about what each function could be used for and demonstrate it appropriately. This assignment will serve as a good reference for future assignments as well.

- Unit 2: Object Oriented Programming

    - This unit will cover object oriented concepts using the Python programming language. Object-oriented programming is the standard paradigm for software development and will apply to many other specializations/skills that are not covered in this class. Instruction will begin with a refresher of basic Python syntax. Students will understand the difference between procedural and OOP code, what objects and classes are and why they are useful, how to create classes and objects in Python, and understand more advanced topics like inheritance. Special attention will be given to the practice of writing good comments for code, including how to communicate technical information in a clear and understandable way for the reader.

    Unit Assignment(s)

    Car Object

    - In this assignment, students will practice creating a class in the Python language. Students will practice percentage calculation by creating a "Car" class with the attributes of price, tax, total cost, speed, fuel, and mileage. The percentage of the tax will depend on the price of the car, and the dollar amount of the tax must be calculated to produce a total cost. Students will create six different instances of the class "Car" and calculate information for each.

    Multiple Objects

    - This assignment will highlight the ability for objects to manipulate the attributes of other objects. Students will create three different classes that contain at least one attribute with an integer value, and 2 methods that take another object as a parameter. After creating instances of these classes, students must programmatically demonstrate the ability of each to manipulate the attributes of the others.

- Unit 3: Relational Database Design

    - Most modern web applications rely on the storage of data. In this unit, students will explore how to create relational database models. They will understand the different ways in which different sets of data can relate to each other, the different data types that exist, and the conventions that are in place for good database design. The unit will also introduce Structured Query Language and students will learn how to perform basic CRUD operations (create, read, update, delete) for database records.

    Unit Assignment(s)

    ERD
    - Students will create an Entity Relationship Diagram for a mock internet film database application. Students will learn that the ERD is essentially a visual blueprint for how a database looks and behaves. They will understand the difference between one to one, one to many, and many to many relationships and how to represent those relationships graphically.

    Film Database
    - Students will use the ERD created in an earlier assignment to implement a film database. They will create records with the appropriate information and query the database for results specified by the instructor.

- Unit 4: Full Stack Development with a Web Framework

    - This unit will introduce the use of a web framework, which brings together all prior topics in the class into a structured environment for developing web applications. Students will learn URL structure and routing within a framework, how to set up templates for pages, utilize forms and other methods of input, how to manage browser session, how to utilize object-relational mapping when manipulating data, how to interact with and use application programming interfaces, and how to setup validations that rely on encryption. The final project for this course will be the development of a web app in teams of 3-4 students. The course will end with a section of career exploration where students will gain an understanding of how everything they have learned applies to the job job market they are preparing to enter.

    Unit Assignment(s)

    Single Page App
    - Students will utilize the web framework to create a single page web application. This application will not be connected to a database and will help familiarize the students with the file structure of the framework. Specifications for the application may be set forth by the instructor in order for students to practice analyzing and meeting customer needs.

    Forum App
    - Students will demonstrate their knowledge of the framework by constructing a multi-view application that mimics a message posting forum. The app should

implement a user login as well as the ability to create posts and comments on those posts. This is an advanced assignment that will encapsulate everything that provides a solid foundation in the web development field.

Perpetual Assignments

Daily Algorithm Practice & Notebook

- The algorithm notebook is meant to keep track of daily algorithm practice assignments. Some assignments will only require pseudo-code while others will require proper syntax in either the JavaScript or Python languages. As the class progresses, the algorithm challenges will become more complex and students may work to solve them in teams. However, it is each student's responsibility to record possible solutions, ideas, and topics learned within the algorithm notebook. The notes and solutions they record here will be extremely valuable in the years to come as students tackle more advanced projects and/or education.

Capstone Project

- The capstone project will be the culminating project for the Software and Systems Development pathway. Students will work in teams of 3-4 to complete a fully functional web application. The process should begin with students forming development teams and submitting a proposition to the instructor for approval. Once approved, teams may begin working on their app. The final product will be formally presented to an audience.

21. Course Standards

Standard and benchmark codes are sourced from the California Career Technical Education Model Curriculum Standards for Information and Communication Technologies document. Full benchmark descriptions are available in this document. A more detailed mapping of these CTE Standards to Academic Standards can be found in the Academic Alignment Matrix section as well.

Unit 1: Web Fundamentals

Standard	Benchmarks	Academic Areas
2.0 Communications (Anchor)	2.1, 2.2, 2.3, 2.4, 2.6, 2.7	
10.0 Technical Knowledge and Skills (Anchor)	10.4, 10.5, 10.6, 10.9, 10.10	
Standard	Benchmarks	Academic Areas
6.0 Health and Safety (Anchor)	6.2 , 6.8	
C2.0 Analyze systems and software requirements. (Pathway)	C2.2, C2.3, C2.4	LS(Eng), RSIT, WS, S-IC, S-ID

Standard	Benchmarks	Academic Areas
C3.0 Create effective interfaces between humans and technology. (Pathway)	C3.1, C3.2	LS(Eng), S-IC, S-ID
C6.0 Integrate a variety of media into development projects. (Pathway)	C6.1, C6.2	LS(Eng), A-CED, A-REI, F-IF, N-Q, S-ID

Unit 2: Object Oriented Programming

Standard Benchmarks Academic Areas

Standard	Benchmarks	Academic Areas
4.0 Technology (Anchor)	4.1 , 4.5	
5.0 Problem Solving and Critical Thinking (Anchor)	5.1 , 5.5 , 5.8 , 5.9 , 5.10	
10.0 Technical Knowledge and Skills (Anchor)	10.4 , 10.9	
C2.0 Analyze systems and software requirements. (Pathway)	C2.2, C2.3, C2.4	LS(Eng), RSIT, WS, S-IC, S-ID
C4.0 Develop software using programming languages. (Pathway)	C4.1, C4.2, C4.6, C4.7, C4.8, C4.9, C4.10, C4.11	LS(Eng), RSIT, WS, A-CED, A-REI, F-IF, F-LE, N-Q, S-IC, S-ID
C5.0 Test, debug, and improve software development work. (Pathway)	C5.3, C5.4, C5.6	LS(Eng), F-LE

Unit 3: Relational Database Design

Standard	Benchmarks	Academic Areas
4.0 Technology (Anchor)	4.1 , 4.5	
5.0 Problem Solving and Critical Thinking (Anchor)	5.1 , 5.5 , 5.8 , 5.9 , 5.10	
10.0 Technical Knowledge and Skills (Anchor)	10.4 , 10.9	

Standard	Benchmarks	Academic Areas
C2.0 Analyze systems and software requirements. (Pathway)	C2.2, C2.3, C2.4	LS(Eng), RSIT, WS, S-IC, S-ID
C8.0 Develop databases (Pathway)	C8.2, C8.3, C8.4, C8.5, C8.6	LS(Eng), S-IC, S-ID

Unit 4: Full Stack Development with a Web Framework

Standard	Benchmarks	Academic Areas
3.0 Career Planning and Management (Anchor)	3.1 , 3.2 , 3.4	
7.0 Responsibility and Flexibility (Anchor)	7.4 , 7.5	
9.0 Leadership and Teamwork (Anchor)	9.4, 9.5, 9.6, 9.7	
11.0 Demonstration and Application (Anchor)	11.2 , 11.3 , 11.4 , 11.5	
C1.0 Apply the systems development process. (Pathway)	C1.1, C1.4, C1.5	LS(Eng), F-IF, N-Q
C4.0 Develop software using programming languages. (Pathway)	C4.3, C4.6, C4.7, C4.8, C4.9, C4.10, C4.11	LS(Eng), RSIT, WS, A-CED, A-REI, F-IF, F-LE, S-IC, S-ID
C5.0 Test, debug, and improve software development work. (Pathway)	C5.3, C5.4, C5.6	LS(Eng), F-LE
C7.0 Develop web and online projects. (Pathway)	C7.1, C7.2, C7.5, C7.6	LS(Eng)

21. Course Materials

Instructional materials for this course will be web-based. Additional technology components for the course will include:

- iMac 27 Inch Retina Display
- Python 3
- VirtualBox
- PostgreSQL
- Flash Drives (64GB)
- External SSD Drives (500GB)
- Over-Ear headphones
- Engineering Notebooks (Lined & Dotted)
- Ample whiteboard space
- Dry Erase Markers / Erasers

C. HONORS/AP COURSES ONLY

Please refer to instructions

26. Indicate how this honors course is different from the standard course.

D. OPTIONAL BACKGROUND INFORMATION

Please refer to instructions

27. Context for Course (optional)

28. History of Course Development (optional)

E. CST

Please refer to instructions

29. Indicate the CST associated with this course.

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

8. 18/19-1151 - NEW COURSE OFFERING FOR HIGH SCHOOL STUDENTS: *GAME DEVELOPMENT*

RECOMMENDATION

The Board of Education is requested to approve Game Development as a new course offering for high school students. Motion by_____, seconded by _____, Vote _____ Board Member Wong____, Board Member Lockerbie____ Board Member Travanti____ Board Member Hammond _____, Board President Gililland _____

Rationale:

Game Development is a capstone course in the Information and Communication Technologies sector under the Games and Simulation CTE Pathway. This course enhances the high school's course offerings for CTE Pathways, thus increasing the capacity for Pathway completion, a California School Dashboard indicator.

Background:

Game Development is a newly developed course, updating and redesigning the current course offering of Video Game Design. This course was developed by Monrovia High School, in collaboration with MUSD personnel. Game Development is a year-long course that solidifies core computer science principles through the creation of interactive applications and video game software. Students will examine the history of entertainment software and its impact on society, demonstrate an understanding of the industry / career requirements, and engage in agile development practices to produce functioning software projects both as teams and individuals. Skills and topics covered include familiarity with the C# programming language, game theory, story development, principles of physics in a digital environment, software system dynamics, and digital animation. This course has been submitted for the approval from the University of California Course Management System to satisfy the "G – College-Preparatory Elective" requirement in A-G. Completion of this pathway will prepare students to take and pass industry-standard certificate exams.

Budget Implication ($ Amount):

There is no cost associated with this course.

Legal References:

Education Code Section 51220.

Additional Information:

A copy of the Game Development Course Description is attached.

ATTACHMENTS

- Game Development 5-22-19.pdf

Course Description

1. Course Title
Game Development

2. Transcript Title / Abbreviation
GameDevmentS1 / GameDevmntS2

3. Transcript Course Code / Number
HF439 / HS439

4. School
Monrovia High School

5. District
Monrovia Unified School District

6. City
Monrovia, CA

7. School / District Web Site
www.monroviaschools.net

8. School Contact

Name: Fil Lujan

Title/Position: Associate Principal

Phone: (626) 471-2879

Fax: (626) 471-2810

E-mail: flujan@monrovia.k12.ca.us

9. Subject Area

- ☐ History/Social Science
- ☐ English
- ☐ Mathematics
- ☐ Laboratory Science
- ☐ Language other than English
- ☐ Visual & Performing Arts (for 2003)
- ☒ College Prep Elective
- ☒ Career Technical Education (CTE)

10. Grade Level(s)
10-12

11. Seeking "Honors" Distinction?

☐ Yes ☒ No

12. Unit Value

- ☐ 0.5 (half year or semester equivalent)
- ☒ 1.0 (one year equivalent)
- ☐ 2.0 (two year equivalent)
- ☐ Other: _____

13. Date of School Board Approval

14. Was this course previously approved by UC? ☐ Yes ☒ No If so, year removed from list?
Under what course title?

15. Is this course modeled after an UC-approved course from another school? ☐ Yes ☒ No
If so, which school(s)?

16. Pre-Requisites
Principles of IT –AND– Intro to Programming

17. Co-Requisites
N/A

18. Brief Course Description -
Game Development is a year-long course that solidifies core computer science principles through the creation of interactive applications and video game software. Students will examine the history of entertainment software and its impact on society, demonstrate an understanding of the industry / career requirements, and engage in agile development practices to produce functioning software projects both as teams and individuals. Skills and topics covered include familiarity with the C# programming language, game theory, story development, principles of physics in a digital environment, software system dynamics, and digital animation. Game Development is a capstone course in the Information and Communication Technologies sector under the Games and Simulation pathway.

19. Course Goals and Objectives

- Learner will engage in a variety of STEM subjects as they endeavor to understand the many facets of the game / software development process.
- Learners will gain a familiarity with elements of game play and project management concepts, as related to interactive application and video game creation.
- Learners will be introduced to various strategies and techniques for idea generation, problem solving, critical analysis, and system thinking as they relate to the software development process.
- Foster an understanding of fundamental game design principles including genres, goals, mechanics, player motivation, structure, and gameplay.
- Introduce major elements of narrative for interactive environments. Learners will explore the fundamentals of narrative creation and the crucial importance of interactive storytelling.
- Students will gain the necessary skills to take and pass the Unity Certified User exam.
- Students will demonstrate knowledge of algorithmic principles, software structure as it pertains to games / interactive applications, fluency in the C# programming language, and the game asset pipeline.
- Students will produce game assets as well as a final capstone project, all of which will be curated portfolio pieces to levy for future employment.
- Students will develop a robust vocabulary and the ability to think/write critically about games and the development process.
- Students will prepare for entry-level positions in the following occupations:
    - Game Designer
    - Game Writer
    - Game / Application Programmer
    - Game Producer
    - 3D / 2D Artist / Animator

20. Units of Study

- Unit 1: Critical Thinking in Game Design

    - Activities in this unit of instruction are designed to provide a high level overview of game design and the game creation process. Learners will be introduced to various game genres, become familiar with elements of gameplay, and learn various strategies and techniques for critical analysis. Using the analysis of existing games (both tabletop and digital), students will learn how to craft systems of rules that motivate the player and provide a balanced play experience. Also, learners will explore the fundamentals of narrative creation and the crucial importance of interactive storytelling. The Unity editor will be introduced and many of its basic interface elements explained.

    <u>Unit Assignment(s)</u>
    Game Modification
    - Students will form groups of four or less. Each group will pick from a game from a predetermined list of games that each member of the group must play.

After playing the game enough to sufficiently understand the the overall objective of the game and some basic strategy, each student will individually write a Game Modification Proposal. Requirements of this modification will include a rewriting of the games main objective, an analysis of why the game wasn't designed this way in the first place, and a defense of the proposed modification.

Tabletop Game

- In groups of four or less, students will have the opportunity to create a prototype of a tabletop game using various gameplay components such as cards, tiles, meeples, markers, boards, and dice. This assignment is designed to help students understand the benefits of making strategic choices defended by game theory fundamentals. After refining there games, classmates will playtest each other's games and provide critical feedback on player experience, balance, and modification suggestions. This will culminate with a student driven discussion where positive innovations and discoveries will be highlighted.

Game Design Document

- Students will form groups of 4 or less and begin working on a Game Design Document. Routine contributions to this document will be made throughout the rest of the class as the ideas put forth in this document will culminate into the Final Capstone Project. The game design document is a practical version of the final documentation that is typically requested within the industry to accompany any real-world interactive application or video game release.

One Button Game

- Students are tasked with designing a digital game with limitations. The game can only have one button as the main interaction, displayed on the screen during gameplay along with all game graphics. By definition, the button has three states: pressed, held, and released. The button must be stationary on the hardware screen. No control pad, no voice, touch gesture, or accelerometer allowed.

Character and Story Generation

- Students will employ learned techniques for idea generation to create a character and write a short story involving that character in response to a situational prompt. In addition to providing the literary elements of the story, students will create a storyboard that visually communicates the story elements. To enhance the communication value of the sketched panels, students will add titles and notations to detail any key sounds and special effects.

- Unit 2: System Dynamics and Scripting Fundamentals

    - The focus of this unit of study is to introduce learner to the concepts of system thinking. Learners will begin to understand the interdependent elements of game design. Learners will also recognize the need for game documentation requirements and explore concepts in scripting. This will require an introduction to the C# syntax and a more in-depth look at variable manipulation, boolean logic, control statements, and loops. Special attention will be given to the fundamentals of algorithms and how to think algorithmically about game design.

Unit Assignment(s)

Bug Report

- Using bug tracking software, students will enter a bug report for any bugs created or encountered as they begin learning to code in C#. As they repair bugs, they add both the issue and its solution to a classwide bug tracking list/database. Not only will this assignment help facilitate individual student's understanding of the C# programming language, but it will also emphasize the collaborative effort of open-source software development.

- Unit 3: Game Development Tools, Functions, and Properties

    - Activities in this unit of study are constructed to facilitate the design, development, and analysis of existing tools used for game development. This unit will explore software selection, language selection, and technical tools used in the creation of interactive applications and video games. Students will build skills with Graphical User Interfaces, the effective use of cameras and lighting in game design, and the various applications of sound and music. Since this Unit will make heavy use of game assets, subjects of intellectual property rights and the legalities surrounding the creation of digital content will be covered thoroughly.

    Unit Assignment(s)

    Room Lighting Assignment

    - Using a prefabricated room in the Unity editor, students will set up lights using learned techniques to create focal points within the room. The objective is to direct the audience or player to what is important for them to see. Special care must be taken with regard to view angle, perspective, and depth. Also, students will be challenged to light the room in three different ways to evoke different emotions: sadness, fear, and comfort.

    Graphic User Interface (GUI) Practice

    - Learners will complete a design and build exercise to provide them with hands on practice at creating Graphic User Interfaces in Unity. The way players interact in the game environment can make or break a game, so learners should experiment with different ways of creating actions such as buttons, pop-ups, scene changes, or other prompts that create action and continuation of game activities.

    Sound/Audio Palete Assignment

    - Learners will analyze the progress of their capstone project with a special focus on audio for player engagement. Afterwards, each capstone group will compile a folder of audio sources and sound bits to use in their project. This will be accompanied by a document detailing how each sound will be used in the game, taking care to use appropriate vocabulary when describing the intended effect on player experience.

- Unit 4: Constructs and Game Design

    - In this unit, learners will explore concepts related to level / module design. Learners will understand the principles of navigation and the importance of a balanced layout to providing good game flow. Also covered in this unit are principles of functionality and managing the build process within game creation. Learners will understand how to manipulate properties of physics within 2D and 3D environments as they engage in team based projects and assignments.

    Unit Assignment(s)

    Unity Space Game (Guided Practice)
    - In this assignment, learners will build a complete working video game from start to finish with the aid of an official Unity tutorial. Building the game is self-paced and incremental, so it will be important for each student to follow the steps in order. The Unity Space Game tutorial is introduced here to allow learners the ability to practice creating a game. By using an existing project, learners will gain a clear understanding of the build process. This project will also help learners understand how physics are applied in the game environment while reinforcing basic skills developed in earlier units.

    Perpetual Assignments

    Game Developer Journal
    - The Game Developer journal assignment is meant to provide a track record of student accomplishments, ideas, and learned topics throughout the course. Entries will be responses to specific prompts given periodically as the class moves through the units. These prompts will vary from requiring critical analysis of games, ideas for the capstone project, algorithm practice, and sketches of level design.

    Capstone Project
    - The purpose of the Capstone Project is to gain experience in taking an original game through the entire process: from concept to completion. Each learner will work on the Capstone Project throughout the year, culminating in a complete game design and working version for the graduation portfolio. As the course progresses through the units of study, learners will create the elements that will grow into their Capstone Project. Development teams will present their final project to an audience at the end of the year.

21. Course Standards

Standard and benchmark codes are sourced from the California Career Technical Education Model Curriculum Standards for Information and Communication Technologies document. Full benchmark descriptions are available in this document. A more detailed mapping of these CTE Standards to Academic Standards can be found in the Academic Alignment Matrix section as well.

Unit 1: Critical Thinking in Game Design

Standard	Benchmarks	Academic Areas
2.0 Communications (Anchor)	2.1 , 2.2 , 2.3 , 2.4	
Standard	Benchmarks	Academic Areas
9.0 Leadership and Teamwork (Anchor)	9.4 , 9.5 , 9.6 , 9.7	
6.0 Health and Safety (Anchor)	6.2 , 6.8	
D1.0 Identify and describe critical game and simulation studies (Pathway)	D1.1 , D1.3 , D1.7	LS(Eng) , WS , S-ID , S-MD , AD
D2.0 Demonstrate an understanding of game simulation analysis (Pathway)	D.2.2 , D2.3 , D2.6 , D2.8	LS(Eng) , WS , N-Q , S-ID , S-IC
D4.0 Identify and implement standard game strategy and rules of play (Pathway)	4.1 , 4.2 , 4.4	LS(Eng) , A-CED , A-REI , F-IF , F-LE G-GPE , S-ID , S-IC

Unit 2: System Dynamics and Scripting Fundamentals

Standard Benchmarks Academic Areas

Standard	Benchmarks	Academic Areas
4.0 Technology (Anchor)	4.1 , 4.5	
5.0 Problem Solving and Critical Thinking (Anchor)	5.1 , 5.5 , 5.8 , 5.9 , 5.10	
10.0 Technical Knowledge and Skills (Anchor)	10.1 , 10.3 , 10.10 , 10.11	
D7.0 Acquire and apply appropriate programming skills (Pathway)	D7.2 , D7.3 , D7.4 , D7.5 D7.6	LS(Eng) , A-CED , F-IF , G-GPE N-Q N-VM , S-ID , S-IC , LS(Sci)

Unit 3: Game Developments Tools, Functions, and Properties

Standard	Benchmarks	Academic Areas
8.0 Ethics and Legal Responsibilities (Anchor)	8.3 , 8.4 , 8.6	
D2.0 Demonstrate an understanding of game simulation analysis (Pathway)	D2.5, D2.9	LS(Eng) , WS , N-Q , S-ID , S-IC
D5.0 Integrate music, sound, art, and animation as it applies to game design (Pathway)	D5.1 , D5.2 , D5.3 , D5.4	LS(Eng) , A-CED , F-IF , G-GPE
D6.0 Explain the role and principles of interface design (Pathway)	D6.3, D6.4, D6.5	LS(Eng) , A-CED , F-IF , G-GPE , N-Q , N-VM , LS(Sci)

Unit 4: Constructs and Game Design

Standard	Benchmarks	Academic Areas
3.0 Career Planning and Management (Anchor)	3.1 , 3.2 , 3.4	
7.0 Responsibility and Flexibility (Anchor)	7.4 , 7.5	
11.0 Demonstration and Application (Anchor)	11.2 , 11.3 , 11.4 , 11.5	
D2.0 Demonstrate an understanding of game simulation analysis (Pathway)	D2.10	LS(Eng) , WS , N-Q , S-ID , S-IC
D3.0 Create a working game as part of a team. (Pathway)	D3.1 , D3.2 , D3.3 , D3.4 D3.5	LS(Eng) , RSIT , WS , A-CED , F-IF G-GPE , S-IC
D4.0 Identify and implement standard game strategy and rules of play (Pathway)	D4.5 , D4.6	LS(Eng) , A-CED , F-IF , G-GPE , S-ID

21. Course Materials

Instructional materials for this course will be web-based. Additional technology components for the course will include:

- iMac 27 Inch Retina Display
- Unity Pro Software (Educational License)
- Blender Software (Open-Source Industry Standard)
- Adobe Creative Suite
- Table-top prototyping components (blank playing cards, tiles, markers, dice, meeples)
- Flash Drives (64GB)
- External SSD Drives (500GB)
- Over-Ear headphones
- Engineering Notebooks (Lined & Dotted)
- Ample whiteboard space
- Dry Erase Markers / Erasers

C. HONORS/AP COURSES ONLY

Please refer to instructions

26. Indicate how this honors course is different from the standard course.

D. OPTIONAL BACKGROUND INFORMATION

Please refer to instructions

27. Context for Course (optional)

28. History of Course Development (optional)

E. CST

Please refer to instructions

29. Indicate the CST associated with this course.

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

9. 18/19-1152 - REVISED COURSE OFFERING FOR HIGH SCHOOL STUDENTS: *ADVANCED PLACEMENT PSYCHOLOGY*

RECOMMENDATION

The Board of Education is requested to approve the revised course description for Advanced Placement (AP) Psychology as a course offering for high school students. Motion by_____, seconded by _____, Vote _____ Board Member Wong____, Board Member Lockerbie____ Board Member Travanti____ Board Member Hammond _____, Board President Gililland _____

Rationale:

AP Psychology is a rigorous, CollegeBoard© approved course for college-bound students. This course enhances the high school's course offerings for Humanities Academy and Math and Science Academy students, as well as for any other student wanting to prepare for the AP Psychology exam offered in May of each year. The original course description was approved at the May 25, 2016 Board meeting; however it was determined not to proceed with the course. This revision updates the course as it aligns to changes within the CollegeBoard©.

Background:

This course was developed by Monrovia High School, in collaboration with CollegeBoard©. The AP Psychology course is designed to introduce students to the systematic and scientific study of the behavior and mental processes of human beings and other animals. Students are exposed to the psychological facts, principles, and phenomena associated with each of the major subfields within psychology. They also learn about the ethics and methods psychologists use in their science and practice. This course has been submitted for the approval from the University of California Course Management System to satisfy the "G – College-Preparatory Elective" requirement in A-G. AP Psychology has been submitted as a UC Honors-level course. Student marks for this course will be set on a 5-point scale when calculating Grade Point Average.

Budget Implication ($ Amount):

There is a nominal cost for this course as it will utilize instructional materials currently are on hand as part of the approved Citrus Introduction to Psychology course. The cost for an additional class set will be approximately $2,500.

Legal References:

Education Code Section 51220.

Additional Information:

A copy of the revised Course Description for AP Psychology is attached.

ATTACHMENTS

- AP Psychology 5-22-19.pdf

Course Description

1. Course Title
AP Psychology

2. Transcript Title / Abbreviation
AP Psychology S1 / AP Psychology S2

3. Transcript Course Code / Number
BF361 / BS361

4. School
Monrovia High School

5. District
Monrovia Unified School District

6. City
Monrovia, CA

7. School / District Web Site
www.monroviaschools.net

8. School Contact

Name: Fil Lujan

Title/Position: Associate Principal

Phone: (626) 471-2879

Fax: (626) 471-2810

E-mail: flujan@monrovia.k12.ca.us

9. Subject Area

- [X] History/Social Science
- [ ] English
- [ ] Mathematics
- [ ] Laboratory Science
- [ ] Language other than English
- [ ] Visual & Performing Arts (for 2003)
- [ ] College Prep Elective
- [ ] Career Technical Education (CTE)

10. Grade Level(s)
11-12

11. Seeking "Honors" Distinction?

- [X] Yes
- [ ] No

12. Unit Value

- [ ] 0.5 (half year or semester equivalent)
- [X] 1.0 (one year equivalent)
- [ ] 2.0 (two year equivalent)
- [ ] Other: _____

13. Date of School Board Approval

14. Was this course previously approved by UC? [ ] Yes [X] No If so, year removed from list?
Under what course title?

15. Is this course modeled after an UC-approved course from another school? [ ] Yes [X] No
If so, which school(s)?

16. Pre-Requisites
N/A

17. Co-Requisites
N/A

18. Brief Course Description -
The AP Psychology course is designed to introduce students to the systematic and scientific study of the behavior and mental processes of human beings and other animals. Students are exposed to the psychological facts, principles, and phenomena associated with each of the major subfields within psychology. They also learn about the ethics and methods psychologists use in their science and practice.

19. Course Goals and/or Major Student Outcomes

An introductory college course in psychology is generally one semester, with some variation among colleges. An AP Psychology course need not follow any specific college curriculum. Rather, the aim of the course is to provide the student with a learning experience equivalent to that obtained in most college introductory psychology courses.

20. Course Objectives

The following is a description of learning objectives for the major content areas covered in the AP Psychology Exam, as well as the approximate percentages of the multiple-choice section devoted to each area. This listing is not intended to be an exhaustive list of topics.

I. History and Approaches (2–4%)

Psychology has evolved markedly since its inception as a discipline in 1879. There have been significant changes in the theories that psychologists use to explain behavior and mental processes. In addition, the methodology of psychological research has expanded to include a diversity of approaches to data gathering.

AP students in psychology should be able to do the following:

- Recognize how philosophical and physiological perspectives shaped the development of psychological thought.
- Describe and compare different theoretical approaches in explaining behavior:
  - — Structuralism, functionalism, and behaviorism in the early years;
  - — Gestalt, psychoanalytic/psychodynamic, and humanism emerging later;
  - — Evolutionary, biological, cognitive, and biopsychosocial as more contemporary approaches.
- Recognize the strengths and limitations of applying theories to explain behavior.
- Distinguish the different domains of psychology (e.g., biological, clinical, cognitive, counseling, developmental, educational, experimental, human factors, industrial–organizational, personality, psychometric, social).
- Identify major historical figures in psychology (e.g., Mary Whiton Calkins, Charles Darwin, Dorothea Dix, Sigmund Freud, G. Stanley Hall, William James, Ivan Pavlov, Jean Piaget, Carl Rogers, B. F. Skinner, Margaret Floy Washburn, John B. Watson, Wilhelm Wundt).

II. Research Methods (8–10%)

Psychology is an empirical discipline. Psychologists develop knowledge by doing research. Research provides guidance for psychologists who develop theories to explain behavior and who apply theories to solve problems in behavior.

AP students in Psychology should be able to do the following:

- Differentiate types of research (e.g., experiments, correlational studies, survey research, naturalistic observations, case studies) with regard to purpose, strengths, and weaknesses.

- Describe how research design drives the reasonable conclusions that can be drawn (e.g., experiments are useful for determining cause and effect; the use of experimental controls reduces alternative explanations).

- Identify independent, dependent, confounding, and control variables in experimental designs.

- Distinguish between random assignment of participants to conditions in experiments and random selection of participants, primarily in correlational studies and surveys.

- Predict the validity of behavioral explanations based on the quality of research design (e.g., confounding variables limit confidence in research conclusions).

- Distinguish the purposes of descriptive statistics and inferential statistics.

- Apply basic descriptive statistical concepts, including interpreting and constructing graphs and calculating simple descriptive statistics (e.g., measures of central tendency, standard deviation).

- Discuss the value of reliance on operational definitions and measurement in behavioral research.

- Identify how ethical issues inform and constrain research practices.

- Describe how ethical and legal guidelines (e.g., those provided by the American Psychological Association, federal regulations, local institutional review boards) protect research participants and promote sound ethical practice.

III. Biological Bases of Behavior (8–10%)

An effective introduction to the relationship between physiological processes and behavior — including the influence of neural function, the nervous system and the brain, and genetic contributions to behavior — is an important element in the AP course.

AP students in Psychology should be able to do the following:

- Identify basic processes and systems in the biological bases of behavior, including parts of the neuron and the process of transmission of a signal between neurons.

- Discuss the influence of drugs on neurotransmitters (e.g., reuptake mechanisms, agonists, antagonists).

• Discuss the effect of the endocrine system on behavior.

• Describe the nervous system and its subdivisions and functions:

— Central and peripheral nervous systems;

— Major brain regions, lobes, and cortical areas;

— Brain lateralization and hemispheric specialization.

• Discuss the role of neuroplasticity in traumatic brain injury.

• Recount historic and contemporary research strategies and technologies that support research (e.g., case studies, split-brain research, imaging techniques).

• Discuss psychology's abiding interest in how heredity, environment, and evolution work together to shape behavior.

• Predict how traits and behavior can be selected for their adaptive value.

• Identify key contributors (e.g., Paul Broca, Charles Darwin, Michael Gazzaniga, Roger Sperry, Carl Wernicke).

IV. Sensation and Perception (6–8%)

Everything that organisms know about the world is first encountered when stimuli in the environment activate sensory organs, initiating awareness of the external world. Perception involves the interpretation of the sensory inputs as a cognitive process.

AP students in Psychology should be able to do the following:

• Discuss basic principles of sensory transduction, including absolute threshold, difference threshold, signal detection, and sensory adaptation.

• Describe sensory processes (e.g., hearing, vision, touch, taste, smell, vestibular, kinesthesis, pain), including the specific nature of energy transduction, relevant anatomical structures, and specialized pathways in the brain for each of the senses.

• Explain common sensory disorders (e.g., visual and hearing impairments).

• Describe general principles of organizing and integrating sensation to promote stable awareness of the external world (e.g., Gestalt principles, depth perception).

• Discuss how experience and culture can influence perceptual processes (e.g., perceptual set, context effects).

• Explain the role of top-down processing in producing vulnerability to illusion.

• Discuss the role of attention in behavior.

• Challenge common beliefs in parapsychological phenomena.

• Identify the major historical figures in sensation and perception (e.g., Gustav Fechner, David Hubel, Ernst Weber, Torsten Wiesel).

V. States of Consciousness (2–4%)

Understanding consciousness and what it encompasses is critical to an appreciation of what is meant by a given state of consciousness. The study of variations in consciousness includes an examination of the sleep cycle, dreams, hypnosis, circadian rhythms, and the effects of psychoactive drugs.

AP students in Psychology should be able to do the following:

• Describe various states of consciousness and their impact on behavior.

• Discuss aspects of sleep and dreaming:

— stages and characteristics of the sleep cycle;

— theories of sleep and dreaming;

— symptoms and treatments of sleep disorders.

• Describe historic and contemporary uses of hypnosis (e.g., pain control, psychotherapy).

• Explain hypnotic phenomena (e.g., suggestibility, dissociation).

• Identify the major psychoactive drug categories (e.g., depressants, stimulants) and classify specific drugs, including their psychological and physiological effects.

• Discuss drug dependence, addiction, tolerance, and withdrawal.

• Identify the major figures in consciousness research (e.g., William James, Sigmund Freud, Ernest Hilgard).

VI. Learning (7–9%)

This section of the course introduces students to differences between learned and unlearned behavior. The primary focus is exploration of different kinds of learning, including classical conditioning, operant conditioning, and observational learning. The biological bases of behavior illustrate predispositions for learning.

AP students in Psychology should be able to do the following:

• Distinguish general differences between principles of classical conditioning, operant conditioning, and observational learning (e.g., contingencies).

• Describe basic classical conditioning phenomena, such as acquisition, extinction, spontaneous recovery, generalization, discrimination, and higher-order learning.

• Predict the effects of operant conditioning (e.g., positive reinforcement, negative reinforcement, punishment).

• Predict how practice, schedules of reinforcement, and motivation will influence quality of learning.

• Interpret graphs that exhibit the results of learning experiments.

• Provide examples of how biological constraints create learning predispositions.

• Describe the essential characteristics of insight learning, latent learning, and social learning.

• Apply learning principles to explain emotional learning, taste aversion, superstitious behavior, and learned helplessness.

• Suggest how behavior modification, biofeedback, coping strategies, and self-control can be used to address behavioral problems.

• Identify key contributors in the psychology of learning (e.g., Albert Bandura, John Garcia, Ivan Pavlov, Robert Rescorla, B. F. Skinner, Edward Thorndike, Edward Tolman, John B. Watson).

VII. Cognition (8–10%)

In this unit students learn how humans convert sensory input into kinds of information. They examine how humans learn, remember, and retrieve information. This part of the course also addresses problem solving, language, and creativity.

AP students in Psychology should be able to do the following:

• Compare and contrast various cognitive processes:

— effortful versus automatic processing;

— deep versus shallow processing;

— focused versus divided attention.

• Describe and differentiate psychological and physiological systems of memory (e.g., short-term memory, procedural memory).

• Outline the principles that underlie effective encoding, storage, and construction of memories.

• Describe strategies for memory improvement.

• Synthesize how biological, cognitive, and cultural factors converge to facilitate acquisition, development, and use of language.

• Identify problem-solving strategies as well as factors that influence their effectiveness.

• List the characteristics of creative thought and creative thinkers.

• Identify key contributors in cognitive psychology (e.g., Noam Chomsky, Hermann Ebbinghaus, Wolfgang Köhler, Elizabeth Loftus, George A. Miller).

VIII. Motivation and Emotion (6–8%)

In this part of the course, students explore biological and social factors that motivate behavior and biological and cultural factors that influence emotion.

AP students in Psychology should be able to do the following:

• Identify and apply basic motivational concepts to understand the behavior of humans and other animals (e.g., instincts, incentives, intrinsic versus extrinsic motivation).

• Discuss the biological underpinnings of motivation, including needs, drives, and homeostasis.

• Compare and contrast motivational theories (e.g., drive reduction theory, arousal theory, general adaptation theory), including the strengths and weaknesses of each.

• Describe classic research findings in specific motivation systems (e.g., eating, sex, social)

• Discuss theories of stress and the effects of stress on psychological and physical well-being.

• Compare and contrast major theories of emotion (e.g., James–Lange, Cannon– Bard, Schachter two-factor theory).

• Describe how cultural influences shape emotional expression, including variations in body language.

• Identify key contributors in the psychology of motivation and emotion (e.g., William James, Alfred Kinsey, Abraham Maslow, Stanley Schachter, Hans Selye).

IX. Developmental Psychology (7–9%)

Developmental psychology deals with the behavior of organisms from conception to death and examines the processes that contribute to behavioral change throughout the life span. The major areas of emphasis in the course are prenatal development, motor development, socialization, cognitive development, adolescence, and adulthood.

AP students in Psychology should be able to do the following:

• Discuss the interaction of nature and nurture (including cultural variations) in the determination of behavior.

• Explain the process of conception and gestation, including factors that influence successful fetal development (e.g., nutrition, illness, substance abuse).

• Discuss maturation of motor skills.

• Describe the influence of temperament and other social factors on attachment and appropriate socialization.

• Explain the maturation of cognitive abilities (e.g., Piaget's stages, information processing).

• Compare and contrast models of moral development (e.g., Kohlberg, Gilligan).

• Discuss maturational challenges in adolescence, including related family conflicts.

• Explain how parenting styles influence development.

• Characterize the development of decisions related to intimacy as people mature.

• Predict the physical and cognitive changes that emerge as people age, including steps that can be taken to maximize function.

• Describe how sex and gender influence socialization and other aspects of development.

• Identify key contributors in developmental psychology (e.g., Mary Ainsworth, Albert Bandura, Diana Baumrind, Erik Erikson, Sigmund Freud, Carol Gilligan, Harry Harlow, Lawrence Kohlberg, Konrad Lorenz, Jean Piaget, Lev Vygotsky).

X. Personality (5–7%)

In this section of the course, students explore major theories of how humans develop enduring patterns of behavior and personal characteristics that influence how others relate to them. The unit also addresses research methods used to assess personality.

AP students in Psychology should be able to do the following:

• Compare and contrast the major theories and approaches to explaining personality (e.g., psychoanalytic, humanist, cognitive, trait, social cognition, behavioral).

• Describe and compare research methods (e.g., case studies and surveys) that psychologists use to investigate personality.

• Identify frequently used assessment strategies (e.g., the Minnesota Multiphasic Personality Inventory [MMPI], the Thematic Apperception Test [TAT]), and evaluate relative test quality based on reliability and validity of the instruments.

• Speculate how cultural context can facilitate or constrain personality development, especially as it relates to self-concept (e.g., collectivistic versus individualistic cultures).

• Identify key contributors to personality theory (e.g., Alfred Adler, Albert Bandura, Paul Costa and Robert McCrae, Sigmund Freud, Carl Jung, Abraham Maslow, Carl Rogers).

XI. Testing and Individual Differences (5–7%)

An understanding of intelligence and assessment of individual differences is highlighted in this portion of the course. Students must understand issues related to test construction and fair use.

AP students in Psychology should be able to do the following:

- Define intelligence and list characteristics of how psychologists measure intelligence:
  - — abstract versus verbal measures;
  - — speed of processing.
- Discuss how culture influences the definition of intelligence.
- Compare and contrast historic and contemporary theories of intelligence (e.g., Charles Spearman, Howard Gardner, Robert Sternberg).
- Explain how psychologists design tests, including standardization strategies and other techniques to establish reliability and validity.
- Interpret the meaning of scores in terms of the normal curve.
- Describe relevant labels related to intelligence testing (e.g., gifted, cognitively disabled).
- Debate the appropriate testing practices, particularly in relation to culture-fair test uses.
- Identify key contributors in intelligence research and testing (e.g., Alfred Binet, Francis Galton, Howard Gardner, Charles Spearman, Robert Sternberg, Louis Terman, David Wechsler).

XII. Abnormal Behavior (7–9%)

In this portion of the course, students examine the nature of common challenges to adaptive functioning. This section emphasizes formal conventions that guide psychologists' judgments about diagnosis and problem severity.

AP students in Psychology should be able to do the following:

- Describe contemporary and historical conceptions of what constitutes psychological disorders.
- Recognize the use of the most recent version of the Diagnostic and Statistical Manual of Mental Disorders (DSM) published by the American Psychiatric Association as the primary reference for making diagnostic judgments.
- Discuss the major diagnostic categories, including anxiety disorders, bipolar and related disorders, depressive disorders, dissociative disorders, feeding and eating disorders, neurodevelopmental disorders, neurocognitive disorders, obsessive-compulsive and related disorders, personality disorders, schizophrenia spectrum and other psychotic disorders, somatic symptom and related disorders, and trauma- and stressor-related disorders and their corresponding symptoms.
- Evaluate the strengths and limitations of various approaches to explaining psychological disorders: medical model, psychoanalytic, humanistic, cognitive, biological, and sociocultural.

• Identify the positive and negative consequences of diagnostic labels (e.g., the Rosenhan study).

• Discuss the intersection between psychology and the legal system (e.g., confidentiality, insanity defense).

XIII. Treatment of Abnormal Behavior (5–7%)

This section of the course provides students with an understanding of empirically based treatments of psychological disorders. The topic emphasizes descriptions of treatment modalities based on various orientations in psychology.

AP students in Psychology should be able to do the following:

• Describe the central characteristics of psychotherapeutic intervention.

• Describe major treatment orientations used in therapy (e.g., behavioral, cognitive, humanistic) and how those orientations influence therapeutic planning.

• Compare and contrast different treatment formats (e.g., individual, group).

• Summarize effectiveness of specific treatments used to address specific problems.

• Discuss how cultural and ethnic context influence choice and success of treatment (e.g., factors that lead to premature termination of treatment).

• Describe prevention strategies that build resilience and promote competence.

• Identify major figures in psychological treatment (e.g., Aaron Beck, Albert Ellis, Sigmund Freud, Mary Cover Jones, Carl Rogers, B. F. Skinner, Joseph Wolpe).

XIV. Social Psychology (8–10%)

This part of the course focuses on how individuals relate to one another in social situations. Social psychologists study social attitudes, social influence, and other social phenomena.

AP students in Psychology should be able to do the following:

• Apply attribution theory to explain motives (e.g., fundamental attribution error, self-serving bias).

• Describe the structure and function of different kinds of group behavior (e.g., deindividuation, group polarization).

• Explain how individuals respond to expectations of others, including groupthink, conformity, and obedience to authority.

• Discuss attitudes and how they change (e.g., central route to persuasion).

• Predict the impact of the presence of others on individual behavior (e.g., bystander effect, social facilitation).

• Describe processes that contribute to differential treatment of group members (e.g., in-group/out-group dynamics, ethnocentrism, prejudice).

• Articulate the impact of social and cultural categories (e.g., gender, race, ethnicity) on self-concept and relations with others.

• Anticipate the impact of behavior on a self-fulfilling prophecy.

• Describe the variables that contribute to altruism, aggression, and attraction.

• Discuss attitude formation and change, including persuasion strategies and cognitive dissonance.

• Identify important figures in social psychology (e.g., Solomon Asch, Leon Festinger, Stanley Milgram, Philip Zimbardo).

21. Course Outline

These are the major content areas covered by the AP Psychology Exam, as well as the approximate percentages of the multiple-choice section that are devoted to each area. For a more thorough description of the exam's content, please see the preceding pages.

Content Area — Percentage Goals for Exam (multiple choice section)

I. History and Approaches 2–4%
- A. History of Psychology
- B. Approaches
  1. Biological
  2. Behavioral
  3. Cognitive
  4. Humanistic
  5. Psychodynamic
  6. Sociocultural
  7. Evolutionary
  8. Biopsychosocial
- C. Subfields in Psychology

II. Research Methods 8–10%
- A. Experimental, Correlational, and Clinical Research
- B. Statistics
  1. Descriptive
  2. Inferential
- C. Ethics in Research

III. Biological Bases of Behavior 8–10%
- A. Physiological Techniques (e.g., imaging, surgical)
- B. Neuroanatomy
- C. Functional Organization of Nervous System
- D. Neural Transmission

- E. Neuroplasticity
- F. Endocrine System
- G. Genetics
- H. Evolutionary Psychology

IV. Sensation and Perception 6–8%
- A. Thresholds and Signal Detection Theory
- B. Sensory Mechanisms
- C. Attention
- D. Perceptual Processes

V. States of Consciousness 2–4%
- A. Sleep and Dreaming
- B. Hypnosis
- C. Psychoactive Drug Effects

VI. Learning 7–9%
- A. Classical Conditioning
- B. Operant Conditioning
- C. Cognitive Processes
- D. Biological Factors
- E. Social Learning

VII. Cognition 8–10%
- A. Memory
- B. Language
- C. Thinking
- D. Problem Solving and Creativity

VIII. Motivation and Emotion 6–8%
- A. Biological Bases
- B. Theories of Motivation
- C. Hunger, Thirst, Sex, and Pain
- D. Social Motives
- E. Theories of Emotion
- F. Stress

IX. Developmental Psychology 7–9%
- A. Life-Span Approach
- B. Research Methods (e.g., longitudinal, cross-sectional)
- C. Heredity–Environment Issues
- D. Developmental Theories
- E. Dimensions of Development
    1. Physical
    2. Cognitive
    3. Social
    4. Moral
- F. Sex and Gender Development

Content Area	Percentage Goals for Exam (multiple choice section)

X. Personality 5–7%
- A. Personality Theories and Approaches
- B. Assessment Techniques
- C. Growth and Adjustment

XI. Testing and Individual Differences 5–7%
- A. Standardization and Norms
- B. Reliability and Validity
- C. Types of Tests
- D. Ethics and Standards in Testing
- E. Intelligence

XII. Abnormal Behavior 7–9%
- A. Definitions of Abnormality
- B. Theories of Psychopathology
- C. Diagnosis of Psychopathology
- D. Types of Disorders
    1. Anxiety
    2. Bipolar and Related
    3. Depressive
    4. Dissociative
    5. Feeding and Eating
    6. Neurodevelopmental
    7. Neurocognitive
    8. Obsessive-Compulsive and Related
    9. Personality
    10. Schizophrenia Spectrum and Other Psychotic
    11. Somatic Symptom and Related

XIII. Treatment of Abnormal Behavior 5–7%
- A. Treatment Approaches
    1. Psychodynamic
    2. Humanistic
    3. Behavioral
    4. Cognitive
    5. Biological
- B. Modes of Therapy (i.e., individual, group)
- C. Community and Preventive Approaches

XIV. Social Psychology 8–10%
- A. Group Dynamics
- B. Attribution Processes
- C. Interpersonal Perception
- D. Conformity, Compliance, Obedience
- E. Attitudes and Attitude Change
- F. Organizational Behavior
- G. Aggression/Antisocial Behavior
- H. Cultural Influences

22. Texts & Supplemental Instructional Materials

Textbook Title:	Psychology in Your Life
Edition:	Second
Publication Date:	2016
Publisher:	W.W. Norton & Co.
Author(s):	Michael Gazzaniga, Sarah Grison, Todd Heatherton
Usage:	Primary Text 100%

23. Assessment Methods and/or Tools

The AP Psychology Exam includes a 70-minute multiple-choice section that accounts for two-thirds of the exam grade and a 50-minute free-response section made up of two questions that accounts for one-third of the exam grade.

Multiple-choice scores are based on the number of questions answered correctly. Points are not deducted for incorrect answers, and no points are awarded for unanswered questions. Because points are not deducted for incorrect answers, students are encouraged to answer all multiple-choice questions. On questions they do not know the correct answer to, students should eliminate as many choices as they can, and then select the best answer among the remaining choices.

Free-response questions are an appropriate tool for evaluating a student's mastery of scientific research principles and ability to make connections among constructs from different psychological domains (e.g., development, personality, learning). Students may be asked to analyze a general problem in psychology (e.g., depression, adaptation) using concepts from different theoretical frameworks or subdomains in the field, or to design, analyze, or critique a research study.

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

10. 18/19-1154 - EDGENUITY, INC. AGREEMENT

RECOMMENDATION

The Board of Education is requested to approve a five year agreement between Edgenuity, Inc. and the Monrovia Unified School District on behalf of Canyon Oaks High School to provide comprehensive digital licenses from July 1, 2019 through June 30, 2024. Motion by_____, seconded by _____, Vote _____ Board Member Wong____, Board Member Lockerbie____ Board Member Travanti____ Board Member Hammond _____, Board President Gililland _____

Rationale:

The Every Student Succeeds Act (ESSA) requires the California Department of Education (CDE) to determine school eligibility for Comprehensive Support and Improvement (CSI). Canyon Oaks High School was determined eligible due to their graduation rate falling below 67 percent. As a result, the staff and administrators at Canyon Oaks High School collaborated multiple times a week to execute a plan to increase the rate of graduation of high school students over the next five consecutive school years. Federal funds have been set aside to facilitate district activities to support schools identified for CSI. The district's allocation is $177,442. With the understanding that credit recovery is instrumental in students' graduating, Canyon Oaks is presenting this contract with Edgenuity as part of the plan to increase the graduate rate. Edgenuity offers a robust online catalog of customizable, A-G, UC/CSU, NCAA approved courses as part of its online learning platform, offering a wide variety of credits and curriculum. Edgenuity is data-rich, allowing students, staff and parents to access updated information, such as time involved and tasks completed. Members and administrators of the COHS staff will receive additional training on how to capture and analyze this data throughout the year during site staff development meetings as well as the monthly district PLC.

Budget Implication ($ Amount):

Edgenuity will cost $97,500 and will be funded from allocated CSI funds.

Legal References:

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

Additional Information:

A copy of the Edgenuity agreement is attached.

ATTACHMENTS

- Edgenuity - COHS 5-22-19.pdf

Edgenuity

Edgenuity Inc.
8860 E. Chaparral Road
Suite 100
Scottsdale AZ 85250
877-725-4257

Price Quote for Services
Canyon Oaks High School
Monrovia CA
Quote Number 57417
Total $97,500.00
Date 4/30/2019

Payment Schedule

Contract Start	Contract End
7/1/2019	6/30/2024

Site	Description	Comment	End Date	Per Unit Cost	Qty	Cost
	Digital Libraries 6-12 Comprehensive All Site License (MS and HS content for math, ELA, science, social studies, electives, CTE, AP, world languages, Virtual Tutors; excludes Sophia, eDynamic Learning and Purpose Prep) $18,000 Site License for Five Years		05/31/2020	$91,500.00	1	$91,500.00
	Nightly Imports - User data and Course		06/30/2024	$2,500.00	1	$2,500.00
	Professional Development Onsite Day		05/31/2020	$2,500.00	1	$2,500.00
	Professional Development Webinar Training		05/31/2020	$500.00	2	$1,000.00

1. Canyon Oaks High School

Subtotal	$97,500.00
Total	$97,500.00

Edgenuity will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Edgenuity will invoice the customer for the additional usage.

This quote is subject to Edgenuity Inc. Standard Terms and Conditions ("Terms and Conditions"). These Terms and Conditions are available at http://www.edgenuity.com/edgenuity-standard-terms-and-conditions-of-sale.pdf, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without Edgenuity's written consent.

If this Quote includes any Sophia® Learning Inc. courses for purchase, the following language applies to any such purchase (and this language is also found in the above linked Terms and Conditions): "Use of any Sophia course is prohibited for all students under the age of 13 years."

Canyon Oaks High School

Signature: 

Print Name: Katherine Thorossian

Title: Superintendent

Date: May 22, 2019

Edgenuity Inc. Representative

Patrick Nikolajevic

1-877-725-4257 x1753

patrick.nikolajevic@edgenuity.com

TERMS AND CONDITIONS BETWEEN EDGENUITY INC. AND CANYON OAKS HIGH SCHOOL MONROVIA CALIFORNIA

These Terms and Conditions govern the provision of products and services as set forth in the applicable Edgenuity quote, customer-accepted proposal, or purchase order (collectively the "Quote," and with these Terms and Conditions, the "Agreement").

1. DEFINITIONS.

a. **Subscription** refers to Edgenuity's internet based learning management software as a service. The Subscription includes access to the **Licensed Material** (defined below) and **Third Party Services** (defined in Attachment A).

b. **Licensed Material** refers to the Edgenuity products and services specified in the Quote or other agreement, which may include Edgenuity Courseware, audio, video and other content, curriculum, documentation and software including applets and animations.

c. **Professional Development** refers to all implementation planning, program design, administrative and instructional training, consulting and coaching for education professionals provided by Edgenuity as described in the applicable Quote. Professional Development services are also subject to the additional terms contained in Attachment B.

d. **Instructional Services** refers to services provided by Edgenuity including student access to teachers and coaches, the development and implementation of policies and procedures for purposes of improving student outcomes, and other services as stated in the applicable Quote. Instructional Services are also subject the additional terms contained in Attachment B.

2. LICENSE and SERVICES.

a. License. Edgenuity grants Customer a non-exclusive, non-transferable license to access and use Licensed Material for internal educational and training purposes solely for the Subscription as set forth in the Quote. This Agreement provides only Customer and Customer's specifically authorized instructors, administrators, students and parents ("End Users") access to and use of the Subscription solely for internal education- and training-related purposes.

b. Services. If set forth in the Quote, Edgenuity will also provide Professional Development and/or Instructional Services, subject to the additional terms and conditions in Attachment B. Customer's access to any Professional Development or Instructional Services will expire at the end of the Term set forth in the applicable Quote, or if the Subscription is terminated for any reason.

c. Edgenuity Technical and Customer Support. Edgenuity will provide technical and customer support for the Service under the terms of Edgenuity's support policies found at www.edgenuity.com/support including all updates, bug fixes, and enhancements when generally made available.

3. USE OF SUBSCRIPTION.

a. **Customer Data and Student Data.** All data and materials uploaded or entered during use of the Subscription by Customer, including student information and student records, remain the property of Customer ("**Customer Data**"). All student-generated content and personally identifiable information about any students ("Student Data") shall remain the property of the student, or of the parent or legal guardian of the student. Customer represents and warrants that it has appropriate rights to any Customer Data and Student Data. Customer grants Edgenuity the right to use the Customer Data and Student Data solely for purposes of performing under this Agreement. Students (or Parents or legal guardians of the Student), retain ownership and control of all Student Data that is provided or accessed through Edgenuity's course, and ownership of such Student Data never passes to Edgenuity. During the term of this Agreement, Customer may export Customer Data and Student Data to the extent allowed by the functionality within the Subscription. For training and demonstration purposes, Edgenuity may use and share Customer Data and Student Data, but will share only with supervisors, instructors and other Customer employees who have appropriate authorization.

b. **Customer Responsibilities**. Customer must (i) keep its passwords secure and confidential; (ii) be solely responsible for Customer Data and all activity in its account; (iii) use commercially reasonable efforts to prevent unauthorized access to its account and notify Edgenuity promptly of any such unauthorized access; and (iv) use the Subscription as described in Edgenuity's written technical guides. Customer authorizes its integrators or other third party vendors and Edgenuity to conduct initial setup and to allow continued access to the Subscription for the sole benefit of Customer. Customer may provide Edgenuity the name and contact information for all third parties authorized by Customer, or necessary for Customer to use the Subscription. Customer is solely responsible for ensuring compliance by its authorized integrators or other third party vendor(s) with all federal, state and local privacy laws and regulations.

4. WARRANTIES and DISCLAIMERS.

a. **Compliance Warranty & Privacy Policy.** Edgenuity will comply with, and will cause each of its employees, agents, and contractors to comply with, all state, federal and municipal laws and regulations applicable to its performance under this Agreement ("Applicable Laws"), including without limitation the Family Educational Rights and Privacy Act ("**FERPA**"), and the Children's Online Privacy Protection Act ("**COPPA**"). Edgenuity's Privacy Policy, which is incorporated by reference into these terms and conditions, contains additional terms regarding Edgenuity's use of and commitment to safeguarding Student Data, and compliance with other student privacy laws. Customers and End Users can find Edgenuity's privacy policy at http://www.edgenuity.com/Information/Privacy/. Customer is responsible for providing notice of its own privacy policy to parents of its student and for obtaining any necessary parental consents for students to use the Subscription as may be required by Applicable Law.

b. **Professional Development and Instructional Services Warranty**. Edgenuity warrants that it will provide Professional Development and/or Instructional Services in a professional and competent manner consistent with the terms of this Agreement and under generally accepted industry standards.

c. **Edgenuity Service Warranty**. Edgenuity warrants that it will make commercially reasonable efforts to maintain the online availability of the Subscription. CUSTOMER'S EXCLUSIVE REMEDY AND EDGENUITY'S ENTIRE LIABILITY UNDER THIS WARRANTY WILL BE FOR EDGENUITY TO REPAIR THE NON-CONFORMING SERVICE, OR IF EDGENUITY CANNOT MAKE SUCH REPAIR WITHIN A REASONABLE PERIOD OF TIME, THEN EDGENUITY MAY TERMINATE ACCESS TO THE SUBSCRIPTION AND REFUND A PORTION OF THE FEE.

d. **DISCLAIMERS**. THE SUBSCRIPTION IS PROVIDED "AS IS" AND WITH ALL FAULTS. EXCEPT FOR THE ABOVE WARRANTIES, THE SUBSCRIPTION AND ANY PROFESSIONAL DEVELOPMENT AND INSTRUCTIONAL SERVICES ARE PROVIDED ON AN "AS-IS" AND "WHEN AVAILABLE" BASIS. EDGENUITY EXPRESSLY DISCLAIMS ALL OTHER REPRESENTATIONS AND WARRANTIES CONCERNING THE SUBSCRIPTION AND SERVICES TO THE EXTENT ALLOWED BY LAW, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THERE IS NO WARRANTY THAT THE OPERATION OR CONNECTIVITY OF THE SUBSCRIPTION WILL BE UNINTERRUPTED OR ERROR-FREE, OR THAT THE SUBSCRIPTION WILL BE FREE OF ALL POSSIBLE METHODS OF UNAUTHORIZED ACCESS, ATTACK, OR INTRUSION.

5. **PAYMENT, INVOICING AND TAXES.** Unless otherwise provided in the Quote, Customer will pay the amount of each invoice net 30 days after the invoice date. Except to the extent that Customer provides Edgenuity with a valid tax exemption certificate authorized by the appropriate taxing authority, Customer must pay any taxes, impositions, or other charges imposed or levied by any governmental authority, including any sales, use, value-added, or withholding taxes, in connection with the Quote, excluding Edgenuity income and payroll taxes.

6. **MUTUAL CONFIDENTIALITY.**

a. **Definition of Confidential Information**. Confidential Information means all non-public information including Personally Identifiable Information ("**PII**") as defined by Applicable Law, disclosed by a party ("**Discloser**") to the other party ("**Recipient**"), whether orally or in writing, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure ("**Confidential Information**"). Edgenuity's Confidential Information includes without limitation the Service, its user interface design and layout, pricing information, and the Licensed Material.

b. **Protection of Confidential Information**. The Recipient must use the same degree of care that it uses to protect the confidentiality of its own confidential information (but in no event less than reasonable care) not to disclose or use any Confidential Information of the Discloser for any purpose outside the scope of this Agreement. The Recipient must make commercially reasonable efforts to limit access to Confidential Information of Discloser to those of its employees and contractors who need such access for purposes consistent with this Agreement and who have signed confidentiality agreements with Recipient no less restrictive than the confidentiality terms of this Agreement.

c. **Exclusions**. Confidential Information excludes information that: (i) is or becomes generally known to the public without breach of any obligation owed to Discloser; (ii) was known to the Recipient before its disclosure by the Discloser without breach of any obligation owed to the Discloser; (iii) is received from a third party without breach of any obligation owed to Discloser; or (iv) was independently developed by the Recipient without use or access to the Confidential Information. The Recipient may disclose Confidential Information to the extent required by law or court order, but will provide Discloser with advance written notice to seek a protective order.

7. **EDGENUITY PROPERTY**.

a. **Reservation of Rights**. The content, documentation, software, workflow processes, user interface, designs, know-how and other items provided by Edgenuity as part of the Subscription, any Instructional Services or Professional Development, or in response to Customer requests for customized content are the proprietary property of Edgenuity and its licensors, and all right, title and interest in and to such items, including all associated intellectual property rights, remain only with Edgenuity and its licensors. Customer may not remove or modify any proprietary marking or restrictive legends in the Edgenuity Courseware. Edgenuity reserves all rights unless expressly granted in this Agreement.

b. **Restrictions**. Customer may not (i) sell, resell, rent or lease the access to the Subscription or use it in a service provider capacity; (ii) use the Subscription to store or transmit infringing, unsolicited marketing emails, libelous, or otherwise objectionable, unlawful or tortious material, or to store or transmit material in violation of third-party rights; (iii) interfere with or disrupt the integrity or performance of the Subscription or attempt to gain unauthorized access to the Subscription or its related systems or networks; (vi) use the Subscription for other than internal Customer educational purposes; (v) reproduce, frame, mirror, modify, translate, enhance, decompile, disassemble, copy, download or reverse engineer the Subscription or modify, create derivative works based on the Subscription; or (vi) access the Subscription to build a competitive service or product, or copy any feature, function or graphic for competitive purposes.

8. **TERM AND TERMINATION.**

a. **Term**. The Term of this Agreement and Customer's access to the Subscription, Services, and any instructional Services or Professional Development services will continue for the period indicated on the applicable Quote, unless terminated by Edgenuity for material breach.

b. **Funding-Out Clause.** Customer's payment obligation may be conditioned upon the availability of funds that are appropriated or allocated by the applicable government agency. If funds are not allocated, Customer may terminate this Agreement at the end of the period for which funds are available. Customer must notify Edgenuity in writing within thirty (30) calendar days before termination. Upon termination, Edgenuity will be entitled to a pro-rata portion of the fees for Service performed up to the date of termination.

c. **Non-payment of Fees**. Edgenuity may terminate the Agreement and access to the Subscription in a Quote within ten (10) days after

Customer receipt of a notice of non-payment of amounts owed under that Quote.

d. **Mutual Termination for Material Breach.** Except for 7(b), if either party is in material breach of this Agreement, the non-breaching party may terminate this Agreement at the end of a written thirty (30) calendar day notice and cure period, if the breach has not been cured.

e. **Access to and Return of Customer Data and Student Data.** For a period of up to sixty (60) days after termination, upon request, Edgenuity will make the Subscription available for Customer to access and export Customer Data and Student Data. Alternately, Customer may submit a written request to Edgenuity up to sixty (60) days after termination, to request the deletion of Student Data (other than anonymized or de-identified data that may be retained pursuant to Edgenuity's Privacy Policy).

f. **Suspension for Violations of Law.** Edgenuity may temporarily suspend the Subscription or remove the applicable Customer Data, or both, if it in good faith believes that, as part of using the Subscription, Customer has violated a law. Edgenuity will attempt to contact Customer in advance.

g. **Return or Destroy Edgenuity Materials Upon Termination.** Within sixty (60) days after expiration or termination of this Agreement for any reason, upon request, Customer agrees to return, delete or destroy all proprietary Edgenuity materials provided by Edgenuity. Customer will confirm its compliance with this destruction or return requirement in writing upon request of Edgenuity.

9. LIABILITY LIMIT.

a. **EXCLUSION OF INDIRECT DAMAGES.** EDGENUITY IS NOT LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT (INCLUDING, WITHOUT LIMITATION, COSTS OF DELAY; LOSS OF DATA, RECORDS OR INFORMATION; AND LOST PROFITS), EVEN IF IT KNOWS OF THE POSSIBILITY OF SUCH DAMAGE OR LOSS.

b. **TOTAL LIMIT ON LIABILITY.** EDGENUITY'S TOTAL LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT (WHETHER IN CONTRACT, TORT OR OTHERWISE) DOES NOT EXCEED THE AMOUNT PAID BY CUSTOMER WITHIN THE 12-MONTH PERIOD BEFORE THE EVENT THAT GAVE RISE TO THE LIABILITY.

10. INDEMNITY.

a. Edgenuity will defend or settle any third party claim against Customer to the extent that such claim alleges that Edgenuity technology used to provide the Subscription violates a copyright, patent, trademark or other intellectual property right. Customer must promptly notify Edgenuity of any such claim in writing, cooperates with Edgenuity in the defense, and allow Edgenuity solely to control the defense or settlement of the claim. If such a claim appears likely, then Edgenuity may modify the Subscription, procure the necessary rights, or replace the infringing part of the Subscription with a functional equivalent. If Edgenuity determines that none of these are reasonably available, then Edgenuity may terminate the Subscription and refund any prepaid and unused fees. Edgenuity has no obligation for any claim, in whole or in part, arising from information, items or technology not provided by Edgenuity or for any third party services not owned by Edgenuity. THIS SECTION CONTAINS CUSTOMER'S EXCLUSIVE REMEDIES AND EDGENUITY'S SOLE LIABILITY FOR INTELLECTUAL PROPERTY INFRINGEMENT CLAIMS.

b. To the extent permitted under Applicable Law, each party will defend, indemnify and hold harmless the other party from and against any third party claims, injuries, losses, damages, settlements, penalties, fines, costs, or expenses (including reasonable attorneys' fees) that arise from or relate to (i) the indemnifying party's negligence, misconduct or breach of this Agreement; and (ii) an indemnifying party's violation of Applicable Law.

11. OTHER TERMS.

a. **Governing Law.** If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, then (i) if MUSD is the party initiating that action (e.g., as plaintiff), this Agreement shall be interpreted under Arizona law, the action shall be submitted to the exclusive jurisdiction of the applicable court in Arizona, and venue for the action shall be Arizona; and (ii) if Edgenuity is the party initiating the action (e.g., as plaintiff), this Agreement shall be interpreted under California law, the action shall be submitted to the exclusive jurisdiction of the applicable court in Los Angeles County, California, and venue for the action shall be Los Angeles, California, where Customer is located..

b. **Entire Agreement and Changes.** These Terms and Conditions (and any Attachments) and the Quote constitute the entire agreement between the parties and supersede any prior or contemporaneous negotiations or agreements, whether oral or written, related to this subject matter. The Parties may modify this Agreement only by written agreement signed by both parties.

c. **No Assignment.** Neither party may assign or transfer this Agreement or a Quote to a third party, except that this Agreement with all Quotes may be assigned, without the consent of the other party as part of a merger or sale of all or substantially all the assets of a party.

d. **Independent Contractors.** The parties to this Agreement are independent contractors, and this Agreement does not create any partnership, joint venture, employment, franchise, or agency between the parties. Neither party will have the power to bind the other or incur obligations on the other's behalf without the other's prior written consent.

e. **Feedback.** By submitting ideas, suggestions or feedback to Edgenuity regarding the Subscription, Customer agrees that items submitted do not contain confidential or proprietary information; and Customer grants Edgenuity an irrevocable, unlimited, royalty-free and fully-paid perpetual license to use such items for any business purpose.

f. **Enforceability and Force Majeure.** If any term of this Agreement is invalid or unenforceable, the other terms remain in effect. Except for the payment of fees, neither party is liable for events beyond its reasonable control, including, without limitation force majeure events, failure of Internet services, any third party service and telecommunications services.

g. **Money Damages Insufficient**. Any breach by a party of this Agreement or violation of the other party's intellectual property rights could cause irreparable injury or harm to the other party. The other party may seek a court order to stop any breach or avoid any future breach.

h. **No Additional Terms and Order of Precedence.** This Agreement supersedes any additional or conflicting terms of any Customer form-purchasing document. If there is an inconsistency between these Terms and Conditions and any Quote, the Quote will prevail only with respect to pricing, duration and service specific terms.

i. **Survival of Terms**. Sections 5 through 10, 11(a) (e) (g) (h) and (i) shall survive termination of this Agreement.

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

Customer: Monrovia Unified School District	**Edgenuity Inc.**
Signature:	Signature:
Printed Name: Katherine Thorossian	Printed Name:
Title: Superintendent	Title:
Date: May 22, 2019	Date:
Address: 325 East Huntington Drive Monrovia, CA 91016	Address: 8860 East Chaparral Road, Suite 100 Scottsdale, AZ 85250

Attachment A
Third Party Terms

1. **Third Party Services** refer to web based software, content or services licensed by Edgenuity from a third party for use by Edgenuity for the Subscription or Hardware. Customer's use of Third Party Services may be subject to additional terms from the third parties, some of which are listed below or can be found at the web links indicated:

a. **ExploreLearning.** Access to and use of any ExploreLearning *Gizmos* (Gizmos) provided by Edgenuity are governed by the following additional terms: (i) Neither Customer nor any of its users are authorized to access or use any Gizmos, except: (a) users who are students and who are authorized by Customer to access and use the Service that includes or incorporates the Gizmos; and (b) users who are teachers of those same students, provided that such teachers may use the Gizmos only for the purposes of assigning and managing assignments for those students; (ii) A Gizmo may only be used in connection with the Service with which that particular Gizmo has been provided, and may not be used in connection with any other class, program, application, or software; and (iii) Customer understands and agrees that any access to or use of any Gizmo provided by Edgenuity by Customer or any of its users in contravention of the foregoing terms constitutes a material breach of the Agreement, and that if Customer desires to use a Gizmo in a manner that is not authorized by the Agreement, it is solely the responsibility of Customer (and not of Edgenuity) to obtain authorization for such use from the appropriate third party.

b. **Education Testing Services (ETS) *e-rater*® Scoring Service**. If the Agreement includes any ETS services, Customer agrees as follows: (i) the score and/or feedback received from the e-rater® technology should be considered as one piece of evidence about a student's writing ability. When a score from the e-rater® engine is being used for an important decision about a student's performance, instructors should review and evaluate the score and/or feedback to ensure that the appropriate decision about placement or performance has been made; (ii) the user understands and agrees that the Scoring Service may not be used for any other purpose, or provided to any other party, than as described herein. As permitted under state or federal law, user shall indemnify and hold Edgenuity and/or Educational Testing Service (ETS) harmless from any and all claims arising out of the use of the Scoring Service or use of the scores and/or feedback to determine placement of, or grades for students, or any other purpose; (iii) THE E-RATER® SCORING SERVICE (SCORE AND GRAMMAR CHECKING FEATURE) PROVIDED BY ETS IS PROVIDED "AS-IS", WITHOUT WARRANTIES OF ANY KIND AND ETS DISCLAIMS ALL WARRANTIES WITH RESPECT TO THE E-RATER® SCORING SERVICE, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF NON-INFRINGEMENT, TITLE, MERCHANTABILITY, AND FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT WILL ETS BE LIABLE TO CLIENT OR ANY THIRD PARTY FOR ANY DIRECT, INDIRECT, PUNITIVE, EXEMPLARY, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF THE THIRD PARTY PRODUCTS, EVEN IF THEY HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR LOSSES; and (iv) with regard to essays submitted to the site, you (Customer) hereby grant to ETS a non-exclusive, royalty-free, world-wide, irrevocable license to reproduce, transmit, display, disclose, archive and otherwise use any such files you submit to the site for the purposes of scoring and providing feedback. ETS will not retain any personally identifiable information that may be associated with the essays. This license shall survive the termination of any license granted herein to ETS but in no event longer than 18 months. Any cessation of use of the site shall not result in the termination of any license you grant herein to ETS. Nothing herein shall preclude ETS from using information independently created by ETS.

c. **Sophia® Learning Inc**. If this Agreement includes any Sophia Learning Inc. courses for use, the following term applies to any such purchase or use: "Customer agrees that the use of any Sophia course is prohibited for all students under the age of 13 years."

d. **CompassLearning Third Party Information.** (i) CKEditor (© 2003-2013 CKSource – Frederico Knabben, all rights reserved), is a third party software text editor, licensed pursuant to the CKEditor Enterprise OEM License 2.3.2 and the GNU Lesser General Public License Version 3 ("LGPL"), available at http://www.gnu.org/licenses/gpl.html; (ii) SSHNET (© 2010 RENCI, all rights reserved), is a third party secure connectivity software tool, licensed pursuant to the terms found at https://sshnet.codeplex.com/license; (iii) Agilix Labs, Inc.'s xLi platform, (© Agilix Labs, Inc., all rights reserved), is distributed with other licensed third party components under the MIT License and/or the Apache License found at https://jquery.org/license/ and http://cdn.mathjax.org/mathjax/2.0-latest/LICENSE.

2. Hardware refers to any equipment with any pre-installed software marketed or supplied by Edgenuity and identified on a Quote. Edgenuity is not the manufacturer of Hardware and it is provided subject to the separate sale terms provided by the manufacturer (including without limitation, return and exchange terms). Customer grants Edgenuity permission to provide remote technical support for setup and diagnostic purposes for any Hardware if required. Customer owns the Hardware and has a license to any pre-installed software, subject to the applicable license agreement. During the term of this Agreement, if Customer modifies Hardware in any way, it may void the manufacturer's warranty. Upon expiration or termination of the Agreement, Edgenuity will remotely remove all Edgenuity content and software from the Hardware.

3. **DISCLAIMERS.** ALL THIRD PARTY SERVICES AND HARDWARE ARE PROVIDED BY EDGENUITY "AS IS." EDGENUITY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED. Edgenuity transfers to Customer, to the extent transferable,

warranties and indemnities Edgenuity receives from the manufacturer of the Hardware or Third Party Service. Edgenuity's sole obligation with respect to Hardware and Third Party Service will be to use reasonable commercial efforts to facilitate warranty and indemnification claims that Customer makes against the manufacturer of the Hardware or Third Party Service. Customer, recognizing that Edgenuity is not the manufacturer of Hardware or Third Party Service, expressly waives any claim that Customer may have against Edgenuity for product liability or infringement of any intellectual property right with respect to any Hardware or Third Party Service, as well as any right to indemnification from Edgenuity on account of any such claim made against Customer by a third party.

Attachment B
Additional Terms for Instructional Services & Professional Development

1. **APPLICABILITY.** These additional terms and conditions apply if the Quote includes the purchase of Instructional or Professional Development Services from Edgenuity. In the event of a conflict between these additional terms and the Edgenuity Standard Terms and Conditions, these additional terms shall control, but solely with respect to the provision of Instructional and/or Professional Development Services.

2. **CUSTOMER LIAISON.** Customer will designate an individual to serve as its primary liaison to Edgenuity for all communications related to the provision of Instructional and Professional Development Services, setting up access for End Users, and use of the Subscription.

3. **HOURS OF AVAILABILITY**. Edgenuity Instructional and Professional Development Services will be available during the business hours specified by Edgenuity, or if Customer requires Instructional Services for certain times or additional hours, such requirements must be specified in the Quote prior to the beginning of the Subscription. Requests for access to Instructional or Professional Development Services not already provided for in the Quote must be made or approved by the Customer Liaison, and may result in additional charges.

4. **NO GUARANTY OF OUTCOMES**. Edgenuity cannot make any guarantees, representations or warranties as to any student, teacher, or other End User outcomes or results from the Instructional or Professional Development Services.

5. **INSTRUCTIONAL SERVICES.** If specified in the Quote, Edgenuity will provide virtual access to teachers or coaches (or both) ("Edgenuity Instructors") who are hired, trained, supervised, and paid by Edgenuity, and who will assist in the virtual delivery of the Licensed Material to students and their use of the Subscription (the "Virtual Programs"). Customer is responsible for (a) providing secure internet access for End Users to use the Virtual Programs; (b) all day-to-day management of the Virtual Programs, subject in all cases to compliance with Applicable Law and Customer policies; (c) obtaining all necessary consents for the provision of Instructional Services where they will involve direct contact between Edgenuity Instructors and students and parents; (d) determining appropriate student courses and verifying student schedules; (e) monitoring student attendance and ensuring compliance with applicable state requirements; and (f) assisting students not making adequate progress.

   a. **Instructor Requirements**. Customer shall be responsible for advising Edgenuity of any special certification, training, background checks, insurance, fingerprinting or similar requirements for the Edgenuity Instructors as may be imposed by Applicable Law ("Instructor Requirements"). Edgenuity shall be solely responsible for all decisions regarding hiring, supervision, discipline, and dismissal of Edgenuity Instructors, and for ensuring that all Edgenuity Instructors meet and comply with Instructor Requirements.

   b. **Exceptional Student Services**. If Customer is a public entity receiving federal funds, Customer is considered the "Local Educational Agency," or LEA, as that term is defined by Applicable Law, and Customer is solely responsible for the provision of any special education services. Edgenuity's services do not include (i) providing special education services; (ii) creating, implementing or providing Individualized Education Programs (**IEP**); (iii) providing reasonable accommodations or any services to insure compliance with the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), section 504 of the Rehabilitation Act, or any other Applicable Law. Notwithstanding the foregoing, Edgenuity will discuss, formulate and make reasonable adjustments and accommodations in furtherance of student IEPs or reasonable accommodations established by Customer, provided that Customer provides necessary IEPs and section 504 documentation to Edgenuity. Customer shall be solely responsible for the costs of any required adjustments or accommodations.

   c. **State Testing.** Customer is responsible for providing appropriate accommodations for the administration of any state-mandated standardized testing by End Users. Customer is also responsible for receiving, distributing, administering, proctoring and returning all state mandated standardized tests under applicable state law, policies and procedures.

   d. **Reporting and Withdrawal of Students/End Users**. Where reporting of student results is required by Applicable Law, Customer shall be responsible for insuring the accuracy and completeness of student information used, relied upon, or reported by Edgenuity in providing the Instructional Services, and shall promptly notify Edgenuity if any student information needs to be corrected or updated. Upon notice to Customer, Edgenuity reserves the right to withdraw End User access for students who fail to take required tests or maintain adequate progress.

6. **PROFESSIONAL DEVELOPMENT SERVICES.** If included in the Quote, Edgenuity may also provide Professional Development Services, ("PD Services") which may include training and instruction to Customer's instructors and administrators on the implementation and use of the Subscription, curriculum workshops, use of student information to monitor progress, and other related topics as may be specified in the Quote. Customer shall be solely responsible for providing necessary equipment and secure internet access to facilitate the PD Services, and for scheduling the PD Services at least two (2) weeks in advance.

   a. **Charges for PD Services.** Before delivering Professional Development Services, Edgenuity must receive a signed Quote specifying the number of hours included and the cost of the services provided, and all necessary setup and implementation services required to demonstrate and use the Subscription must be completed. PD Services will be available for use by Customer only during the Term of the Subscription. PD Services purchased but not scheduled and delivered within the first year of the Term may be forfeited without notice. If there are any changes or cancellations of PD services less than 72 hours prior to the scheduled delivery date, Customer agrees to reimburse Edgenuity for travel and other out-of-pocket expenses incurred. The Parties must document in writing and sign any grace periods or extension of time for delivery of PD Services.

   b. **Use of Customer's Facilities.** If Edgenuity will be providing any PD Services at Customer's premises, Customer shall advise Edgenuity in advance of any Instructor Requirements for Edgenuity personnel, and Edgenuity will be responsible for insuring that all Professional Development personnel meet and comply with all such requirements.

7. **NO UNAUTHORIZED RECORDING OR REPRODUCTION.** All content delivered by Edgenuity as part of Instructional or PD Services are the property of Edgenuity, and customer may not record, reproduce or copy such content without Edgenuity's express written authorization.

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

11. 18/19-1158 - CERTIPORT, A BUSINESS OF NCS PEARSON, INC., AUTHORIZED TEST CENTER AGREEMENT

RECOMMENDATION

The Board of Education is requested to approve a Test Center Agreement between Certiport, a business of NCS Pearson, Inc., and the Monrovia Unified School District on behalf of Monrovia High School to act as a testing center to administer the Certiport Pathway Solutions and Methods exam. Motion by _____, seconded by _____ Vote _____ Board Member Wong ____, Board Member Lockerbie ____, Board Member Travanti ____ Board Member Hammond ____, Board President Gililland ____

Rationale:

Certiport is a leading provider of certification exam development, delivery, and program management services. This Test Center Agreement allows for Monrovia High School to be recognized and appointed by Certiport as a Certified Authorized Test Center (CATC) to administer the Certiport Pathway Solutions and Methods exam(s). The Certiport Pathway Solutions and Methods exam will be given to students in Monrovia High School's Digital Studies Academy. This exam allows students access to one of two Certifications, (1) an Adobe Certified Associate certification which certifies a student as proficient in the Adobe Suite area of Illustrator, Photoshop, Premiere Pro, In Design, and/or Dream Weaver for our Digital Studies Academy; (2) a Unity Certification is an entry-level Programmer certification specific for our Gaming & Simulations pathway. In becoming a CATC, MUSD is able to ensure Digital Studies Academy students access to industry-recognized professional certifications which is part of the CDE's 11 Elements of a High-Quality CTE Program Evaluation Tool. These certificates allow students to gain employment in high salary jobs that require specific technical skills. Industry-recognized certifications are also a goal of the Foothill Consortium and has been incorporated into our CTE Incentive Grant (CTEIG) goals and objectives.

Budget Implication ($ Amount):

The cost associated with being a test site is the purchase of a minimum of ten (10) exams at $75 each or $750. The cost for these exams will be covered through the CTEIG grant under a separate Sales Order and Terms Agreement.

Legal References:

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

Additional Information:

A copy of the Test Center Agreement is attached.

ATTACHMENTS

- Certiport Test Center Agrmtn 5-22-19.pdf

CERTIPORT AUTHORIZED TEST CENTER ™ AGREEMENT

This CATC ™ AGREEMENT (the "Agreement"), is entered into as of the last date signed below (the "Effective Date"), by and between Certiport®, a business of NCS Pearson, Inc., a corporation organized under the laws of the State of Minnesota, United States of America, having its principal offices at 5601 Green Valley Drive, Bloomington, Minnesota, 55437 ("Certiport"), and Monrovia Unified School District on ~~b~~Behalf of Monrovia High School, ~~a~~ organized under the laws of the State of California, having its principal offices at 325 East Huntington Drive, Monrovia, CA 91016, ("Company" or "Licensee") recognized hereinafter as a "CATC ™."

WHEREAS, Certiport is an independent provider of educational, assessment and certification programs and related products and services; and

WHEREAS, Company owns and operates a testing center with facilities that meet Certiport's testing center technical requirements, as well as the CATC ™ Guidelines, Policies, and Procedures described in Exhibit A and Company desires to have its facility recognized and appointed by Certiport as a "CATC ™" in the Territory and/or Sector(s) as described in Exhibit B;

NOW, THEREFORE, the parties agree as follows:

1. **Definitions**. The following terms shall have the following meanings for the purpose of this Agreement:
   1.1. "Assessment Exam" means any test that is intended to measure the skill, knowledge, intelligence, capacity or aptitude of the Examinee with respect to the subject matter thereof.
   1.2. "CATC ™" means Certiport Authorized Test Center, a party authorized pursuant to a license granted by Certiport to act as a testing center under the name "CATC ™" to administer the Certiport Pathway Solutions and Methods.
   1.3. "CATC ™ Policies, Guidelines and Procedures" or "the Guidelines" are minimum standards that Certiport requires all CATC ™s meet and which are designed to ensure that Examinees are afforded the best possible training and examination environment, as further described in Exhibit A.
   1.4. "CATC ™ Requirements" means minimum technical standards required by Certiport to be possessed by CATC ™s in order to ensure an appropriate and effective education and testing environment for Examinees. Certiport reserves the right to change the CATC ™ Requirements, set forth at the www.Certiport.com under Support Center.
   1.5. "Certification Exam" means a proctored certification examination intended, if passed, to attest to the competence of the Examinee with respect to the subject matter thereof.
   1.6. "Certiport Authorized Distributor" or "Distributor" means Certiport Authorized Resellers and/or Certiport Authorized Solution Providers.
   1.7. "Certiport Authorized Reseller" means a company that meets the criteria for country-level sales, and marketing of Certiport Pathway Solutions & Methods to customers.
   1.8. "Certiport Authorized Solution Provider" means a company that meets the criteria for country-level sales, marketing, training and support of Certiport Pathway Solutions & Methods to customers.

1.9. "Certiport Authorized Test Center Agreement" means the agreement between Certiport and a CATC ™ authorizing the CATC ™ to administer and deliver Assessment Exams and Certification Exams using the "CATC ™" name.

1.10. "Certiport Exam Proctor" or "Proctor" means an individual who shall be trained by the CATC ™ to be responsible for ensuring that Exams are conducted according to Certiport's standards.

1.11. "Certiport Pathway Solutions & Methods" or "Pathway Solutions & Methods" means the Certiport Products and Services as well as the training materials, systems training, operation and installation methodologies related to the Programs and/or Certiport Products and Services.

1.12. "Certiport Products and Services" or "Products or Services" means the Training Materials, the Certification Exams, the Assessment Exams, the Practice Tests, and related products and services developed or distributed by Certiport from time to time.

1.13. "Certiport Technology" is defined as, without limitation, all intellectual property including patents, trademarks, media, software, business plans or methods, customer lists, Training Materials and Certiport Products and Services developed and owned or licensed by Certiport. As between the parties, Certiport has and shall retain exclusive ownership of all rights, title and interest in and to Certiport Technology. Company acknowledges and agrees that it does not have any right, title or interest, and will not claim any, in or to the Certiport Technology or any derivative work based thereon, and that this Agreement does not create or vest in it any right, title or interest in the Certiport Technology, or any derivative work based thereon. Certiport expressly reserves all rights in the Certiport Technology not expressly granted to Company in this Agreement.

1.14. "Dispute" has the meaning set forth in Section 18.

1.15. "Effective Date" means the date set forth in the first paragraph above.

1.16. "Exam Expiration Date" means the last date on which an Exam within a particular Program may be administered by a CATC ™.

1.17. "Examinee" means the end user of the Certiport Pathway Solutions & Methods.

1.18. "Exams" means Certification Exam(s) and/or Assessment Exam(s).

1.19. "Personal Data or Examinee Personal Data" means any information relating to an identified or identifiable Examinee.

1.20. "Practice Tests" means Certiport-owned or licensed products that prepare Examinees for Certification Exams by simulating the look, feel, timing and scoring of Certification Exams.

1.21. "Processing" means any operation or set of operations which is performed upon Examinee Personal Data, whether or not by automatic means, such as collection, use, recording, organization, storage, retrieval, or disclosure by transmission, ("Process", "Processes" and "Processed" shall have the same meaning).

1.22. "Programs" means the Certification Exam and/or Assessment Exam product groupings that Company has elected to participate in through Certiport's internet application process.

1.23. "Program Sponsors" or "Data Controller" means any company or organization which Certiport represents, including Certiport itself, for the purposes of developing and/or selling Certiport Products and Services. Program Sponsors or Data Controllers are the organizations that determine the purpose and means of the Processing of Examinee Personal Data and have established certain levels of education, training and/or testing experience necessary to qualify for a specified certification and who have contracted with

Certiport to provide electronic testing services to Examinees who are seeking to demonstrate those qualifications. In addition, Certiport delivers computer-based Exams on behalf of itself and may from time to time be the Program Sponsor or data controller and a data processor.

1.24. "Renewal Term" has the meaning set forth in Section 2.

1.25. "Sector" means the market sectors described in Exhibit B attached thereto and hereby incorporated by this reference.

1.26. "Software" means all software provided by Certiport to the Certiport Authorized Distributor, or to CATC ™s™ in the Territory, including without limitation, Certiport Console 8™, Compass, and other software related to the delivery and administration of Certiport Products and Services.

1.27. "Support Staff" has the meaning set forth in Section 7.

1.28. "Territory" means the geographic area described in Exhibit B attached hereto and hereby incorporated by this reference.

1.29. "Training Materials" means any materials in electronic or paper format used for either teaching Examinees the skills covered in Certiport Products and Services, or for training CATC ™ employees how to effectively use and incorporate Certiport Pathway Solutions & Methods.

1.30. "Data Incident" The loss of, or attempted or successful unauthorized access, use, disclosure, modification, or destruction of, any Examinee Personal Data, other Certiport materials, or any information system that hosts or otherwise processes Examinee Personal Data.

2. **Term**. The term of this Agreement ("Term") will commence on the Effective Date and will expire one (1) year after the Effective Date, unless terminated earlier as provided in this Agreement. Following the initial Term, this Agreement will automatically renew on the same terms and conditions for successive periods of one (1) year each ("Renewal Term"), unless terminated earlier as provided in this Agreement. Nothing in this Agreement shall be interpreted as requiring either party to renew or extend this Agreement.

3. **License**. Certiport hereby grants to Company a limited, non-exclusive, non-transferable, non-sublicenseable, non-assignable license and right to hold itself out to the general public as a CATC ™, subject to the terms and conditions of this Agreement. Company agrees to, in all instances, abide by the terms of Certiport's Branding Guidelines attached hereto as Exhibit C, and in the event that certain Program Sponsors require Company to do so, Company agrees to execute and abide by that Program Sponsor's logo license agreement.

4. **No Authority of Company**. This Agreement does not constitute and shall not be construed as constituting a partnership, franchise, agency or joint venture between Company and Certiport. No party shall have any right to obligate or bind the other party in any manner whatsoever. All personnel of Company, including full and part-time employees and independent contractors, are and shall be considered employees or agents of Company, as applicable. Company assumes sole and full responsibility for their acts and omissions as such acts and omissions may impact Certiport. Company shall at all times during the term of this Agreement maintain such supervision, direction and control over its personnel and shall be solely responsible for the

payment to its personnel of the salaries and other compensation and matters relating thereto (including, if applicable, the withholding and/or payment of all Federal, State and local income, unemployment, social security and other payroll taxes), workers' compensation, disability benefits and all other additional legal requirements of like nature applicable to such personnel.

5. **Duties of Company**.

5.1. General Business Conduct. Company agrees to conduct business in a manner that reflects favorably at all times on the Certiport Products and Services and the reputation of Certiport and, in connection therewith, not to engage in deceptive, misleading, illegal, or unethical conduct that is or might be detrimental to Certiport or to the Products or Services. Should Company fail to abide by the Guidelines, and/or engage in conduct that reflects unfavorably upon and threatens the name, goodwill, reputation or image of Certiport or any of its affiliates, such conduct shall constitute a breach and shall entitle Certiport to terminate this Agreement pursuant to Section 16.1.

5.2. Territory Sector and Product Restrictions. Company understands and agrees that it shall serve as a CATC ™ only in the Territory and Sectors(s) referenced in Exhibit B and no other without the prior written consent of Certiport. Any site license purchased or delivered under this Agreement is limited to delivery/fulfillment at one physical location. Remote access, transfer or use of a site license at more than one physical location is prohibited. Breach of this provision shall entitle Certiport to terminate this Agreement pursuant to Section 16.1.

5.3. Compliance with CATC ™ Policies. Company understands and agrees that it must meet the standards set forth in "CATC ™ Policies, Guidelines and Procedures" attached hereto as Exhibit A and incorporated herein by reference. Company understands that the Guidelines are designed by Certiport to ensure an appropriate environment for delivery of the Certiport Products and Services and to protect the reputation of Certiport, and Company's agreement to obey the Guidelines is a material inducement to Certiport to enter into this Agreement with Company. Company understands and agrees that Certiport has the right, in its sole discretion, to amend the Guidelines from time to time and shall inform Company of any changes via email. Company's failure to comply with the Guidelines shall entitle Certiport to terminate this Agreement pursuant to Section 16.1.

5.4. Initial Purchase Requirement. Within thirty (30) days after the Effective Date of this Agreement, Company must purchase a minimum of ten (10) Exams. Purchases may be made from Certiport, or Company's designated Certiport Authorized Distributor. Failure of Company to satisfy this initial purchase requirement within thirty (30) days from execution shall result in a termination by Certiport of this Agreement but shall not relieve Company of its obligation to pay Certiport for all Exams purchased prior to termination. Notwithstanding the foregoing, no initial purchase requirement is required for U.S. federal, state and local government entities.

5.5. Subsequent Purchase(s). After satisfying its initial purchase requirement, Company may purchase additional Certiport Products and Services directly from Certiport, or Company's

designated Certiport Authorized Distributor. In order to remain an active CATC, Company agrees to make an annual minimum purchase of ten (10) Exams. Notwithstanding the foregoing, no annual minimum purchase requirement is required for U.S. federal, state and local government entities.

5.6. Order Procedure, Price, Payment. Company shall purchase Certiport Products and Services only from Certiport via the Certiport web portal, or if the Certiport web portal is not accessible, by telephone or by email; or from Company's designated Certiport Authorized Distributor recognized by Certiport as operating within the territory and/or sector(s) in which Company operates. Once purchased, Company is not entitled to a refund of the purchase price of any Exam.

5.6.1. Price. The price for all Certiport Products and Services shall be as stated on the Certiport web portal. Certiport may modify, in its sole discretion, pricing of Certiport Products and Services upon thirty (30) days' advance notice to Company.

5.6.2. Payment Terms. When ordering from Certiport directly, Company shall pay for Certiport Products and Services by authorizing Certiport to charge a credit card of Company, or by wire transfer of funds to a bank selected by Certiport. Company shall pay the purchase price for Certiport Products and Services in U.S. Dollars. Company shall pay for all Certiport Products and Services upon purchase, unless Certiport, in its sole discretion, has granted other payment terms to Company. If Company fails to pay said amounts when due, Company shall pay to Certiport a late fee equal to two per cent (2%) per month of the unpaid amount. Certiport may deny Company access to Certiport Products and Services for which payment is past due whether purchased from Certiport, or Company's designated Certiport Authorized Distributor.

5.7. Identification. In all materials generated and published by the Company to market Certiport Products and Services, and in all physical locations used by Company to deliver Certiport Services, Company agrees to identify itself as a "CATC ™" with clarity and in accordance with the reasonable instructions of Certiport, and abiding by all logo usage provisions of this Agreement, as amended by Exhibit C hereto. Locations and publications as referenced herein include but are not limited to: commercial listings, directories, stationery, collateral, websites, business cards, advertisements, and office facilities.

5.8. Organizational Summary. Within the first two weeks of each calendar quarter, and immediately upon responsible party contact changes, Company shall update any organizational and contact details that may have changed and which include, but are not limited to: corporate name, corporate owners, address, main telephone number, website URL, test center administrator, IT manager, marketing manager, sales manager, Certified Professional Instructor, or Authorized Instructor, and any additional relevant employee names and their responsibilities as appropriate. (The complete set of required organizational data is found on the Certiport website under the "Contacts" sub-tab found in the "Org Profile" tab while logged in using the Organization Administrator role.) Furthermore, Company agrees to add the contact details of new full-time employees who will be organizational contact points to Company's organizational details on the Certiport website upon their hire.

6. **Promotional Material; Advertising**. Company agrees to use, in advertising and promoting the Certiport Products and Services, only those materials approved by Certiport in compliance with Program Sponsor marketing and logo usage guidelines. Should Company wish to use Program Sponsor logos, Company shall notify Certiport and shall sign the Logo License Agreement provided by Program Sponsor prior to using any such logos. Company warrants that it will not use Program Sponsor Logo's without first executing a logo license agreement. Failure to abide by these terms will constitute a breach and result in termination as set forth in Section 16.1.

7. **Support Functions.** Company agrees to ensure that personnel having appropriate skills ("Support Staff") are provided to fulfill Company's duties hereunder. Support Staff may include employees of Company and/or independent contractors of Company. In particular:

   7.1. Certiport Systems Administrator. Company agrees, when the resource to train individuals in the Company's primary local language is made available by Certiport, to have at least one Certiport System Administrator trained on Certiport's systems in the primary local language of the Territory in which the CATC ™ is located.

   7.2. Certiport Exam Proctor. Company agrees, when the resource to train individuals in the Company's primary local language is made available by Certiport, to have at least one Certiport Exam Proctor trained on Certiport's system in the primary local language of the Territory in which the CATC ™ is located.

   7.3. CATC ™ Support. Company agrees to maintain Support Staff that are competent to answer and to use its best efforts to answer all inquiries from Examinees regarding the Software and/or Certiport Products and Services.

   7.4. Advice to Certiport. Company agrees to advise and escalate to Certiport promptly concerns about any material information that may come to Company's attention regarding the Certiport Products and Services, including without limitation, charges, complaints, or claims by Examinees and others about the Software and/or Certiport Products and Services.

   7.5. Parental Consent Form. Before allowing an Examinee under the age of 18 to register and take an Exam, Company shall require the parent/legal guardian of the Examinee to complete and sign a Parental Consent Form. Completed Parental Consent Forms must be retained by Company and made available to Certiport upon request. The parental consent form can be found at www.Certiport.com by selecting "Exam Policies" under "Educator Resources" in the footer and then selecting the link for "Parental Consent Form". The English and Spanish versions of the parental consent form are attached hereto as Exhibit D.

8. **Processing of Examinee Personal Information**. Certiport and Company have agreed to the following requirements for the processing of Examinee Personal Data in order to adduce adequate safeguards with respect to the protection of privacy and fundamental rights and

freedoms of individuals for the transfer of Examinee Personal Data by the Company to Certiport and for the transfer of Examinee Personal Data by Certiport to the Company.

8.1. Company agrees and warrants:

i. On behalf of the Program Sponsor and Certiport (when acting in the capacity as the Program Sponsor), Certiport instructs Company to process Examinee Personal Data (as applicable) for the purposes of (a) Examinee test registration and scheduling, and (b) transmission of Examinee Personal Data to Certiport. Such processing shall continue for the duration of the CATC Agreement. Types of Examinee Personal Data may include Examinee name, address, identification, test scores; and all other Examinee Personal Data as directed by Certiport.

ii. Company will process the Examinee Personal Data only on behalf of Certiport and its Program Sponsors in compliance with Certiport's instructions and as set forth in this Agreement; if Company cannot comply for whatever reasons, Company agrees to promptly inform Certiport of its inability to comply, in which case Certiport may suspend all Services provided by Company.

iii. Company confirms that it has no reason to believe that it is prevented, for any reason, from fulfilling its obligations under the Agreement. In the event that Company becomes aware that it is prevented from fulfilling its obligations under the Agreement, Company will promptly notify Certiport, and Certiport may have the right to immediately suspend all Services being provided by Company and Certiport may, in its sole discretion, terminate this Agreement.

iv. Notwithstanding anything in the Agreement, Company confirms that it has implemented and will maintain appropriate organizational, administrative, physical, and technical security measures (collectively "technical and organizational security measures") for the protection of Examinees Personal Data against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure or access and against all other unlawful forms of processing. Such implementation shall include privacy policies that are consistent with, and no less restrictive and protective of personal data than the principles and policies set forth in the Pearson VUE Privacy and Cookies Policy posted at http://www.pearsonvue.com/legal/privacy, as such Pearson policy may be amended by Pearson from time to time. In addition, for Exams delivered in the United States, Company shall comply with the Student Privacy Pledge in the delivery of Certiport Exams.

v. Company shall ensure that all Company personnel authorized to Process Examinee Personal Data are obligated to keep Examinee Personal Data confidential.

vi. To work in good faith and respond properly to all inquiries from Certiport relating to Company's processing of Examinee Personal Data subject to the transfer and to abide by the advice of the supervisory authority with regard to the processing of the Examinee Personal Data transferred.

vii. Company understands, acknowledges, and agrees that Examinees will be entitled to take action, against Company, as limited to Company's own processing activities, and to receive compensation from Company arising out of (i) a breach by Company due to Company's violation for not complying with instructions received by Company from Certiport, (ii) Company's violation of applicable international and data protection laws; (iii) failure by Company to implemented or maintain technical and organizational security measures as described in the Agreement; (iv) failure by Company to promptly notify Certiport about any legally binding request for disclosure of Personal Data by law enforcement unless otherwise prohibited, such as a prohibition under criminal law to preserve the confidentiality of a law enforcement investigation; (v) any accidental or unauthorized access to Examinee Personal Data; and (vi) failure by Company to disclose promptly to Certiport a request received directly from a Examinee, unless Company has been otherwise authorized to handle (collectively "third party beneficiary rights").

viii. The Company agrees that if the Examinee invokes against it third-party beneficiary rights and/or claims compensation for damages under the Agreement, the Company will accept the decision of the Examinee: (a) to refer the dispute to mediation, by an independent person or, where applicable, by the supervisory authority; (b) to refer the dispute to the courts in the jurisdiction in which the Program Sponsor or Certiport (in the role of the Program Sponsor) is established. The parties agree that the choice made by the Examinee will not prejudice its substantive or procedural rights to seek remedies in accordance with other provisions of national or international law.

ix. Where requested, the Company shall provide assistance as requested by Certiport and the Program Sponsor in connection with this Agreement, including but not limited to notifying the appropriate parties of a Examinee Personal Data breach, or, carrying out a data protection impact assessment.

x. The parties agree that on the termination of its data-processing services, the Company shall, at the choice of the Certiport, return, if any, all Examinee Personal Data transferred and any and all copies thereof to Certiport or Company shall destroy all of the Examinee Personal Data and certify to Certiport that it has done so, unless legislation imposed upon Company prevents it from returning or destroying all or part of the Examinee Personal Data transferred. In that case, the Company warrants that it will guarantee the confidentiality of the Examinee Personal Data transferred and will not actively process Examinee Personal Data transferred anymore.

xi. The Company shall provide all reasonable and timely assistance (including by appropriate technical and organizational measures) to Certiport (at its own expense) to enable Certiport to respond to:

(i) any request from a data subject to exercise any of its rights under any applicable data protection laws (including its rights of access, correction, objection, erasure and data portability, as applicable); and

(ii) any other correspondence, enquiry or complaint received from a data subject, regulator or other third party in connection with the processing of the Examinee Personal Data.

(iii)In the event that any such request, correspondence, enquiry or complaint is made directly to the Company, the Company shall promptly inform Certiport providing full details of the same;

xii. The Company shall comply with all applicable data privacy and data protection laws (including but not limited to the EU General Data Protection Regulation) relating to Company's obligations under the Agreement.

xiii. Notify Certiport immediately of any Data Incident or any other breach of the requirements herein, including details regarding the measures Company has taken to promptly remedy the breach and any further information and support that Certiport may reasonably require. Company shall further take all such measures and actions as are necessary to remedy or mitigate the effects of the Data Incident and shall keep Certiport up-to-date about all developments in connection with the Data Incident.

xiv. Certiport adheres to the principles of the EU-U.S. Privacy Shield Framework as written by the U.S. Department of Commerce and Certiport complies with the U.S. Department of Commerce Swiss-U.S. Privacy Shield Framework principles. In addition, Company agrees to follow the principles of the EU-U.S. Privacy Shield Framework and the Swiss-U.S. Privacy Shield Framework principles.

9. **Compliance with Law**. Company agrees:

i. to conduct its business operations in accordance with all applicable United States and local laws and regulations, including without limitation the U.S. Foreign Corrupt Practices Act, 15 U.S.C. §§ 78dd-1, et seq., any local laws, and the United Kingdom Bribery Act.

ii. it shall (a) conduct business in conformance with sound ethical standards of integrity and honesty; (b) conduct business in such a way as to not give the appearance of impropriety, even when the behavior or activity is in compliance with the law; (c) not achieve business results by illegal acts or unethical conduct; (d)

prohibit Company's Support Staff and other employees, agents and subcontractors from offering, paying or authorizing financial, and/or any other item of value or other advantage to be given to any official or employee of any government or political party, political candidates, employees of government enterprises or any other person or entity, with knowledge or a reason to believe that such payment or promise to pay will be made to any government official (each, an Official) for the purposes of (i) obtaining an improper business advantage; (ii) influencing such Official to take, or not to take, any action or decision; or (iii) inducing such Official to use his or her influence to affect any act or decision of a government.

iii. it will not improperly influence, directly or indirectly, the sale of Certiport Products and Services by payments or other actions contrary to law or regulation.

iv. that no government official who is a principal, owner, officer, employee or agent of any entity in which Company has an interest will be involved in or used to influence the sale or purchase of the Certiport Products and Services, and no government official has any financial interest in the sale or purchase of the Certiport Products and Services.

v. to provide employees and any contracted individuals engaged by Company with a work environment free of coercion and harassment.

vi. to comply with the Export Administration Act which: (a) requires a license from the United States government prior to export or re-export of any materials, product or technical information; (b) requires compliance with destination restrictions; and (c) prohibits certain acts in furtherance of foreign boycotts.

vii. to comply with all applicable laws, regulations and standards (including but not limited to the United States Office of Foreign Asset Control ("OFAC") regulations, Specially Designated Nationals or Blocked Persons ("SDN") list or similar federal, state or other countries legislation on international trade law, and the Americans with Disabilities Act or similar federal, state or other countries disability or human rights laws.

In the event of any demonstrable breach by Company of any of its representations, warranties, or provisions of Section 9, Certiport may, in its sole discretion, in addition to any other remedy provided herein or otherwise provided by law, immediately terminate this Agreement without notice or indemnity and in such event, Company shall forever forfeit all rights to all fees and commissions which shall accrue and/or have been earned but which have not been paid as of the date of such termination.

10. **Competition; Circumvention**. During the term of this Agreement Company agrees that it will not, directly or indirectly, develop, administer, sell or license products or services that compete with the Certiport Products and Services to any person or entity for any purpose, in the Territory and Sector described in Exhibit B. Further, during the term of this Agreement Company agrees that it will not, directly or indirectly, buy or lease, as the case may be, any

products or services that are the same as or similar to the Certiport Products and Services, from any of the Program Sponsors or third-party vendors for which Certiport provides the Certiport Products and Services to Company pursuant to this Agreement, and will take no action, whether directly or indirectly, by any medium of contact whatsoever, to circumvent or interfere in any manner with any relationship, opportunity or advantage that Certiport may have established with the Program Sponsors or third-party vendors, or interfere in any manner whatsoever with the business of Certiport.

11. **No Purchase or Sales Outside Territory or Sector(s)**. Company shall not purchase or sell Certiport Products or Services outside the Territory, or Sector(s) specified in Exhibit B as described in Section 5.2 above.

12. **License of Software**. Certiport hereby grants to Company a limited, non-transferable, non-exclusive, license to use the Software for the sole purpose of operating its CATC ™ in accordance with this Agreement. Company shall, upon expiration or termination of this Agreement, promptly return or destroy all copies of the Software and all related documentation in its possession.[DJ1]

13. **Protection of Certiport Technology**. Company shall not re-engineer, reverse engineer, or manipulate in any way, Certiport Technology without express prior written permission from Certiport. Company shall not provide access to Certiport Technology to any other party for the purposes of re-engineering, reverse engineering, copying or manipulation in any manner. Other than as licensed herein, Certiport shall retain all right, title and interest to Certiport Technology and any modification, enhancement, localization or extension of the Certiport Technology developed by Company during the term of this Agreement. Certiport hereby prohibits Company from disassembling, reproducing, modifying, or creating derivative works based on the Certiport Technology. Company shall not be entitled to use Certiport Technology for internal purposes except as specifically permitted by this Agreement. To the extent that Company may be deemed to have any ownership interest in or to the Certiport Technology, Company hereby assigns and transfers to Certiport all such rights, title and interest that Company may have in such materials. Certiport also prohibits sublicensing or assigning the rights of the Certiport Technology without the written consent from Certiport. Any violation of this Section 13 shall constitute a breach of this Agreement and result in termination pursuant to Section 16.1.

14. **Limited Warranty; Limited Remedies**. Certiport makes no warranty concerning the Software or the Certiport Products and Services or any other services or goods provided under this Agreement, and Certiport hereby disclaims all implied warranties with respect thereto, including without limitation any implied warranty of merchantability, fitness for a particular purpose or non-infringement. Certiport shall not be liable to the Company for any indirect, incidental, or consequential damages or damages from lost profits or lost use, even if Certiport is advised as to the prospect of the same. Further, Certiport shall not be liable to Company for any damages arising out of a breach of this Agreement for any amount greater than the average monthly amount paid during the term hereof to Certiport by Company. Certiport agrees to replace exam vouchers or license seats for Company, on a one for one basis, in the event that Company's exam vouchers or license seats fail to work because of an error in Certiport's

system or other failure of Certiport's servers ("Failure"). Replacement of vouchers or license seats will be the only relief granted for a Failure.

15. **Ownership, Use, and Protection of Examination Data**. As between Certiport and its Program Sponsors and Company, Certiport and its Program Sponsors shall be the sole owners of all results of all Certification Exams and Assessment Exams, all data regarding Examinees and all compilations of the foregoing, and Company shall not have any interest therein. Company shall, at the request of Certiport, surrender to Certiport any such results and information. Company shall not use any such results, data or compilations, or disclose the same, for any purpose. Company shall also be responsible for protection of Examinee's personal data and Certiport specifically disclaims any liability for breaches of Company's obligations to protect such personal data. Certiport suggests that Company not request that Examinees provide Company with national identity numbers (such as Social Security numbers) but instead create unique identifying numbers for Examinees.

16. **Termination**.

16.1. By Either Party for Breach. This Agreement may be terminated for cause at any time, without limiting any party's other rights or remedies, upon written notice identifying with specificity the cause if either party commits a breach of this Agreement and if such breach continues un-remedied for a period of ten (10) days after receipt by the other party of written notice thereof. Within three (3) days after receipt of a written notice to cure a breach, the breaching party must provide non-breaching party with a written detailed response that identifies how the breaching party will cure the breach within the ten (10) day time frame provided above. Should the breaching party fail to provide the written response within three (3) days as is required; the non-breaching party shall have the right to immediately terminate this Agreement. Further, this Agreement may be terminated if either party: (i) has a receiver appointed for itself or its property; (ii) makes an assignment for the benefit of its creditors; (iii) any proceedings are commenced by, for or against either party under any bankruptcy, insolvency or debtor's relief law seeking a reorganization of such party's debts and such proceedings are not dismissed within ninety (90) days of their commencement; or (iv) either party is liquidated or dissolved.

16.2. By Either Party for Convenience. Either party may terminate this Agreement at any time, on thirty (30) days' written notice to the other party. In addition, Certiport may, upon written notice to Company, terminate or alter this Agreement at any time as to any Products or Services, if any agreement between Certiport and any third party relating to the Certiport Products and Services is terminated, substantially changed, or modified.

16.3. Duties of Company upon Termination. Upon termination, Company shall immediately cease holding itself out as a CATC ™, stop administering any Exams, remove all references to images and logos representing or relating to Certiport or to the Certiport Products and Services from any Company website, printed material, or retail storefront operated by Company. Further, if prior to termination Certiport has, pursuant to Section 5.6.2, granted payment terms to Company which permitted Company to avoid paying for the Certiport Products and Services at the time of ordering, all payments due to Certiport

from Company shall immediately become due and payable and shall be subject to the late payment provisions contained in Section 5.6.2.[DJ2]

17. **Suspension / Deactivation**. If Certiport determines, or has a reasonable basis to believe that Company, or its representatives, have committed or permitted misconduct or failed to comply with responsibilities, specifications, technical specifications, or other requirements in this Agreement or the Guidelines, Certiport may suspend testing, account access and Company's status as a CATC until it is resolved to Certiport's satisfaction.

18. **Disputes**.

18.1. Arbitration. If the parties fail to resolve any dispute, controversy, or claim between them arising out of, relating to, or concerning, this Agreement (a "Dispute") within forty-five (45) days after one party notifies the other that a Dispute exists, then such Dispute shall be settled exclusively by final and binding arbitration as set forth in Section 21.3, which arbitration may be initiated at the request of either party. The arbitration shall be conducted in accordance with the commercial rules of the American Arbitration Association. There shall be three (3) arbitrators, one selected by each party, and a third arbitrator selected by the first two arbitrators. The arbitration panel shall have no authority to award punitive or exemplary damages and the parties expressly waive their rights to any such damages. Notwithstanding the foregoing provisions, neither party shall be precluded from applying to a court of competent jurisdiction for a temporary restraining order, a preliminary injunction or other equitable relief to preserve the status quo or prevent irreparable harm pending the issuance of a ruling by the panel of arbitrators. The written decision of the majority of the three (3) arbitrators shall be binding on both parties. The resulting arbitration award may be enforced by all lawful remedies, including, without limitation, injunctive or other equitable relief, in any court of competent jurisdiction and the agreement of the parties with respect to the arbitration of claims, controversies, or disputes under this contract is stipulated to be specifically enforceable under the provisions of the 1958 U.N. Convention of the Recognition and Enforcement of Foreign Arbitral Awards, to which the parties agree to be bound.

18.2. Timing. The parties are desirous of avoiding expensive and time-consuming proceedings, and desire that the entire process of arbitration, including issuance of award, be completed within ninety (90) days from receipt of request for arbitration. However, failure by the arbitrators to issue an award within the ninety (90) day time period shall not deprive the arbitrators of jurisdiction over the Dispute.

18.3. Expenses. Each party agrees to bear its own expenses and an equal share of the expenses of the arbitrators and the fees of the body administering the arbitration.

18.4. Awards. Any award rendered in such arbitration proceedings shall be payable in U.S. dollars, and judgment upon such award may be entered in any court of competent jurisdiction, or application may be made to any such court for a judicial acceptance of the award and an order of enforcement as the case may be, and may be payable to the winning party, at its option, in cash, by way of an offset against the winning party's accrued but

unpaid royalties, fees, or dividend under any agreement with the losing party, or by any combination of the above.

19. **Confidentiality**. Company acknowledges and agrees that: (a) confidentiality and security of Exams, exhibits and other materials related to Exams, and other materials related to Program Sponsor's standards, requirements and testing is highly confidential to Program Sponsor and to Certiport; and (b) information and data identifying or describing Examinees, Examinees' scores and performance, Examinees' participation in testing and other information relating to each Examinee is private, confidential information of Examinee and is highly confidential to Examinee, Program Sponsor and Certiport; and (c) the Software, applications, Exam files, manuals, CATC materials and related materials in any medium provided by Certiport are private and confidential business information of Certiport, and accordingly, Company will scrupulously maintain the security of the Exams, testing information and Examinee data and information described in (a) and (b) above, and will undertake all necessary and appropriate efforts, but never less than reasonable care, to protect the confidentiality of all of the information and materials described in this Section and to prevent any unauthorized use or disclosure. Confidential information also includes other information that should reasonably have been understood because of legends or other markings, the circumstances of disclosure, or the nature of the information itself, to be confidential information. Confidential information shall expressly include any and all information derived from a party's proprietary information and the terms and conditions of this Agreement. Certiport's confidential information shall include any software provided hereunder. No information or materials provided under and pursuant to this Agreement will be used, disclosed or permitted to be used by Company for any purpose not expressly provided for in this Agreement. Company acknowledges and agrees that the requirements set forth in this Section are of the most critical importance to Certiport, Program Sponsors and Examinees and that any breach will likely result in severe damage. Each party acknowledges that it acquires only the right to use the confidential information of the other party under the terms and conditions of this Agreement for as long as this Agreement is in effect and does not acquire any rights of ownership or title in the confidential information. Each party agrees not to use such confidential information for any purpose not reasonably required by this Agreement. The requirements of this Section are perpetual and will survive the termination or expiration of this Agreement for any reason.

Notwithstanding anything herein, either party may disclose confidential information to the extent required or compelled by a court order, or local, state or federal law, or regulation, provided that the disclosing party, using best efforts, gives the other party written notice of the proposed disclosure with sufficient time to seek relief and that such disclosure, if made, is made in a fashion to maximize the protection of the confidential information from further disclosure.

Company recognizes and acknowledges that any use or disclosure of any confidential information by Company in a manner inconsistent with the provisions of this Agreement may cause Certiport irreparable damage for which remedies other than injunctive relief may be inadequate, and Company agrees that in any request by Certiport to a court of competent jurisdiction for injunctive or other equitable relief seeking to restrain such use or disclosure, Company will not maintain that such remedy is not appropriate under the circumstances. The

parties further agree that in the event such equitable relief is granted in the United States, they will not object to courts in other jurisdictions granting provisional remedies enforcing such United States judgments.

20. **Audit**. Intentionally left blank.

21. **Miscellaneous**.

21.1. Entire Agreement. The terms and provisions of this Agreement, together with any exhibits or addenda, constitute the entire agreement in relation to the subject matter hereof between the parties. This Agreement shall supersede all previous communications, whether oral or written, between the parties with respect to the subject matter hereof and no agreement varying or extending any of the terms and provisions of this Agreement shall be binding on either party unless in writing, signed by a duly authorized officer or representative of each of the parties.

21.2. Authority. Each party represents and warrants to the other party that it has the power and authority to enter into this Agreement, to perform all of its obligations hereunder and to provide all rights and materials granted hereunder and that neither the execution and delivery of this Agreement, nor the performance of its obligations or provision of any rights or materials hereunder, will violate any agreement to which it is a party, any federal, state, or local law or regulation to which it is subject or any right of any third party.

21.3. Governing Law and Venue: If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, then (i) if Monrovia Unified School District is the party initiating that action (e.g., as plaintiff), this Agreement shall be interpreted under Minnesota law, the action shall be submitted to the exclusive jurisdiction of the applicable court in the applicable county in Minnesota, and venue for the action shall be in the applicable county in Minnesota; and (ii) if Certiport, a business of NCS Pearson, Inc. is the party initiating the action (e.g., as plaintiff), this Agreement shall be interpreted under California law, the action shall be submitted to the exclusive jurisdiction of the applicable court in Los Angeles County, California, and venue for the action shall be Los Angeles, California, where Customer is located.

21.4. Indemnity. Company shall indemnify, defend and hold harmless Certiport from any and all claims by or liability to any third party from loss, damage or injury to persons or property based on or in any manner arising out of or relating to any breach by Company of any representation, warranty or covenant set forth in this Agreement. Company shall also indemnify, defend, and hold harmless Certiport of and from any claims by or liability to any third party for any loss arising from Company's normal business operations, including, but not limited to premises liability claims as well as any loss, damage, or injury to persons or property arising from the breach of any of Company's obligations to ensure that Examinee data is kept confidential.

21.5. Force Majeure. Neither party shall be liable for failure to perform any obligation under this Agreement where such failure is due to fire, flood, earthquake, riot, sabotage, labor

dispute, natural calamity, war, epidemic, acts of God, acts of the government or of any civil or military authority, or other causes that are beyond the reasonable control of such party.

21.6. Notices. Any notice under this Agreement shall be addressed to the respective addresses of the parties as set forth in the preamble and shall be sent by facsimile or by recognized overnight courier and shall be deemed received (a) upon successful transmission, as evidenced by written confirmation of receipt of fax, when notice is sent by fax and a print copy is sent immediately by pre-paid, registered post; or (b) upon date of actual receipt, as evidenced by a signed courier receipt, when notice is sent by overnight courier.

21.7. Headings. The headings to the sections hereof are for convenience only and have no legal effect.

21.8. Severability. If a court of competent jurisdiction finds any portion of this Agreement, including the Exhibits and Addenda hereto, to be invalid or unenforceable, such determination shall not render the entire Agreement, Exhibits or Addenda unenforceable or invalid but rather the Agreement, Exhibits or Addenda, as the case may be, shall be read and construed as if the invalid or unenforceable provision(s) are not contained therein, and the rights and obligations of the parties shall be construed and enforced accordingly.

21.9. No Assignment. This Agreement shall be binding on and inure to the benefit of the successors and assigns of the parties hereto. Except as may be permitted by the terms of this Agreement, Company may not assign its rights or delegate its duties hereunder without the express written consent of Certiport.

21.10. Waiver. Failure by a party to exercise, or any delay by a party in exercising, any right or remedy provided in this Agreement or by law shall not constitute a waiver of the particular right or remedy, or a waiver of other rights or remedies.

21.11. Taxes. Company shall promptly pay, and reimburse and hold Certiport harmless from and against, all taxes of any character incurred by Company and resulting from the purchase and/or sale by Company of any Products or Services.

21.12. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, all of which shall constitute the same agreement.

21.13. Language. Written in English, this Agreement shall be construed and interpreted in accordance with this language regardless of any translation required for execution.

21.14. Publicity. Company shall not issue any press release or publicity that relates to this Agreement without the express written consent of Certiport.

21.15. Review. Company acknowledges that it has reviewed this Agreement in its entirety and has had a full opportunity to consult with counsel regarding the Agreement's terms.

Therefore, Company expressly waives any and all applicable common law and statutory rules of construction that might hold that any provision of this Agreement should be construed against the Agreement's drafter, and agree and affirm that the Agreement and all provisions thereof shall in all cases be construed as a whole, according to the fair meaning of the language used.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized representatives.

Monrovia Unified School District

Signature: _____
Authorized Signature

Name: Katherine Thorossian

Title: Superintendent

Date: May 22, 2019

NCS PEARSON, INC.

Signature: Ray Murray (May 30, 2019)
Authorized Signature

Name: Ray Murray

Title: VP & GM

Date: May 30, 2019

Therefore, Company expressly waives any and all applicable common law and statutory rules of construction that might hold that any provision of this Agreement should be construed against the Agreement's drafter, and agree and affirm that the Agreement and all provisions thereof shall in all cases be construed as a whole, according to the fair meaning of the language used.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized representatives.

Monrovia Unified School District	**NCS PEARSON, INC.**
Signature: _____ Authorized Signature	Signature: _____ Authorized Signature
Name: Katherine Thorossian	Name: _____
Title: Superintendent	Title: _____
Date: May 22, 2019	Date: _____

EXHIBIT A

Certiport Authorized Testing Center (CATC) Policies, Guidelines and Procedures

Certiport is committed to ensuring that its Certification Exams are respected and valued in the marketplace. Accordingly, Certiport takes appropriate measures to ensure that the integrity of its Exams is not compromised. Certiport also holds CATCs accountable for taking steps to prevent and detect fraud and breaches of Exam security.

1. **CATCs are required to strictly enforce the following rules:**

1.1 The CATC must verify at least one form of Examinee identification bearing a photograph and the Examinee's signature. An example of an acceptable form of identification is a government issued identification or student identification issued by an academic institution.

1.2 The CATC must not allow recording devices by Examinees or Proctors, including paper, pens, pencils, cameras, computers, handheld computers or communication devices, such as telephones or pagers, in the testing area. In no event, will CATC allow any individual to record, copy, or duplicate through any other means any exam content.

1.3 The CATC may permit an Examinee to take a break during testing if requested, but must inform the Examinee that the testing clock cannot be stopped during the break. Examinees must not be permitted to conduct activities during a break that may compromise Exam security, to include using a telephone and communicating with other examinees.

1.4 The CATC must ensure that Examinees are seated a distance of no less than four (4) feet or (1.25 meters) apart from one another in the testing area to minimize distractions and prevent cheating.

1.5 Use of equipment such as printers, facsimile machines, copiers, or telephones is not permitted in the testing room while testing is in progress.

1.6 CATCs must ensure that each Exam is actively proctored and that Proctors have an unobstructed view of each examinee in the testing area.

1.7 Proctors may answer questions regarding the functionality of the Exam software, but may not answer questions related to Exam content or provide instruction of any kind.

1.8 If a Proctor observes an Examinee cheating, the Proctor must immediately terminate the Exam. The Proctor must inform the Examinee that his/her exam results will be nullified and that he/she will receive no refund or certificate.

2. Retest Policy

CATC System Administrators are required to enforce the Certiport's retest policy:

Certiport provides many exams that require different retest policies. These policies must be adhered to and enforced by the CATC, and can be found at www.certiport.com by selecting "Exam Policies" under the "*Test Candidates*" menu item and then selecting the link for "Exam Retake Policy".

Examinees participating in Exam beta-testing may take each beta-exam only once unless otherwise authorized by program administrators.

3. Ensuring Exam Validity

Certiport conducts periodic data forensics to identify patterns of aberrance in Exam results that help detect cheating or content piracy. For example, forensic indicators such as types of responses, latency, pass rates and retakes may reveal patterns of cheating, collusion or piracy. However, prevention and early detection are critical elements that require the close cooperation of CATCs. Therefore, in addition to relying on CATCs to provide industry standard monitoring during testing, Certiport requires that CATCs ensure that Certiport System Administrators ("Administrators") and Certiport Exam Proctors ("Proctors") are sufficiently trained to provide good quality oversight of testing. Training must include familiarizing staff with prevalent methods used to cheat, learning what measures to implement to prevent cheating and how to identify cheating when it does occur.

Administrators and Proctors who observe violations of rules must immediately document and report all relevant facts supporting the conclusion that a violation occurred to the appropriate Certiport Authorized Distributor or to Certiport customer services representatives. Reports should include date, time and location of the incident, name of Examinee, name and version of Exam taken.

4. Accommodation of Disabilities

As a worldwide provider of Certification Exams, Certiport is committed to ensuring that those persons with the desire to certify their proficiency in the use of computers should have the opportunity to do so. Certiport, accordingly, embraces the Americans with Disabilities Act (ADA) as well as other global accommodations for disabilities designed to advance those goals. CATCs are required to comply with local laws requiring reasonable provision of access to Examinees with disabilities.

In keeping with this commitment, Certiport will expand and refine its Products and Services to enable greater numbers of Examinees with documented disabilities to register for, schedule and take Exams.

Certiport and CATCs require advance notification of requests for accommodation(s) as well as a reasonable amount of time to review and implement such requests. Certiport and CATCs are not obligated to accommodate Examinees with language limitations unrelated to a documented disability (i.e.; English as a second language, literacy, etc.), nor to provide unlimited time for the completion of Exams that are designed to certify not only knowledge, but also efficiency in the use of desktop computers.

Requests for Accommodations of Disabilities

Further information be found at www.certiport.com by selecting "Exam Policies" under the "Test Candidates" menu item and then selecting the link for "Accommodation of Disabilities". Examinees who wish to request accommodations may do so by following the directions under the "Process to Apply" section of the *Accommodation of Disabilities* page.

Test accommodations are individualized and Certiport will consider accommodations on a case-by-case basis. Examinees who have been notified that their request for an accommodation has been approved by Certiport must notify the CATC of the accommodation when scheduling the exam. Examinees should allow for additional time when requesting and scheduling accommodations.

EXHIBIT B

Territory and Sectors

1. **Company Participation:** Company and Certiport agree that Company shall participate in and only in the following:

All "Certiport Products and Services"

2. **Territory**: As described in the CATC™ Agreement, Company is appointed as a CATC™ authorized to provide Certiport Products and Services only in the Territory described below:

Monrovia Unified School District boundaries.

3. **Sectors**: Within the Territory described above, Company is appointed as a CATC™ authorized to provide Certiport Products and Services solely in the Sectors that are indicated below:

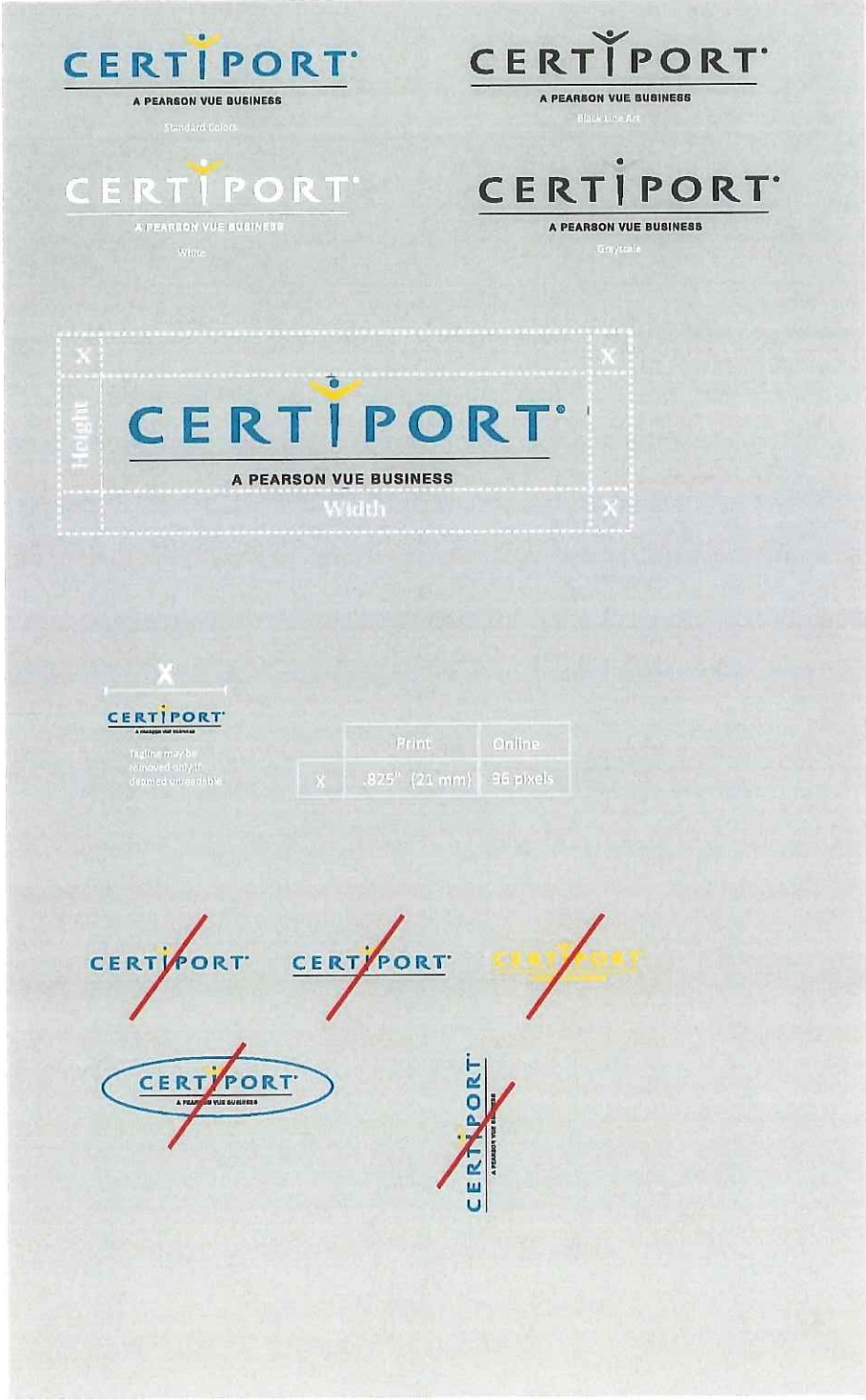
Elementary and Secondary Education (K12)

Exhibit C - Branding Guidelines

Certiport Authorized Test Center Agreement

CERTIPORT LOGO USAGE GUIDELINES

LOGO



CLEAR SPACE:
Clear Space (X) is equal to the height of the "C" in "Certiport".

MINIMUM SIZE

INCORRECT USAGE
Do not redraw or modify the logo in any way.
Use artwork exactly as provided.

Exhibit D – Parental Consent Forms

Certiport, A Pearson VUE Business
1276 South 820 East, Suite 200
American Fork, UT 84003 USA

Telephone: 1-888-999-9830
International: (801) 847-3100
www.certiport.com

Formulario de consentimiento para padres/tutores legales

El que suscribe, padre/ madre/ tutor legal de _____ (favor de escribir en letra de molde) (el "candidato de Certiport"), comprendo que se requiere de mi permiso y autorización para la recopilación, el uso y la divulgación de la información personal del candidato de Certiport por parte de Certiport, una empresa de NCS Pearson, Inc. ("Certiport"). Asimismo, entiendo que no se le permitirá al candidato de Certiport registrarse o presentar un examen de Certiport, a menos que otorgue mi permiso firmando al calce este formulario.

Comprendo y reconozco que todas las personas, incluido el candidato de Certiport, que planean presentar un examen de Certiport deben:

A) Proporcionarle a Certiport información personal, como el nombre y apellido, dirección, dirección de correo electrónico e información demográfica ("información del candidato"); y
B) Aceptar todos los términos y condiciones contenidos en el sitio web de Certiport en www.certiport.com, y en el sistema de registro y administración de pruebas, y comprender que estos términos y condiciones son legalmente vinculantes.

En mi carácter de padre/madre/tutor legal del candidato de Certiport, por medio de la presente comprendo, acepto, autorizo y doy mi consentimiento, según sea el caso:

1) Para autorizar al candidato de Certiport a presentar o volver a presentar cualquier examen de Certiport; y
2) Que he tenido la oportunidad de revisar los términos y las condiciones y, las políticas de privacidad de Certiport, disponibles en www.certiport.com, incluidas, pero no limitadas a las disposiciones relacionadas a las pruebas; las políticas de privacidad y la recolección, el procesamiento, el uso y la transmisión a los Estados Unidos de la información de carácter personal del candidato de Certiport, y que, tanto yo, como el candidato de Certiport, comprendemos y aceptamos regirnos por estos términos y condiciones, y políticas; y
3) A Certiport, para la retención y la divulgación de la información personal del candidato al patrocinador o patrocinadores del examen de Certiport, a sus terceros autorizados y a sus proveedores de servicios, y a otros, según sea necesario, para prevenir actividades ilícitas o según sea requerido por la ley; y
4) Que el candidato de Certiport y yo cumpliremos con las reglas y los procedimientos de prueba de Certiport.

El que suscribe, certifica ser el padre/la madre o el tutor legal del menor/menor en guarda legal (anteriormente mencionado y estar facultado para tomar decisiones por el menor/menor en guarda legal con relación a su bienestar.

CERTIFICO SER MAYOR DE 18 AÑOS DE EDAD Y, QUE HE LEÍDO, COMPRENDIDO EN SU TOTALIDAD Y ACEPTADO LOS TÉRMINOS DE ESTE ACUERDO, Y QUE LO FIRMO VOLUNTARIAMENTE CON PLENO ENTENDIMIENTO DE SU IMPORTANCIA.

Nombre del padre/ madre/ tutor legal

_____

Firma del padre/ madre/ tutor legal

_____

Fecha (DD/MM/AAAA)

_____

Certiport, A Pearson VUE Business
1276 South 820 East, Suite 200
American Fork, UT 84003 USA

Telephone: 1-888-999-9830
International: (801) 847-3100
www.certiport.com

Parent/Legal Guardian Consent Form

I am the parent/legal guardian of _____ (please print) (the "Certiport Candidate") and I understand that my permission and authorization is required for the collection, use, and disclosure of the Certiport Candidate's personal information by Certiport, a business of NCS Pearson, Inc. ("Certiport"). I further understand that the Certiport Candidate will not be permitted to register for or take a Certiport exam unless I provide my permission by signing this form.

I understand and acknowledge that all individuals, including the Certiport Candidate, planning to take a Certiport exam are required to:

A) Provide to Certiport, personal information, such as his or her, first and last name, street address, e-mail address, and demographic information ("Candidate Information"); and
B) Agree to all of the terms and conditions contained on the Certiport website at www.certiport.com and in Certiport's test registration and delivery system and that these terms and conditions are legally binding.

In my capacity as the parent/legal guardian of the Certiport Candidate, I hereby understand, agree, authorize, and provide my consent, as the case may be:

1) To allow the Certiport Candidate to take or retake any Certiport exam(s); and
2) That I have had an opportunity to review the Certiport terms and conditions and privacy policy available at www.certiport.com , including, but not limited to, those provisions relating to testing; privacy policies; and the collection, processing, use and transmission to the United States of the Certiport Candidate's personally identifiable information and that I and the Certiport Candidate understand and agree to abide by these terms and conditions and policies; and
3) To Certiport for the retention and disclosure any of the Candidate's personal information to the Certiport exam sponsor(s), its authorized third parties and service providers, and others as may be necessary to prevent unlawful activities or as required by law; and
4) That the Certiport Candidate and I will comply with any of the Certiport testing rules and procedures.

I, the undersigned, certify that I am the parent or legal guardian of the child/legal ward (named above) and that I have the right to make decisions for my child/legal ward that effect his/her well-being.

I CERTIFY THAT I AM 18 YEARS OF AGE OR OLDER AND THAT I HAVE READ, FULLY UNDERSTAND AND AGREE TO THE TERMS OF THIS AGREEMENT, AND I SIGN IT VOLUNTARILY WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE.

Name of Parent/Legal Guardian

_____

Signature of Parent/Legal Guardian

_____

Date (MM/DD/YYYY)

_____

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

12. 18/19-1159 - CERTIPORT, A PEARSON VUE BUSINESS, SALES ORDER TERMS AND CONDITIONS

RECOMMENDATION

The Board of Education is requested to approve a Sales Order Terms and Conditions with Certiport, a Pearson VUE business. Motion by _____, seconded by _____ Vote _____ Board Member Wong ____, Board Member Lockerbie ____, Board Member Travanti ____ Board Member Hammond ____, Board President Gililland ____

Rationale:

Certiport is a Pearson VUE business and the leading provider of certification exam development, delivery, and program management services. This sales order agreement will give our Digital Studies Academy students access to one of two Certifications, (1) an Adobe Certified Associate certification which certifies a student as proficient in the Adobe Suite area of Illustrator, Photoshop, Premiere Pro, In Design, and/or Dream Weaver for our Digital Studies Academy; (2) a Unity Certification is an entry-level Programmer certification specific for our Gaming & Simulations pathway. In addition, Certiport provides certification candidates with learning materials and certification practice tests to prepare them for high-stakes, career-oriented certifications. Additionally, our instructors would have access to all professional development training materials and practice tests so that they can certify as well as register as proctors. For the initial year, 2018-19, the cost of 15 exams of the full Adobe Suite will be $1,137.75. Providing our CTE students with access to industry-recognized professional certifications is part of the CDE's 11 Elements of a High-Quality CTE Program Evaluation Tool. These certificates allow students to gain employment in high salary jobs that require specific technical skills. Industry-recognized certifications are also a goal of the Foothill Consortium and has been incorporated into our CTE Incentive Grant (CTEIG) goals and objectives. The Unity Certification, for example, is way for employers and institutions to verify candidate knowledge and skills and is one of the most in-demand tech skills with a forecasted growth rate of 35% over the next two years. Additionally, industry-recognized certifications are a new measure of the College and Career Index of the California School Dashboard.

Budget Implication ($ Amount):

The funding source for this expenditure would be the CTEIG grant.

Legal References:

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

Additional Information:

A copy of the Sales Order Terms and Conditions is attached.

ATTACHMENTS

- Certiport Sales Order Terms 5-22-19.pdf

CERTIPORT®

A PEARSON VUE BUSINESS

Prepared By	Francie Stuart
Email	francie.stuart@pearson.com
Phone	(801) 847-3149
Created Date	4/17/2019
Expiration	This quote is valid until 06/03/2019
Quote Number	00058228

Mailing Address (Send POs here)
Certiport, a business of NCS Pearson, Inc.
1276 South 820 East, Suite 200
American Fork, UT 84003
USA

Corporate Address
5601 Green Valley Drive
Bloomington, MN 55437
USA

Sales (888) 222-7890 Fax (801) 492-4118

Remit by Check to:
NCS PEARSON, INC.
13036 COLLECTION CENTER DRIVE
CHICAGO, IL 60693

Remit by Wire or ACH to:
Bank of America - Account Name: NCS Pearson Inc.
ACH: # 071-000-039 WIRE: # 0260-0959-3
Account No: 81881-05388 SWIFT: BOFAUS3N
(Include invoice number in transmission)

Federal Tax ID Number: 41-0850527

Bill To Name	MONROVIA HIGH
Bill To	CA

Ship To Name	MONROVIA HIGH
Ship To	845 WEST COLORADO BLVD MONROVIA, CA 91016-2517 USA

Prepared For

Veronica Escobedo vescobedo@monroviaschools.net

Product Code	Product	Quantity	Sales Price	Total Price
1100681	ACA Voucher with Retake	15.00	$75.85	$1,137.75

***** All Certification exams and licenses expire one year from purchase date, or as agreed upon by the parties, at time of purchase, if the purchase is for a future start date. No extensions, no refunds or exchanges.***

Grand Total $1,137.75

Grand Total does not include applicable taxes which may be charged.

Terms and Conditions of Sale

The Quote Sheet and these Terms and Conditions of Sale contained herein become the agreement between Certiport, a business of NCS Pearson, Inc. ("Seller") and the organization listed on this Quote Sheet ("Buyer") for the sale of goods and/or services as described in the Quote Sheet (hereinafter the "Agreement"). Seller's agreement to provide the goods and/or services is expressly conditional on Buyer's assent to this Agreement. If Buyer objects to any terms herein, such objection must be in writing and delivered to Seller within seven (7) calendar days of receipt of this document. Failure to make such timely exception or acceptance of any goods or services by Buyer shall be conclusively deemed asset to the terms and conditions herein.

1. Order Acceptance and Complete Agreement. All requests for goods or services received by Seller are subject to revision and rejection by Seller. Buyer's acceptance of goods and/or services evidences Buyer's acceptance of these terms and conditions. This Agreement may not be altered or modified except in writing duly executed by both parties. Except as set forth herein, the parties agree there are no other contracts or agreements between them, oral or written, with respect to the products and/or services procured hereunder (including any made or implied past dealings). No additional or different terms and conditions stated in or attached to Buyer's order or Buyer's communications to Seller, including, but not limited to, Buyer's orders, purchase order or other communication to Seller are applicable to this transaction in any way, and are hereby rejected and shall not be considered as Buyer's exceptions to these terms and conditions. Trade custom, trade usage and past performance are hereby superseded and shall not be used to interpret these terms and conditions. Buyer acknowledges that Buyer may be required to sign a Certiport Authorized Test Center agreement prior to any goods or services delivered under this Agreement being deliverable from Buyer to end users.

2. Implementation of Services. Seller cannot commit to an estimated schedule for the delivery of goods or services to Buyer until Buyer has signed and returned this Agreement to Seller.

3. Payment, Prices and Setoff. Payment terms are net thirty (30) days from date of invoice. Prices stated on the order exclude shipping and handling charges,

sales, use, excise, VAT or similar taxes or duties. All payments are due in U.S. Dollars unless otherwise agreed by Seller in writing. In addition, Buyer waives any rights of setoff.

4. Title. Unless stated elsewhere in this Agreement, all shipment of goods shall be delivered F.O.B. Seller's facility, and any loss or damage thereafter shall not relieve Buyer from any obligation hereunder. Buyer shall be liable for costs of insurance and transportation and for all import duties, taxes and any other expenses incurred or licenses or clearance required at port of entry and destination.

5. Termination or Cancellation of this Agreement. This Agreement, and all rights, and if applicable any licenses granted herein by Seller to Buyer, may be terminated by either party for a material breach of an obligation imposed upon a party by this Agreement, but only after written notice by the non-breaching party has been given to the breaching party. Such notice must provide for an opportunity to cure such material breach of at least thirty (30) days following receipt of the notice by the breaching party. If the breaching party has not cured the breach by the cure date stated in the notice, only then may the non-breaching party giving the notice terminate this Agreement (and all rights and if applicable any licenses granted herein). In the event of termination for breach, the breaching party will be liable to the other party for reasonable wind-up and program management costs.

6. Parental Consent Form. Before allowing an examinee under the age of 18 to register and take an Exam, Buyer shall require the parent/legal guardian of the examinee to complete and sign a Parental Consent Form. Buyer shall be responsible for collecting any consent to transmit examinee data to Seller and Seller's clients, where applicable. Completed Parental Consent Forms must be retained by Buyer and made available to Certiport upon request.

7. Legal Compliance. Buyer, at all times, shall comply with all applicable federal, state, and local laws and regulations. Export of the goods covered by this Agreement may be subject to export license control by the United States government. It is Buyer's responsibility to obtain any licenses which may be required under the applicable laws of the United States including the Export Administration Act and regulations promulgated thereunder.

8. Intellectual Property. Seller shall retain all rights to pre-existing ideas, processes, procedures, and materials used by Seller in developing or providing products and/or services to Buyer (Seller's Materials). Buyer shall own all title and interest in any materials created under this Agreement unless those materials are based on Seller's Materials. Buyer grants Seller a non-exclusive, royalty-free, worldwide license to use Buyer's Trademarks or provided materials in the provision of goods or services hereunder.

9. Limited Warranty. Seller warrants that it will perform the services in a professional and workmanlike manner. **THE WARRANTIES IN THIS AGREEMENT REPLACE ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. ALL OTHER WARRANTIES ARE DISCLAIMED AND EXCLUDED BY SELLER.**

10. Limitation of Liability. In no event will Seller be liable, in breach of warranty, contract, tort, strict liability, or under any other legal theory, for any indirect, special, incidental, consequential, punitive and/or exemplary damages, losses or expenses, or for loss of profit, revenue or data, regardless of whether Buyer was informed about the possibility of such damages, and in no event will Seller's total liability exceed an amount equal to the price of the goods or services giving rise to the liability even if Seller has knowledge of the possibility of the potential loss or damage.

11. Buyer Specifications Indemnity. Where allowed by law, Buyer agrees to indemnify and hold harmless Seller for all claims, whether arising in tort or contract, against Buyer and/or Seller (including reasonable Attorney's fees, expenses and costs), arising out of the application of Seller's goods or services to Buyer's specifications, designs, or statement of work, if applicable.

12. Confidentiality. Each party agrees that (i) all data or information which is submitted by one party to the other, which is confidential and is designated or characterized as secret, confidential, or proprietary ("Confidential Information") will be kept in confidence by the other party hereto and shall not be used, published, revealed, provided, disclosed, or made available to any third party, whether directly or indirectly without the prior written consent of the disclosing party; (ii) it will use the other party's Confidential Information only as may be necessary in the course of performing its duties, receiving services or exercising its rights under this Agreement; (iii) it will treat such information as confidential and proprietary; (iv) it will take all reasonable precautions to protect the other party's Confidential Information, including, but not limited to, such precautions exercised by the receiving party to protect its own confidential information; and (v) it will not otherwise appropriate such information to its own use or to the use of any other person or entity. Each party will be liable to the other only in the event of a willful and material disclosure of such confidential data or information. The terms and conditions of this Agreement shall be deemed confidential in accordance with this Section.

13. Infringement by Seller. Seller agrees to indemnify, defend and hold Buyer and Buyer's directors, officers, employees, successors, and assigns from and against any and all third party claims that any goods and/or services supplied by Seller to Buyer constitute direct infringement of any United States trademark, patents, copyrights and Seller agrees to pay all damages and costs finally awarded thereunder by a court of competent jurisdiction against Buyer, provided that Seller has been promptly informed and furnished a copy of each communication, notice or other action relating to the alleged infringement and Seller is given authority, information and assistance (at Seller's expense) necessary to defend or settle said claim.

14. Infringement by Buyer. Buyer agrees to indemnify, defend and hold Seller and Seller's directors, officers, employees, successors, and assigns from and against any and all claims that the information, content, trademarks, specifications or materials furnished by Buyer to Seller under this Agreement infringe any trademark, patents, copyrights, or other intellectual property right and Buyer agrees to pay all damages and costs finally awarded thereunder by a court of competent jurisdiction against Seller, provided that Seller furnished notice to Buyer relating to the claim and Buyer is given information about the claim. It is Buyer's responsibility and expense to defend or settle said claim. If the content of the information or materials furnished by Buyer under this Agreement is proven to infringe a trademark, patent, copyright, or other intellectual property right or Buyer determines that the content of any information or materials furnished to Seller under this Agreement will infringe such rights, or Buyer is enjoined from using the information or materials furnished by Buyer to Seller under this Agreement then Buyer, at Buyer's sole discretion and expense shall (i) procure for Seller the right to continue using such information or material, (ii) replace the information or material with a non-infringing product, or (iii) modify the information or product so it becomes non-infringing.

15. Force Majeure. The obligations of the parties under this Agreement (including all obligations of Seller relating to time limits and deadlines for implementation and updating under this Agreement) shall be suspended, to the extent a party is hindered or prevented from complying therewith and for a reasonable time thereafter because of acts beyond a party's control. In the event of such delay, the date of delivery or time of completion will be extended by a period of time reasonably necessary to overcome the effect of any such delay.

CERTIPORT®

A PEARSON VUE BUSINESS

Prepared By	Francie Stuart
Email	francie.stuart@pearson.com
Phone	(801) 847-3149
Created Date	4/17/2019
Expiration	This quote is valid until 06/03/2019
Quote Number	00058228

16. General. It is mutually agreed that any provisions of this Agreement, which, by their nature, should reasonably survive termination or expiration of this Agreement will survive. Buyer agrees that the goods and services outlined in this Agreement are commercial items and not subject to cost accounting principles, including but not limited to Federal Acquisition Regulation Part 30 entitled “Cost Accounting Standards Regulation”. Seller's relationship to Buyer is that of an independent contractor. This Agreement shall be governed by and construed and enforced in accordance with the internal laws of the State of Minnesota without giving effect to the principles of conflicts law thereof, unless otherwise required by law. Both Parties to this Agreement consent to the interpretation of laws, jurisdiction, and venue in the state and federal courts sitting in the State of Minnesota, Hennepin County, unless otherwise required by law. If a provision of this Section is found to be invalid, illegal or unenforceable in any respect, the court may modify it to make such provision enforceable. This Agreement is solely for the benefit of the parties hereto and no provision of this Agreement shall be deemed to create any rights in, be deemed to have been executed for the benefit of, nor confer upon any other person or entity not a party hereto any remedy, claim, liability, reimbursement, cause of action or other rights.

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

13. 18/19-1160 - MEMORANDUM OF UNDERSTANDING – PARTNERSHIP AGREEMENT FOR SERVICES PROVIDED BY MONROVIA UNIFIED SCHOOL DISTRICT

RECOMMENDATION

The Board of Education is requested to approve a Memorandum of Understanding – Partnership Agreement for Services Provided by Monrovia Unified School District on behalf of Monrovia Community Adult School from May 23, 2019 through June 30, 2020. Motion by _____, seconded by _____ Vote _____ Board Member Wong ____, Board Member Lockerbie ____, Board Member Travanti ____ Board Member Hammond ____, Board President Gililland ____

Rationale:

In the spirit of partnership and cooperation to meet regional California Adult Education Program (AEP) goals and create robust CTE programs, this Memorandum of Understanding with Temple City Unified School District is being brought forward for approval. This MOU will allow MUSD, through the Monrovia Community Adult School (MCAS), to provide complete educational services for the following Programs currently offered in the MCAS catalog: Automotive Technician, Nursing Assistant, Computer Applications, A+ Certification/Introduction to Cybersecurity, Construction, and Security Officer. The Security Officer Armed, is not a course currently offered. Funding for these programs would be provided by Temple City Unified School District for each student who completes each of the programs. This partnership will increase enrollment by extending boundaries to neighboring cities through the additional funding source, as well as increase student achievement through the programs.

Budget Implication ($ Amount):

There is no cost to district. Proceeds to support the programs would come from Temple City Unified School District, from Pasadena City College Consortium.

Legal References:

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

Additional Information:

A copy of the Memorandum of Understanding – Partnership Agreement is attached.

ATTACHMENTS

- Temple City Partnership Agreement MOU 5-22-19.pdf

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

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

I. MUSD RESPONSIBILITIES

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

Automotive Technician
Nursing Assistant – Precertification CNA
Computer Applications / Office Occupations
A+ Certification / Introduction to Cybersecurity
Construction
Security Officer - one week
Security Officer Armed - two weeks

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

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

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

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

F. District Receives Credit for any Workforce Student Enrollment
MUSD agrees to work with regional Workforce Development Boards (herein "WDB") to get students in the Programs enrolled at American Job Centers of California (herein "AJCC") as a District adult school student. By enrolling District students into the AJCC system, the District recognizes that it will receive institutional benefits. By leveraging AEP funds to pay the training costs of AJCC clients and getting those clients employed, the District will sow goodwill and establish a proven track record with WDBs. In the long run that will accelerate the time it will take to get the District listed as a WIOA provider on the I-TRAIN and ETPL systems. With

District programs on ETPL and I-TRAIN, the District will be eligible for federal funding to pay for future District CTE programs.

G. Length of Programs
MUSD has all Programs registered on the California Employment Training Provider List (herein "ETPL") and the Los Angeles County WIOA I-TRAIN (herein "I-TRAIN") systems. MUSD assures the District that it will administer all Programs for the length of time as is required in ETPL and in I-TRAIN. Currently the length of each Program is as follows:

Automotive Technician	16 weeks	352 hours
Nursing Assistant – Precertification CNA	10 weeks	240 hours
Computer Applications / Office Occupations	16 weeks	320 hours
A+ Certification / Introduction to Cybersecurity	9 weeks	135 hours
Construction	16 weeks	320 hours
Security Officer	1 week	40 hours
Security Officer – Armed	2 weeks	80 hours

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

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

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

K. Student Materials, Fees and Training Equipment
MUSD agrees to provide any and all student supplies, student fees, materials, and equipment required to train students to complete learning objectives for Programs, and prepare students for employment in the security industry. This would include, but is not limited to: textbooks, online curriculum, Livescan, license application fees, licensure exam fees, medical scrubs, student physicals, flu shots, tools, building materials, computer tool kits, Taser cartridges, weapons cleaning kits, range fees, pepper spray, and ammunition.

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

920 South Mountain Avenue
Monrovia, CA 91016

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

M. Security Officer – Armed: No Live Ammunition or Loaded Firearms on any District Campus
Both MUSD and the District understand that part of the training offered in the Security Officer – Armed program requires training in firearms. MUSD agrees that No Live firearms Training will ever take place on any District campus. MUSD also agrees that No Live/Loaded Firearms or Real ammunition will ever be on any District campus under any conditions whatsoever. MUSD agrees to train students with live firearms and live ammunition off campus on a firing range and agrees to pay the fees per student for the use of the range.

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

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

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

Q. Pricing for Programs
Pricing for Programs will be invoiced per student at the prices that are listed in I-TRAIN.

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

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

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

II. DISTRICT RESPONSIBILITIES

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

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

Automotive Technician	$2,485		
Nursing Assistant – Precertification CNA		$2,950	
Computer Applications / Office Occupations		$3,150	
A+ Certification / Introduction to Cybersecurity		9 weeks	$3,760

Construction	$2,475
Security Officer	$1,495
Security Officer – Armed	$2,495

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

i) meets MUSD application qualifications including:

a. passing the entrance exam OR enrolling in basic academic classes concurrently to support those students who did not pass all sections of the entrance exam

b. discussing career goals with MUSD counseling staff

ii) completes the course

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

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

III. GENERAL PROVISIONS

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

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

MUSD will notify students that they are responsible for respecting and maintaining the confidentiality of all student information and law enforcement records which the student may receive or have access to pursuant to this Agreement. MUSD will notify students that they must agree to comply with the terms and conditions of all applicable confidentiality laws, including but not limited to the Family Educational Rights and Privacy Act ("FERPA") and the Regulations promulgated thereunder (20 U.S.C. §1232g; 34 C.F.R. Part 99); California Education Code §49060 et seq. (pupil records); California Welfare & Institutions Code §§ 300 and 600 et seq.; §827 (juvenile justice system records); California Welfare & Institutions Code §5328.6 and §5328.7 (Mental Health Records); and 42 U.S.C. §§290dd-2; (iv) Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Regulations promulgated thereunder (42 U.S.C. Sections 1320d-2 and 1320d-4; 45 C.F.R. Subtitle A, Subchapter C, Parts 160 – 164), as amended from time to time.

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

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

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

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

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

V. DATES AND RESPONSIBLE PERSONNEL

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

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

This Memorandum of Understanding (MOU) is effective beginning May 23, 2019 and effective until June 30, 2020.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective as of the Effective Date of May 23, 2019.

TEMPLE CITY UNIFIED SCHOOL DISTRICT

_____ Date _____
Jolane Weist
Chief Business Officer

_____ Date _____
Kimberly Fricker
Superintendent

MONROVIA UNIFED SCHOOL DISTRICT

_____ Date _____
Flint Fertig
Director of Adult Education

_____ Date _____
Katherine Fundukian Thorossian
Superintendent

Agreement for Personal Services

THIS AGREEMENT is hereby entered into by the Temple City Unified School District

Monrovia Unified School District

CONSULTANT SSN or TAX ID#

325 E. Huntington Dr. Monrovia CA 91016

MAILING ADDRESS CITY STATE ZIP

626-471-2035

PHONE NUMBER

hereinafter referred to as CONSULTANT.

CONSULTANT agrees to provide to DISTRICT the services enumerated in Section G of this Agreement under the following terms and conditions:

A. Services shall begin on May 23, 2019 and shall be completed on or before June 30, 2020.

B. CONSULTANT understands and agrees that he and all of his employees are not employees of the DISTRICT and are not entitled to benefits of any kind or nature normally provided to employees of the DISTRICT and/or to which DISTRICT employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONSULTANT shall assume full responsibility for payment of all Federal, State, and local taxes or contributions including Unemployment Insurance, Social Security, and Income Taxes with respect to CONSULTANT" employees.

C. CONSULTANT shall furnish, at his own expense, all labor, materials, equipment and other items necessary to carry out the terms of this Agreement.

D. In the performance of the work herein contemplated, CONSULTANT is an independent contractor, with the authority to control and direct the performance of the details of the work, DISTRICT being interested only in the results obtained.

E. CONSULTANT agrees to defend, indemnify and hold harmless the DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONSULTANT'S negligence in the performance of this Agreement, including but not limited to any claim due to injury and/or damage sustained by CONSULTANT, and/or the CONSULTANT'S employees or agents.

F. CONSULTANT shall provide DISTRICT with a Certificate of Insurance showing a minimum $1 million combined single limits of general liability and automobile coverages as required by the DISTRICT.

G. Services to be rendered to the DISTRICT by the CONSULTANT are as follows:

Per attached "Memorandum of Understanding - Partnership Agreement For Services Provided by Monrovia Unified School District" (Herein "MOU")

H. Neither party shall assign or delegate any part of this Agreement without the written consent of the other party.

I. The work completed herein must meet the approval of the DISTRICT shall be subject to the DISTRICT'S general right of inspection and supervision to secure the satisfactory completion thereof. CONSULTANT agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that are now, or may in the future become applicable to CONSULTANT, CONSULTANT'S business, equipment, and personnel engaged in operations covered by their Agreement or accruing out of the performance of such operations.

J. Payments will be made by the district to the consultant as follows:
Per MOU

K. This agreement may be terminated by either party notifying the other, in writing, at least 10 days prior to the date of termination.

THIS AGREEMENT IS ENTERED INTO THIS 23rd DAY OF May

FOR THE DISTRICT:	FOR THE CONSULTANT:
NAME & Signature	NAME & Signature
TITLE	TITLE
DATE	DATE

NOTE: PARAGRAPHS "E" AND "F' ABOVE ARE HEREBY WAIVED IF THIS WAIVER IS SIGNED BELOW BY THE DISTRICT REPRESENTATIVE WHO HAS AUTHORIZED THIS AGREEMENT BY SIGNING ABOVE.

SIGNED	DATE

Items 1, 2, & 3 MUST be completed before contract can be approved.

1. School requesting services:
2. Contact person at the school:
3. Account number to be charged:

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

14. 18/19-2133 - CONTRACT AGREEMENT WITH FIELDTURF USA, INC.

RECOMMENDATION

The Board of Education is requested to approve the contract with FieldTurf USA, Inc. to provide and install upgraded turf replacement at the Monrovia High School athletic sports field in the amount of $210,077.97. Motion by_____, seconded by _____, Vote _____ Board Member Wong____, Board Member Lockerbie____ Board Member Travanti____ Board Member Hammond _____, Board President Gililland _____

Rationale:

The approval of this contract will allow the District to proceed with the replacement and installation of upgraded turf replacement at the MHS athletic sports field.

Background:

As a result of turf material that wears out prematurely, FieldTurf USA, Inc. has made the offer to replace the athletic sports field at no cost to the District for a “like for like” installation. As an alternate, FieldTurf USA, Inc. has offered the ability to upgrade to their best turf material at an additional cost of $150,000 with an extended 8 year warranty. On November 14, 2018, the Board has approved $150,000 turf replacement with upgraded material and the CoolPlay infill upgrade for an additional $39,382. The District is required to have payment and performance bonds on all projects. The additional cost of the Bonds is $2,130.55.

Budget Implication ($ Amount):

The total cost for the upgrades and turf replacement is $210,077.97 and will be paid from Capital Outlay Funds. On May 17, 2019, The District and Field Turf did the pre-construction site job walk. Due to fact that MHS field is uneven, FieldTurf suggested re-grading of base for $18,000. In addition, the District is required to have payment and performance bonds on all projects. The cost of the Bonds of $2,695.97 will also be added on the total project cost.

Legal References:

California Education Code 17504 states that a contract and/or agreement are not valid until approved by the Board of Education.

Additional Information:

Copies of the agreement and proposal for FieldTurf USA, Inc. are attached.

ATTACHMENTS

Monrovia Unified School District
325 E. Huntington Drive
Monrovia, CA 91016
Phone (626) 471-2082

Public Works Contract

THIS PUBLIC WORKS CONTRACT (the "Contract") is made and entered into this 23rd day of May, 2019, by and between Monrovia Unified School District (hereinafter called the "District") and FieldTurf USA, Inc. (hereinafter called the "Contractor"), and collectively referred to as the "Parties".

RECITALS

WHEREAS, District awarded Contractor a competitively bid contract in 2010 to install a new athletic stadium field at Monrovia High School, located at 845 West Colorado Boulevard, Monrovia, CA 91016 (the "School") utilizing the Duraspine Turf Field product ("Duraspine"), which was completed on January 31, 2011; and

WHEREAS, following installation, the School claimed that the Duraspine product was wearing out prematurely; and

WHEREAS, as a result of the School's claims regarding its defective Duraspine field, Contractor proposed and the Board of Education of the District (the "Board") approved at its November 14, 2018 meeting that Contractor be authorized to remove and replace the existing Duraspine field turf at the School with the upgraded FieldTurf Revolution 360 product manufactured by Contractor together with CoolPlay infill (the "Project"); and

WHEREAS, although the District has adopted and is subject to the California Uniform Public Construction Cost Accounting Act ("CUPCCAA") at Public Contract Code Section 22000 et seq., the Project is not subject to the Informal Bidding Procedures for public works projects of $200,000 or less since the upgraded FieldTurf Revolution 360 product is proprietary to Contractor pursuant to Public Contract Code Section 22034(a)(1) and soliciting competitive bidding proposals would not produce an advantage; and

WHEREAS, the Parties desire to enter into this Contract for the Project.

NOW THEREFORE, in consideration of the above-referenced recitals and the covenants hereinafter set forth, the Parties agree as follows:

1. The Contractor shall construct the Project in consideration for payment in the total amount of Two hundred Ten Thousand Seventy-seven Dollars and Ninety-seven Cents ($210,077.97), as more particularly described in Contractor's Proposal set forth in the Specifications/Scope of Work Statement.

2. The term of this Contract shall begin June 10, 2019 and end July 31, 2019, unless sooner terminated as provided in the Terms and Conditions. When Contractor considers the Project complete, Contractor shall prepare and submit to District a comprehensive list of minor items to be completed or corrected ("Punch List"). Contractor shall proceed promptly to complete and correct the items on the Punch List. Failure to include an item on such list does not alter the responsibility of Contractor to complete all work in accordance with the Contract Documents. Upon receipt of Contractor's Punch List, the District and Project Inspector will perform an inspection to determine whether the work, or designated portion thereof, is complete. If the inspection discloses any item, whether or not included in Contractor's list, is not completed in accordance with the requirements of the Contract Documents, Contractor shall complete or correct such items promptly. If Contractor fails to complete the minor corrective items prior to the expiration of ten (10) calendar days or less from the date of such inspection, District shall withhold from the final payment an amount equal to one and one-half times the estimated cost, as determined by District, of each item until such time as the item is completed.

3. The Contractor, including any subcontractor approved by the District engaged by the Contractor, shall be registered with the Department of Industrial Relations pursuant to Labor Code Section 1725.5.

4. Payments shall be processed upon satisfactory completion of work, acceptance of work by the District, and receipt of invoices, and pursuant to the provisions of Paragraph 21 of the Term and Conditions.

5. Inspection shall be performed by the MOT Director, who shall serve as the District Representative for the Project (the "Inspector").

6. The Contractor shall guarantee all labor and materials used in the performance of this Contract for a period of eight (8) years, pursuant to the provisions of the form entitled "Guarantee" enclosed herewith.

7. The Contractor shall arrange work start time with the MOT Director, the District's Representative, at least twenty-four (24) hours prior to work start.

8. By entering into this Contract, the Contractor certifies that neither it nor a firm, corporation, partnership, or association in which the Contractor has any interest is debarred pursuant to Labor Code section 1777.1. By entering into this Contract, the Contractor also certifies, if applicable, that, in accordance with Executive Orders 12549 and 12689 (Debarment and Suspension), neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Contract by a federal department or agency.

IN WITNESS THEREOF, the Parties hereunto have subscribed to this Contract, including all applicable Contract documents, as indicated below, which are incorporated herein ("Contract Documents"):

_____ Terms and Conditions
_____ Specifications/Scope of Work Statement
_____ Certification of Contractor and Subcontractor DIR Registration (must be submitted on the form enclosed herewith)
_____ Labor & Materials Release (must be submitted prior to payment)
_____ Workers' Compensation Certification (must be submitted on the form enclosed herewith prior to commencing work)
_____ Liability Insurance Certificates for One Million Dollars ($1,000,000) personal injury and One Million Dollars ($1,000,000) property damage, pursuant to the provisions of Paragraph 20 of the Terms and Conditions (must name the District as an Additional Insured with the endorsement on form CG 2010(11/85) or form CG 2010(10/93), and must be submitted prior to commencing work)
_____ Labor and material payment and performance bonds (must be submitted if Contract is in excess of Twenty-Five Thousand Dollars ($25,000), and must be submitted prior to commencing work; see forms enclosed herewith)
_____ Conduct Rules for Contractors (see form enclosed herewith)
_____ Criminal Records Check Certification (must be submitted on the form enclosed herewith prior to commencing work, and pursuant to the provisions of Paragraph 33 of the Terms and Conditions)
_____ Drug-Free Workplace Certification (must be submitted on the form enclosed herewith prior to commencing work)
_____ Asbestos and Other Hazardous Materials Certification (must be submitted on the form enclosed herewith prior to commencing work)
_____ Lead-Based Paint Certification (must be submitted on the form enclosed herewith prior to commencing work)
_____ Guarantee (see form enclosed herewith)

Name (Print): Pedro Azevedo
Title: CFO & Treasurer
Signature: _____

FIELDTURF

License: 849044

Name (Print): Katherine Thorossian
Title: Superintendent
Signature: _____

MONROVIA UNIFIED SCHOOL DISTRICT

Monrovia Unified School District Terms and Conditions

1. EQUIPMENT AND LABOR: The Contractor shall furnish all tools, equipment, apparatus, facilities, transportation, labor, and material necessary to provide the services pursuant to the Contract. The services are to be performed at such times and places as directed by and subject to the approval of the authorized District representative indicated in the specifications.

2. SUBCONTRACTORS: Subcontractors, if any are engaged by the Contractor for performance of the services herein, shall be subject to the approval of the District. Any such approval shall be conditioned upon the submittal of evidence that such subcontractor is currently registered with the Department of Industrial Relations ("DIR") pursuant to Labor Code section 1725.5. The Contractor shall be responsible for all acts and omissions of subcontractors and shall require subcontractors to maintain adequate workers' compensation and public liability insurance. Nothing in the Contract or the Contract Documents shall create any contractual relationship between any subcontractor and the District.

3. SAFETY AND SECURITY: It shall be the responsibility of the Contractor to ascertain from the District the rules and regulations pertaining to safety, security, and driving on school grounds, particularly when children are present. The Contractor shall be responsible for performing in accordance with such rules and regulations.

4. DEFAULT BY CONTRACTOR/TERMINATION: Failure to comply with any of the terms, conditions, and/or provisions of the Contract or the Contract Documents shall constitute default by the Contractor. If such default is not cured within ten (10) calendar days, or such other time period mutually agreed upon by the parties, following receipt by the Contractor of written notice of default from the District, the District may immediately terminate the Contract by giving written notice of termination to the Contractor. The District may also, in its sole discretion, terminate the Contract for its own convenience. Termination by the District, whether for cause or convenience, shall not prejudice any of the District's other rights or remedies. The District shall only be responsible for the payment of services satisfactorily performed up to the effective date of termination, whether for cause or convenience.

5. CONTRACT CHANGES: No changes or alterations to the Contract or the Contract Documents shall be made without specific prior written approval by the District and the Contractor.

6. PROJECT SITE EXAMINATION: The Contractor warrants that it has made all Project site examinations that it deems necessary, including examination of the site's condition and its accessibility for materials, workers, and utilities, and the Contractor's ability to protect existing surface and subsurface improvements. No allowance of time or money will be granted with respect to any condition on the site that could have reasonably been discovered during the Contractor's site examinations.

7. DOCUMENT CONFLICT: In case of conflict between the specifications and drawings and/or actual Project site conditions, such conflicts shall be resolved by an authorized District representative prior to furtherance of the work.

8. WORKMEN:

The Contractor shall at all times enforce strict discipline and good order among his/her employees and the employees of its subcontractors and shall not employ on this Contract any unfit person or anyone not skilled in the work assigned to him/her. Any person in the employ of the Contractor or a subcontractor whom the District may deem incompetent or unfit shall be dismissed from work and shall not again be employed on the Project except with written consent of the District.

9. LABOR CODE:

A. The Contractor shall comply with the applicable provisions of Labor Code Division 2, Part 7, Chapter 1, Articles 1-5, including, without limitation, the payment of the general prevailing wage rates for public works projects of more than One Thousand Dollars ($1,000). No contractor or subcontractor may be qualified to bid on a public works project, listed on a bid proposal for a public works project, or awarded a public works project unless registered with the DIR, with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a). Public works projects are subject to compliance monitoring and enforcement by the DIR.

B. The Contractor shall be responsible for compliance with Labor Code Section 1777.5 for all apprenticeable occupations.

10. DEBARMENT AND SUSPENSION: By entering into this Contract, the Contractor certifies that neither it nor a firm, corporation, partnership, or association in which the Contractor has any interest is debarred pursuant to Labor Code section 1777.1. By entering into this Contract, the Contractor also certifies, if applicable, that, in accordance with Executive Orders 12549 and 12689 (Debarment and Suspension), neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Contract by a federal department or agency.

11. ANTI-DISCRIMINATION: It is the policy of the District Board of Education, in connection with all work performed under contract, that there be no discrimination against any employees engaged in the work because of race, color, ancestry, sex, sexual orientation, marital status, national origin, or religious creed. Therefore, the Contractor agrees to comply with applicable federal and California laws, including, but not limited to, the California Fair Employment and Housing Act, beginning with Government Code section 12900, and Labor Code Section 1735. In addition, the Contractor agrees to require like compliances by all subcontractors employed on the work by him/her.

12. SUBSTITUTIONS: No substitutions of materials specified shall be made without the prior written approval of the District.

13. CONTRACTOR SUPERVISION: The Contractor shall provide continuous competent supervision of personnel employed on the job, use of equipment, and quality of workmanship.

14. PROTECTION OF PEOPLE, WORK, AND PROPERTY: The Contractor shall erect and/or properly maintain at all times, as required by the condition and progress of work, all necessary safeguards, signs, barriers, lights, and watchmen for protection of the work pursuant to the Contract, other property, workers, and the public. In an emergency affecting life and/or the safety of life, of the work, or of other property, the Contractor, without special instruction or authorization from the District, shall be permitted to act at his/her discretion to prevent such threatened loss or injury.

15. ACCESS TO WORK: District representatives shall, at all times, have access to the work performed pursuant to the Contract, wherever it is in preparation or progress. The Contractor shall provide safe and proper facilities for such access.

16. ASSIGNMENTS OF CONTRACT: The Contractor shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties, or obligations under the Contract without the prior written consent of the District.

17. OCCUPANCY: The District reserves the right to occupy buildings at any time before Contract completion, and such occupancy shall not constitute final acceptance or approval of any part of the work under the Contract. Nor shall such occupancy extend the date specified for completion of the work.

18. FORCE MAJEURE: The parties to the Contract shall be excused from performance thereunder during the time and to the extent that they are prevented from performing by act of God, fire, strike, loss, shortage of transportation facilities, lockout, and/or commandeering of materials, products, plants, or facilities by the government, when satisfactory evidence thereof is presented to the other party, provided that it is satisfactorily established that the nonperformance is not due to the fault or neglect of the party not performing.

19. HOLD HARMLESS:

A. The Contractor agrees to and does hereby indemnify and hold harmless the District, its officers, agents, and employees from every claim or demand made, and every liability, loss, damage, or expense, of any nature whatsoever, including, but not limited to, attorneys' fees and costs, which may be incurred by reason of:

i. Liability for damage for (a) death or bodily injury to persons, (b) injury to, loss of, or theft of property, or (c) any other loss, damage, or expense arising under either (a) or (b) above, sustained by the Contractor or any person, firm, or corporation employed by the Contractor upon or in connection with the work called for in the Contract, except for liability resulting from the sole negligence or willful misconduct of the District, or its officers, employees, agents, or other independent contractors; and/or

ii. Any injury to or death of persons or damage to property caused by any act, neglect, default, or omission of the Contractor, or any person, firm, or corporation employed by the Contractor, either directly or by independent contract, including, but not limited to, all damages due to loss or theft, sustained by any person, firm, or corporation, including the District, arising out of or in any way connected with the work covered by the Contract, whether said injury, death, or damage occurs on or off District property.

B. The Contractor, at his/her own expense, cost, and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents, or employees, on any claim, demand, or liability referred to above, and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents, or employees in any action, suit, or other proceedings as a result thereof. The District shall have the right to accept or reject any legal representation that the Contractor proposes to defend the District.

20. INSURANCE:

A. The Contractor shall maintain adequate insurance, as required below, to protect him/her from claims under workers' compensation and from claims for damages for personal injury, including death, and damage to property, which may arise in the course of performing the Contract. The Contractor is required to file with the District certificates of insurance. Failure to furnish such certificates may be considered default by the Contractor. The Contractor's insurance shall be primary, and any insurance carried by the District shall only be secondary and supplemental. The Contractor's insurance policies shall not be amended or modified, and the coverage amounts shall not be reduced for the duration of the Contract.

B. The Contractor shall be required to maintain workers' compensation insurance in accordance with California Labor Code section 3700. The Contractor shall also maintain liability insurance in an amount not less than One Million Dollars ($1,000,000) per occurrence for personal injury, including death, and One Million Dollars ($1,000,000) per occurrence for property damage, naming the District as an additional insured, insuring against claims that may arise from the Contractor's acts or omissions under the Contract. Such insurance shall be with an insurance company qualified to do business in California and rated "A" or better by Best's Key Rating Guide.

C. The Contractor shall require its subcontractors, if any, to take out and maintain similar insurance in like amounts.

D. The Contractor shall not commence work nor shall it allow any subcontractor to commence work under the Contract until all required insurance, certificates, and endorsements have been obtained, delivered, and approved by the District.

21. PAYMENT: Unless otherwise specified, the Contractor shall render invoices in duplicate for materials or supplies delivered or services performed under the Contract. The District shall make payment for materials, supplies, or services furnished under this Contract within a reasonable and proper time after acceptance of the Contractor's invoices by an authorized District representative. Should the

Contractor utilize subcontractors on the Project, the District shall retain five percent (5%) of the Project cost for a period not to exceed sixty (60) days after the Project has been completed. The District may also withhold a sufficient amount or amounts of any payment or payments otherwise due to the Contractor, as in the District's judgment may be necessary to cover:

A. Payments that may be past due and payable for just claims against the Contractor or any subcontractors for labor or materials furnished under the Contract;
B. The cost of defective work that the Contractor has not remedied;
C. Penalties for violation of labor laws;
D. Damage to the District or a subcontractor; and/or
E. Site clean-up.

22. PERMITS AND LICENSES: The Contractor and all of his/her employees, agents, and subcontractors shall secure and maintain throughout the life of the Contract such licenses and permits as are required by law in connection with the furnishing of materials, supplies, or services under the Contract.

23. INDEPENDENT CONTRACTOR: While engaged in carrying out the terms and conditions of the Contract and the Contract Documents, the Contractor is an independent contractor and not an officer, employee, or agent of the District. The Contractor shall be solely responsible for its own workers' compensation insurance, taxes, and other similar charges or obligations. The Contractor shall be liable for its own acts, omissions, and errors, including, but not limited to, its negligence or gross negligence, and shall be liable for the acts, omissions, and errors of its agents and employees.

24. CLEAN-UP: Debris shall be removed from the Project site on a daily basis. The Project site shall be free of debris at all times when work is not actually being performed and shall be maintained in a reasonably clean condition at all times.

25. HAZARDOUS WASTE AND UNKNOWN PHYSICAL CONDITIONS: The Contractor is hereby notified of Public Contract Code section 7104, which requires the Contractor, if the Project involves digging trenches or other excavations that extend deeper than four feet below the surface, to promptly notify the District in writing before conditions are disturbed of (1) any material the Contractor believes may be hazardous waste, as defined in Health and Safety Code section 25117, that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law; (2) subsurface or latent physical conditions at the site differing from those indicated by available information about the site; (3) unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract.

26. LIQUIDATED DAMAGES: Not used.

27. RETENTION OF DOCUMENTS: Pursuant to and in accordance with the provisions of Government Code section 8546.7, and any amendments thereto, all books, records, and files of the District, the Contractor, or any subcontractor connected with the performance of the Contract involving the expenditure of public funds in excess of Ten Thousand Dollars ($10,000), including, but not limited to, the administration thereof, shall be subject to the examination and audit of the California State Auditor for a period of three (3) years after final payment is made under the Contract. The Contractor shall preserve and cause to be preserved such books, records, and files for the duration of the audit period.

28. DISPUTES:

A. In the event of a dispute between the parties as to the performance of the work under the Contract, the interpretation of the Contract or the Contract Documents, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of the dispute, the Contractor agrees to continue the work diligently to completion. If the dispute is not resolved, the Contractor agrees it will neither rescind the Contract nor stop the progress of the work, but the Contractor's sole remedy shall be to submit such controversy to determination by a court of the State of California, in Los Angeles County, having competent jurisdiction over the dispute, after the Project has been completed, and not before.

B. Any public works claim, as defined by the Public Contract Code sections cited below, brought by the Contractor and arising from or relating to the Contract must include a statement identifying whether the Contractor chooses to proceed pursuant to the claim resolution process set forth in Public Contract Code section 9204, which applies to any claim between the Contractor and the District, without regard to the claim's dollar amount, or the claim resolution process set forth in Public Contract Code sections 20104 et seq., which applies to claims between the Contractor and the District valued at Three Hundred Seventy-Five Thousand Dollars ($375,000) or less. The Contractor must follow the requirements of its selected claim resolution process throughout its entire claim.

29. GOVERNING LAW AND VENUE: The Contract shall be governed by and construed in accordance with the laws of the State of California, with venue of any action exclusively in the County of Los Angeles.

30. NO WAIVER: The failure of the District in any one or more instances to insist upon strict performance of any of the provisions of the Contract or the Contract Documents or to exercise any option therein conferred shall not be construed as a waiver or relinquishment to any extent of the right to assert or rely upon any such provision or option on any future occasion.

31. SEVERABILITY: Should any part, term, portion, or provision of the Contract or the Contract Documents be held to be illegal, invalid, or in conflict with any applicable laws, or otherwise be rendered unenforceable or ineffectual, the remaining parts, terms, portions, or provisions shall be deemed severable and the same shall remain enforceable and valid to the fullest extent permitted by law.

32. ENTIRE CONTRACT: The Contract and the Contract Documents set forth the entire understanding between the parties thereto and fully supersede any and all prior agreements and understandings, written or oral, between the parties pertaining to the subject of the Contract.

33. CRIMINAL RECORDS CHECK: ☐ If the box to the left is checked, the Contractor shall comply with the requirements of Education Code section 45125.1, regarding fingerprinting of employees who may have contact with the District's pupils. If, at any time during the term of the Contract, the Contractor is either notified by the Department of Justice or otherwise becomes aware that any employee of the Contractor performing services under the Contract has been arrested or convicted of a violent or serious felony listed in Penal Code section 667.5(c) or Penal code section 1192.7(c), respectively, the Contractor agrees to immediately notify the District and remove said employee from performing services pursuant to the Contract.

34. NOTICE: Any notice given or required to be given pursuant to the Contract shall be delivered in writing, as follows.

If to District:	If to Contractor:
Monrovia Unified School District 325 E. Huntington Drive	FieldTurf USA, Inc. 7445 Rue Cote de Liesse, Suite 200
Monrovia, CA 91016	Montreal, QC H4T 1G2
ATTN: Nelson Santos	ATTN: Pedro Azevedo
Telephone: (626) 471-2082	Telephone: 514 375 2561
Fax: (626) 471-2078	Fax:
E-mail: nsantos@monroviaschools.net	E-mail: Pedro.Azevedo@fieldturfsports.com

Notices personally delivered or sent by email or fax shall be effective upon receipt. Notices sent by overnight delivery shall be effective the day delivery is confirmed by the overnight courier. Notices delivered by USPS shall be effective three (3) days after deposit in the mail, postage prepaid.

SPECIFICATIONS/SCOPE OF WORK STATEMENT

[Please see attached Contractor's May 17, 2019 Project Proposal]

WORKERS' COMPENSATION CERTIFICATION

Labor Code section 3700 states as follows:

"Every employer except the state shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this state.

(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure either as an individual employer, or as one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees.

(c) For any county, city, city and county, municipal corporation, public district, public agency, or any political subdivision of the state, including each member of a pooling arrangement under a joint exercise of powers agreement (but not the state itself), by securing from the Director of Industrial Relations a certificate of consent to self-insure against workers' compensation claims, which certificate may be given upon furnishing proof satisfactory to the director of ability to administer workers' compensation claims properly, and to pay workers' compensation claims that may become due to its employees. On or before March 31, 1979, a political subdivision of the state which, on December 31, 1978, was uninsured for its liability to pay compensation, shall file a properly completed and executed application for a certificate of consent to self-insure against workers' compensation claims. The certificate shall be issued and be subject to the provisions of section 3702.

For purposes of this section, "state" shall include the superior courts of California."

I am aware of the provisions of Section 3700 of the Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work pursuant to the Contract. If the Contractor is a corporation, this Certification shall be executed by either the chairman of the board, president, or vice president, and, if a different individual, also by the secretary, chief financial officer, or assistant treasurer.

[Signatures follow on next page]

FieldTurf USA, Inc.
Proper Name of Contractor

By: Pedro M. Azevedo

Pedro Azevedo
Signature

CFO & Treasurer
Title

By: _____

_____
Signature

_____
Title

(In accordance with Article 5 (commencing at section 1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the District prior to performing any work under the Contract.)

CERTIFICATION OF CONTRACTOR AND SUBCONTRACTOR DIVISION OF INDUSTRIAL RELATIONS REGISTRATION

Pursuant to Labor Code Section 1725.5, a contractor or subcontractor must be registered with the Department of Industrial Relations in order to bid on, to be listed in a bid proposal or engage in the performance of any defined public works contract.

I Pedro Azevedo (Name) CFO & Treasurer (Title) certify that

FieldTurf, USA, Inc. is currently registered as a contractor with the Department of Industrial Relations (DIR).

Contractor's DIR Registration Number: 1000004625

Expiration Date: 6/30/2022

Contractor further acknowledges and agrees:

1. Contractor shall maintain continuous DIR registered status for the duration of the project without a gap in registration.
2. Contractor shall note in its invitation to bid the DIR's registration requirement for all subcontractors and their subcontractors.
3. Contractor shall ensure that all subcontractors are registered at time of bid opening and maintain registered status for the duration of the project.
4. Contractor is to furnish DIR Registration Number for all subcontractors on the project within 24 hours of the opening of bids/proposals.
5. Contractor shall substitute any subcontractor with a DIR registered subcontractor if listed subcontractor is unable to perform the work.

Failure to comply with any of the above may result in a determination of non-responsiveness and/or default.

I declare under penalty of perjury under California that the foregoing is true and correct.

Signature of Contractor

5/29/2019
Date

PERFORMANCE BOND

(For Public Works Contracts over $25,000)

KNOW ALL PERSONS BY THESE PRESENTS that

WHEREAS, the Monrovia Unified School District of Los Angeles County, California, hereinafter designated as the "District", has awarded to FieldTurf USA, Inc., hereinafter designated as the "Principal", a contract for the work described as follows: Monrovia High School Synthetic Field Replacement, hereinafter designated as the "Contract;" and

WHEREAS, said Principal is required under the terms of said Contract to furnish a bond for the faithful performance of said Contract.

NOW, THEREFORE, we the Principal and the undersigned surety, an admitted surety insurer pursuant to Code of Civil Procedure section 995.120, hereinafter designated as the "Surety," are held and firmly bound to the District in the sum of Two Hundred Ten Thousand Seventy-Seven Dollars and Ninety-Seven Cents ($210,077.97) (this amount being not less than one hundred percent (100%) of the total price of the Contract awarded by the District to the Principal), lawful money of the United States, for which payment well and truly to be made we the Principal and Surety bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that, if the Principal, or his or her heirs, executors, administrators, successors, and assigns, shall keep and perform the covenants, conditions, and agreements in the Contract and the Contract Documents, as that term is defined in the Contract, and any alteration thereof on his or her part, to be kept and performed at the times and in the manner therein specified and in all respects according to their true intent and meaning, and shall faithfully fulfill guarantees of all materials and workmanship, and indemnify, defend, and save harmless the District, and its officers, agents, and employees, as therein stipulated, then this obligation shall become null and void. Otherwise, it shall be and remain in full force.

As a condition precedent to the satisfactory completion of the Contract, the above obligation shall hold good for a period of one (1) year after the acceptance of the work by the District, during which time, if the Principal shall fail to make full, complete, and satisfactory repair and replacements and totally protect the District from loss or damage made evident during the period of one (1) year from the date of acceptance of the work, and resulting from or caused by defective materials or faulty workmanship, the above obligation in the penal sum thereof shall remain in full force and effect. However, anything in this paragraph to the contrary notwithstanding, the obligation of the Surety hereunder shall continue so long as any obligation of the Principal remains.

Whenever the Principal shall be, and is declared by the District to be, in default under the Contract, the District having performed the District's obligations thereunder unless excused by the Principal's breach or default, the Surety shall promptly either remedy the default, or shall promptly:

1. Complete the Contract in accordance with its terms and conditions; or

2. Obtain another contractor for completing the Contract in accordance with its terms and conditions, and arrange for a contract between such contractor and the District, and make available as work progresses (even though there should be a default or succession of defaults under the contract or contracts of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the Contract price, but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first executory paragraph hereof. The term "balance of the Contract price" as used in this paragraph shall mean the total amount payable to the Principal by the District under the Contract, and any modifications thereto, less the amount previously properly paid by the District to the Principal.

The Surety expressly agrees that the District may reject any contractor or subcontractor that may be proposed by the Surety in fulfillment of its obligations in the event of default by the Principal.

The Surety shall not utilize the Principal in completing the Contract if the District, when declaring the Principal in default, notifies the Surety of the District's objection to the Principal's further participation in the completion of the work.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the District or its successors or assigns. Any suit under this bond must be instituted before the expiration of two (2) years from the date on which final payment under the Contract falls due or is made, whichever occurs later.

The Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, modification, or addition to the terms of the Contract or the Contract Documents or to the work to be performed thereunder or the specifications accompanying the same shall in any way affect its obligation on this bond. The Surety does hereby waive notice of any such change, extension of time, alteration, or addition to the terms of the Contract or to the work or to the specifications.

The Principal and Surety agree that, if the District is required to engage the services of an attorney in connection with enforcement of this bond, the Principal and Surety shall pay the District's reasonable attorneys' fees incurred, with or without suit, in addition to the above sum.

In the event suit is brought upon this bond by the District and judgment is recovered, the Surety shall pay all costs incurred by the District in such suit, including reasonable attorneys' fees to be fixed by the court.

Surety companies executing bonds must possess a certificate of authority from the California Insurance Commissioner authorizing them to write surety insurance, as defined in California Insurance Code section 105, and, if the work or project is financed, in whole or in part, with federal, grant, or loan funds, the Surety's name must also appear on the United States Treasury Department's most current list of approved sureties (Circular 570, as amended).

Any claims under this bond may be addressed to:

_____ (Name and Address of Surety)
_____
_____

_____ (Name and Address of agent or representative
_____ for service of process in California, if different
_____ from above)

_____ (Telephone Number of Surety and agent or representative for service of process in California)

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal and Surety above named, on the ___ day of _____ 20___.

Principal _____
Signature

(Corporate Seal)

By _____
Type or Print Name

Title _____

Surety _____
Signature

(Corporate Seal)

By _____
Type or Print Name

(Attach Attorney-in-Fact Certificate)

Title _____

PAYMENT BOND

(Labor and Material Bond for Public Works Contracts over $25,000)

KNOW ALL PERSONS BY THESE PRESENTS that

WHEREAS, the Monrovia Unified School District of Los Angeles County, California, hereinafter designated as the "District", has awarded to, FieldTurf USA, Inc., hereinafter designated as the "Principal", a contract for the work described as follows: Monrovia High School Synthetic Field Replacement, hereinafter designated as the "Contract"; and

WHEREAS, said Principal is required by Division 4, Part VI, Title III, Chapter 5 (commencing at Section 9550) of the California Civil Code to furnish a bond in connection with said Contract;

NOW THEREFORE, we, the undersigned Principal and _____, as surety, an admitted surety insurer pursuant to Code of Civil Procedure section 995.120, hereinafter designated as the "Surety," are held and firmly bound unto the District in the penal sum of Two Hundred Ten Thousand Seventy-Seven Dollars and Ninety-Seven Cents ($210,077.97) (this amount being not less than one hundred percent (100%) of the total price of the Contract awarded by the District to the Principal), lawful money of the United States of America, for which payment well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that, if said Principal, or his or her heirs, executors, administrators, successors and assigns, or subcontractors, shall fail to pay any of the persons named in Civil Code section 9100, or for any materials, provisions, or other supplies used in, upon, for, or about the performance of the work contracted to be done, or for any work or labor thereon of any kind, or for amounts due under the Unemployment Insurance Code with respect to work or labor performed thereon of any kind, or for any amounts required to be deducted, withheld, and paid over by section 13020 of the Unemployment Insurance Code with respect to work and labor thereon of any kind, or for amounts due as withholding tax pursuant to section 18663 of the Revenue and Taxation Code, then the Surety will pay for the same in an amount not exceeding the sum specified in this bond. Otherwise, the above obligation shall be void. In case suit is brought upon this bond, the said Surety will pay reasonable attorneys' fees to be fixed by the court.

This bond shall inure to the benefit of any of the persons named in Civil Code section 9100, so as to give a right of action to such persons or their assigns in any suit brought upon this bond.

It is further stipulated and agreed that the Surety shall not be exonerated or released from the obligation of this bond by any change, extension of time for performance, addition, alteration, or modification in, to, or of any contract, plans, specifications, or agreement pertaining or relating to any scheme or work of improvement hereinabove described or pertaining or relating to the furnishing of labor, materials, or equipment therefore, nor by any change or modification of any terms of payment or extension of time for any payment pertaining or relating to any scheme or work of improvement hereinabove described, nor by any rescission or attempted rescission of the Contract, agreement, or bond, nor by any conditions precedent or subsequent in the bond

attempting to limit the right of recovery of claimants otherwise entitled to recover under the Contract, agreement, or bond, nor by any fraud practiced by any person other than the claimant seeking to recover on the bond, and that this bond be construed most strongly against the Surety and in favor of all persons for whose benefit such bond is given, and under no circumstances shall the Surety be released from liability to those for whose benefit such bond has been given, by reason of any breach of contract between the District and Principal or on the part of any obligee named in such bond, but the sole conditions of recovery shall be that claimant is a person described in sections 8400 and 8402 of the California Civil Code and has not been paid the full amount of his or her claim, and that the Surety does hereby waive notice of any such change, extension of time, addition, alteration, or modification herein mentioned.

Surety companies executing bonds must possess a certificate of authority from the California Insurance Commissioner authorizing them to write surety insurance, as defined in California Insurance Code section 105, and, if the work or project is financed, in whole or in part, with federal, grant, or loan funds, the Surety's name must also appear on the United States Treasury Department's most current list of approved sureties (Circular 570, as amended).

Any claims under this bond may be addressed to:

(Name and Address of Surety)

_____

_____

_____

_____

_____

(Name and Address of agent or representative for service of process in California, if different from above)

_____

(Telephone Number of Surety and agent or representative for service of process in California)

IN WITNESS WHEREOF, this instrument has been duly executed by the Principal and Surety above named, on the ___ day of _____ 20___.

Principal _____
Signature

(Corporate Seal)

By _____
Type or Print Name

Title _____

Surety _____
Signature

(Corporate Seal)

By _____
Type or Print Name

(Attach Attorney-in-Fact Certificate)

Title _____

CONDUCT RULES FOR CONTRACTORS

All contractors/subcontractors (collectively, "CONTRACTORS"), when performing work on Monrovia Unified School District ("DISTRICT") property, in addition to complying with the provisions of Paragraph 8 of the Terms and Conditions, shall adhere to the following rules of conduct:

1. Professional and courteous conduct is expected and will be displayed at all times.
2. Interaction with students, staff, and/or other visitors is prohibited, with the exception of designated administrators.
3. The use of profanity and/or disparaging language will not be tolerated.
4. CONTRACTORS shall wear a means of identification when school is in session, which must be approved by DISTRICT prior to commencement of the work.
5. CONTRACTORS shall remain in the vicinity of his/her work and will not stray to other areas of the property not involved in the project, including student and staff toilet facilities.
6. Pursuant to Government Code sections 8350 et seq., DISTRICT is a drug-free workplace. This policy shall be strictly enforced.
7. Alcoholic beverages are prohibited from being consumed or brought on any DISTRICT property.
8. The use of any tobacco products on DISTRICT property is strictly prohibited.
9. Any lewd, obscene, or otherwise indecent acts, words, or behavior by CONTRACTORS shall not be tolerated.
10. CONTRACTORS shall conform to a dress code, whereby:
    a. No clothing that contains violent, suggestive, derogatory, obscene, or racially biased material may be worn.
    b. Garments, accessories, or personal grooming artifacts with slogans, graphics, or pictures promoting drugs, alcohol, tobacco, or any other controlled substances that are prohibited to minors will not be allowed.
11. No firearms are allowed on DISTRICT property.

Non-compliance with any of the above-stated rules of conduct by CONTRACTORS may be sufficient grounds for immediate removal from the job site and termination of any contract.

I acknowledge that I am aware of the above-stated rules of conduct and hereby certify that all of my employees, consultants, suppliers, and/or any subcontractors will adhere to these provisions.

5/29/2019
Date

FieldTurf USA, Inc.
(Proper Name of Contractor)

By: Pedro Azevedo
Pedro M. Azevedo
(Signature of Authorized Signor)

CFO & Treasurer
(Title of Authorized Signor)

CRIMINAL RECORDS CHECK CERTIFICATION
(Contractor Fingerprinting Requirements)

CONTRACTOR CERTIFICATION

With respect to the agreement dated May 23, 2019 by and between the Monrovia Unified School District ("DISTRICT") and FieldTurf USA, Inc. ("CONTRACTOR") for the provision of public works construction services, CONTRACTOR hereby certifies to DISTRICT's governing board that it has completed the criminal background check requirements of Education Code section 45125.1 and that none of its employees that may come in contact with DISTRICT pupils have been convicted of a violent felony listed in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c).

Contractor's Representative

5/29/2019
Date

CONTRACTOR EXEMPTION

Pursuant to Education Code section 45125.1, the Monrovia Unified School District ("DISTRICT") has determined that FieldTurf USA, Inc. ("CONTRACTOR") is exempt from the criminal background check certification requirements for the agreement dated May 23, 2019, by and between DISTRICT and CONTRACTOR ("Agreement") because:

[ ] CONTRACTOR's employees will have limited contact with DISTRICT pupils during the course of the Agreement; or

[ ] Emergency or exceptional circumstances exist.

District Official

Date

SUBCONTRACTOR'S CERTIFICATION

The Monrovia Unified School District ("DISTRICT") entered into an agreement for public works repair and maintenance services with FieldTurf USA, Inc. ("CONTRACTOR") on or about May 23, 2019. This certification is submitted by _____, a subcontractor or consultant to CONTRACTOR for purposes of that Agreement ("Subcontractor"). Subcontractor hereby certifies to DISTRICT's governing board that it has completed the criminal background check requirements of Education Code section 45125.1 and that none of its employees that may come in contact with DISTRICT pupils have been convicted of a violent felony listed in Penal Code section 667.5(c) or a serious felony listed in Penal Code section 1192.7(c).

_____ _____

Subcontractor's Representative Date

SUBCONTRACTOR'S EXEMPTION

The Monrovia Unified School District ("DISTRICT") entered into an agreement for public works repair and maintenance services with FieldTurf USA, Inc. ("CONTRACTOR") on or about May 23, 2019 ("Agreement"). Pursuant to Education Code section 45125.1, DISTRICT has determined that _____, a subcontractor or consultant to CONTRACTOR for purposes of that Agreement ("Subcontractor"), is exempt from the criminal background check certification requirements for the Agreement because:

[ ] Subcontractor's employees will have limited contact with DISTRICT pupils during the course of the Agreement; or

[ ] Emergency or exceptional circumstances exist.

_____ _____

District Official Date

DRUG-FREE WORKPLACE CERTIFICATION

This Drug-Free Workplace Certification form is required pursuant to the requirements mandated by Government Code sections 8350 et seq., the Drug-Free Workplace Act of 1990 ("Act"). The Act requires that every person or organization awarded a contract or grant for the procurement of any property or service from any state agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract or grant awarded by a state agency may be subject to suspension of payments or termination of the contract or grant, and the contractor or grantee may be subject to debarment from future contracting, if the contracting agency determines that specified acts have occurred.

Pursuant to Government Code section 8355, every person or organization awarded a contract or grant from a state agency shall certify that it will provide a drug-free workplace by doing all of the following:

a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions that will be taken against employees for violations of the prohibition;

b) Establishing a drug-free awareness program to inform employees about all of the following:

1) The dangers of drug abuse in the workplace;

2) The person's or organization's policy of maintaining a drug-free workplace;

3) The availability of drug counseling, rehabilitation, and employee-assistance programs;

4) The penalties that may be imposed upon employees for drug abuse violations;

c) Requiring that each employee engaged in the performance of the contract or grant be given a copy of the statement required by subdivision a) and that, as a condition of employment on the contract or grant, the employee agree to abide by the terms of the statement.

I, the undersigned, agree to fulfill the terms and requirements of Government Code section 8355 listed above and will (a) publish a statement notifying employees concerning the prohibition of controlled substance in the workplace, (b) establish a drug-free awareness program, and (c) require that each employee be given a copy of the statement required by Section 8355(a)(1) and requiring that the employee agree to abide by the terms of that statement.

I also understand that if DISTRICT determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of Section 8355, that the contract awarded herein is subject to termination, suspension of payments, or both. I further understand that, should I violate the terms of the Act, I may be subject to debarment in accordance with the requirements of Sections 8350 et seq.

I acknowledge that I am aware of the provisions of Government Code section 8350 et seq. and hereby certify that I will adhere to the requirements of the Act.

CONTRACTOR

Date: 5/29/2019 By: _____

Its: CFO & Treasurer

Date: _____ By: _____

Its: _____

ASBESTOS AND OTHER HAZARDOUS MATERIALS CERTIFICATION

This Asbestos and Other Hazardous Materials Certification form is part of the contract made by and between the Monrovia Unified School District ("DISTRICT") and FieldTurf USA, Inc. ("CONTRACTOR") for the Monrovia High School Synthetic Field Replacement project ("Project").

To the best of my knowledge, information, and belief, in completing CONTRACTOR's work for the Project, no material furnished, installed, or incorporated into the Project will contain, or in itself be composed of, any asbestos, polychlorinated biphenyl (PCB), any material listed by the federal or state Environmental Protection Agency or federal or state health agencies as a hazardous material, or any other material defined as being hazardous under federal or state laws, rules, or regulations.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on this 29th day of May 2019 at Montreal, Quebec.

FieldTurf USA, Inc.
Name of Contractor (Print or Type)

By: _____
Signature

_____
Name (Print or Type)

_____
Title (Print or Type)

By: Pedro M. S. Azevedo
Signature

Pedro Azevedo
Name (Print or Type)

CFO & Treasurer
Title (Print or Type)

LEAD-BASED PAINT CERTIFICATION

This Lead-Based Paint Certification form is part of the contract (hereinafter referred to as "Contract") made by and between the Monrovia Unified School District (hereinafter referred to as "DISTRICT") and FieldTurf USA, Inc. (hereinafter referred to as "CONTRACTOR") for the Monrovia High School Synthetic Field Replacement project (hereinafter referred to as "Project").

In recent years, lead-based paint and other materials have come to the forefront of the regulatory process. Regulatory agencies such as the California Occupational Safety and Health Administration, state and federal Environmental Protection Agency, California Department of Health Services ("DHS"), California Department of Education ("CDE"), and United States Consumer Product Safety Commission have all regulated, in some manner, lead-containing paint and lead products.

Although the regulatory process is not yet complete, there are several regulations currently in place that affect school districts. The CDE mandates that school districts utilize DHS lead-certified personnel when a lead-based hazard is identified. Examples of lead-certified personnel include project designers, inspectors, and abatement workers. The California Education Code also prohibits the use of lead-containing paint, lead plumbing and solders, or other potential sources of lead contamination in the construction of any new school facility or in the modernization or renovation of any existing school facility.

Because CONTRACTOR and its employees will be providing services for DISTRICT, and because CONTRACTOR's work may disturb lead-containing building materials, **CONTRACTOR IS HEREBY NOTIFIED** of the potential presence of lead-containing materials located within certain buildings utilized by DISTRICT. Lead was once used extensively in paint because it rendered the paint more durable. All school buildings built prior to 1993 are presumed to contain some lead-based paint until sampling proves otherwise.

FURTHERMORE, SINCE IT IS ASSUMED BY DISTRICT THAT ALL PAINTED SURFACES (INTERIOR AS WELL AS EXTERIOR) WITHIN THE DISTRICT CONTAIN SOME LEVEL OF LEAD, IT IS IMPERATIVE THAT THE CONTRACTOR, ITS WORKERS, AND SUBCONTRACTORS FULLY AND ADEQUATELY COMPLY WITH ALL APPLICABLE LAWS, RULES, AND REGULATIONS GOVERNING LEAD-BASED MATERIALS **(INCLUDING TITLE 8, CALIFORNIA CODE OF REGULATIONS, SECTION 1532.1).**

If failure to comply with these laws, rules, and regulations results in a site or worker contamination, CONTRACTOR will be held solely responsible for all costs involved in any required corrective actions, and shall defend, indemnify, and hold DISTRICT harmless, pursuant to the indemnification provisions of the Contract, for all damages and other claims arising therefrom.

If lead disturbance is anticipated in the work, only persons with appropriate accreditation, registrations, licenses, and training shall conduct such work. DISTRICT may request to examine, prior to commencement of the work, the lead training records of each employee of CONTRACTOR.

It shall be the responsibility of CONTRACTOR to properly dispose of any and all waste products, including, but not limited to, paint chips, any collected residue, or any other visual material that may occur from the prepping of any painted surface. It shall be the responsibility of CONTRACTOR to provide the proper disposal of any hazardous waste by a certified hazardous waste hauler. This hauler shall be registered with the Department of Transportation and shall be able to issue a current manifest number upon transporting any hazardous material from any school site within DISTRICT.

CONTRACTOR shall provide DISTRICT with any sample results prior to beginning the work, during the work, and after the completion of the work.

Any and all work that may result in the disturbance of lead-containing building materials must be coordinated through DISTRICT. A signed copy of this form must be on file prior to beginning work on the Project, along with all current insurance certificates.

THE UNDERSIGNED HEREBY ACKNOWLEDGES, UNDER PENALTY OF PERJURY, THAT HE/SHE OR THEY HAS/HAVE RECEIVED NOTIFICATION OF POTENTIAL LEAD-BASED MATERIALS ON DISTRICT PROPERTY, AS WELL AS THE EXISTENCE OF APPLICABLE LAWS, RULES, AND REGULATIONS GOVERNING WORK WITH, AND DISPOSAL OF, SUCH MATERIALS, WITH WHICH HE/SHE OR THEY MUST COMPLY. THE UNDERSIGNED ALSO WARRANTS THAT HE/SHE OR THEY HAS/HAVE THE AUTHORITY TO SIGN ON BEHALF OF AND BIND CONTRACTOR. DISTRICT MAY REQUIRE PROOF OF SUCH AUTHORITY.

FieldTurf USA, Inc.
Contractor's Name

7445 Rue Cote de Liesse, Suite 200, Montreal, QC H4T 1G2
Street Address

514 375 2577
Telephone Number

849044
License Number

Pedro Azevedo, CFO & Treasurer
Typed or Printed Name and Title of Signatory

Signature

Typed or Printed Name and Title of Signatory

Signature

_____

RME of Company (If Applicable)

GUARANTEE

Guarantee for _____. We hereby guarantee that the _____, which we have installed at _____, has been installed in accordance with the Contract Documents, as that term is defined in the contract entered into with the Monrovia Unified School District ("DISTRICT") on or about May 23, 2019, and that the work as installed will fulfill the requirements included in the specifications that are a part of the Contract Documents. The undersigned agrees to repair or replace any or all such work, together with any other adjacent work that may be displaced in connection with such repair or replacement, that may prove to be defective in workmanship or material within a period of eight (8) years from the earlier of (1) the date on which the DISTRICT occupies or has beneficial use of the project, and (2) the date on which DISTRICT accepts the project as complete, ordinary wear and tear and unusual abuse or neglect excepted.

In the event of the undersigned's failure to comply with the above-mentioned condition within a reasonable period of time, as determined by DISTRICT, but not later than Twenty-one (21) days after being notified in writing by DISTRICT, the undersigned authorizes DISTRICT to proceed to have said defects repaired or replaced and made good at the expense of the undersigned, which will pay the costs and charges therefor upon demand.

	Countersigned
_____	_____
(Proper Name)	(Proper Name)
By: _____	By: _____
(Signature of Subcontractor or General Contractor)	(Signature of General Contractor if for Subcontractor)
Its: _____	Its: _____
By: _____	By: _____
(Signature of Subcontractor or General Contractor)	(Signature of General Contractor if for Subcontractor)
Its: _____	Its: _____

Representatives to be contacted for service:
Name: _____
Address: _____
_____
Phone No.: _____

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

15. 18-19-2135 RESOLUTION TO ESTABLISH SELF INSURANCE FUND

RECOMMENDATION

The Board of Education is requested to adopt Resolution No. 18/19-15 to establish Self Insurance Fund 67 in the PeopleSoft accounting system. Motion by_____, seconded by _____, Vote _____ Board Member Wong____, Board Member Lockerbie____ Board Member Travanti____ Board Member Hammond _____, Board President Gililland _____

Rationale:

Education Code requires Board of Education approval to establish new funds in the PeopleSoft accounting system.

Background:

The District was a member of the San Gabriel Valley Self Insurance Authority Workers' Compensation Joint Powers Agency (JPA) for the purpose of receiving the District's Workers' Compensation (WC) premiums and issuing payments for WC claims. The District officially joined the ASCIP on July 1, 2018 and we are self-insurance starting April 1, 2019 for the worker's compensation claims dated before July 1, 2018. In April, 2019 the JPA distributed unexpended premiums to former member districts. Districts are now responsible for paying for WC claims initiated prior to July 1, 2018 from these unexpended premiums. After the dissolution of the WC JPA, the Business Services Department intends to establish and operate a Self Insurance Fund to receive this distribution of unexpended premiums from the JPA, and the payment of on-going claims for outstanding WC claims.

Budget Implication ($ Amount):

Additional cost of approximately $15 per year to establish new account strings in PeopleSoft.

Legal References:

Education Code 17566 – “The governing board of any school district, by resolution, may establish a fund or funds for losses, and payments, including ... workers’ compensation, in the county treasury for the purpose of ... losses or payments arising from self-insurance programs”

Additional Information:

A copy of the Resolution is attached.

ATTACHMENTS

- Fund 67 Resolution - Signed.pdf

MONROVIA UNIFIED SCHOOL DISTRICT
RESOLUTION NO. 18/19-15

RESOLUTION TO OPEN FUND 67 – SELF INSURANCE

WHEREAS, Fund 67 – Self Insurance Fund is used for recording revenues and expenditures for Workers' Compensation premiums received and claims initiated prior to June 30, 2018, and;

WHEREAS, the Governing Board of the Monrovia Unified School District desires to open Fund 67 – Self Insurance Fund.

NOW, THEREFORE, BE IT RESOLVED, that the Governing Board of the Monrovia Unified School District hereby authorizes the opening of Fund 67 - Self Insurance Fund and authorizes the County Treasurer, the County Superintendent of Schools, and the County Auditor-Controller to take the necessary measures to open Fund 67 – Self Insurance Fund, effective immediately for the 2018-19 fiscal year.

Date: May 22, 2019

BOARD OF EDUCATION:

Ed Gililland, President

Rob Hammond, Vice President

Bryan J. Wong, Clerk

Maritza Travanti, Member

Selene Lockerbie, Member

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

16. 18/19-3066 - DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

RECOMMENDATION

The Board of Education is requested to adopt the Declaration of Need for Fully Qualified Educators for the 2019-2020 school year. Motion by _____, seconded by _____ Vote _____ Board Member Wong ____, Board Member Lockerbie ____, Board Member Travanti ____ Board Member Hammond ____, Board President Gililland ____

Rationale:

The Monrovia Unified School District is committed to ensuring that persons employed in positions requiring certification qualifications possess the appropriate credential or permit from the Commission on Teacher Credentialing (CTC) authorizing their employment in such positions. When a fully credentialed teacher is not available, the California Commission on Teacher Credentialing allows for issuance of emergency permits and limited assignment permits under certain conditions. These permits are only available to teachers who hold valid multiple subject, single subject, or special education credentials. These emergency permits may be issued for English Learner Certification, Bilingual Authorizations, and for hard-to-fill positions. After a review of the District's past needs, it is anticipated that this Declaration of Need for Fully Qualified Educators will only be used to request permits for English Learner Certification and Bilingual Authorization in the 2019-2020 school year. Education Code 44300 requires that a Declaration of Need for Fully Qualified Educators be adopted at a public meeting of the Board of Education. The Declaration shall certify that a diligent search has been made for certificated teachers including teachers who are pursuing certification through internship or other alternative routes and that the District has been unable to recruit a sufficient number of these teachers to meet all staffing requirements. California Code of Regulations, Title 5, Section 80026 states that the submission of a Declaration of Need for Fully Qualified Educators by the employing agency to the California Commission on Teacher Credentialing shall be a prerequisite to the issuance of any emergency permit for that agency. The Declaration shall be valid for no more than twelve months and shall expire on June 30 following its submission to the Commission. The attached Declaration of Need for Fully Qualified Educators meets the requirements of the law.

Background:

Budget Implication ($ Amount):

None.

Legal References:

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

ATTACHMENTS

- Declaration of Need for Fully Qualified Educators 2019-20.pdf

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

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

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original Declaration of Need for year: 2019-2020

Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

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

Name of County: Los Angeles County CDS Code: 19

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

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

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 05 / 22 / 2019 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

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

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2020.

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

Katherine F. Thorossian		Superintendent
Name	*Signature*	*Title*
(626) 471-2077	(626) 471-2010	May 22, 2019
Fax Number	*Telephone Number*	*Date*

325 E Huntington Drive, Monrovia, CA 91016
Mailing Address

kthorossian@monroviaschools.net
EMail Address

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

Name of County _____ County CDS Code _____

Name of State Agency _____

Name of NPS/NPA _____ County of Location _____

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

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

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

Submitted by Superintendent, Director, or Designee:

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

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

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

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

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

Type of Emergency Permit	**Estimated Number Needed**
CLAD/English Learner Authorization (applicant already holds teaching credential)	6
Bilingual Authorization (applicant already holds teaching credential)	8
List target language(s) for bilingual authorization: Mandarin; Spanish	
Resource Specialist	0
Teacher Librarian Services	0

LIMITED ASSIGNMENT PERMITS

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

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	0
Single Subject	0
Special Education	0
TOTAL	0

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

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

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

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

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes ☐ No ☑

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

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

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

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

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

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

Agenda Item Details

Meeting Date: 2019-05-22 19:00:00

AGENDA ITEM TITLE:

17. 18/19-5064 - PENDING BOARD ISSUES

RECOMMENDATION

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

Rationale:

Additional Information:

ATTACHMENTS

Agenda Item N.17
18/19-5064
May 22, 2019

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.	Meetings concluded for the 2018-19 SY; LCAP will be submitted for approval in June
Review of Vision & Goals	Review Vision & Goals and progress on the Strategic Plan.	Annually in conjunction w/ LCAP

Issue/Question/Request	Status	Next steps
	Cyclical Reports (continued)	
Student Achievement: standards & plans for closing the achievement gap; investigation of model practices, demographic data, and multiple measures of achievement.	Educational Services Board Meeting Reports: 6/12/19: • Annual LCAP Public Review • GATE Program Report (Weekly Update) 6/26/19: • Music/Art Program Report • Con Ap approval • LCAP Adoption	
International Student Program	Receive updates on latest efforts regarding the International Student program	Regular updates
Technology Projects	Staff technology standards & teaching plan – working with Educational Services.	June 2019

Issue/Question/Request	Status	Next steps
	Cyclical Reports (Continued)	
Budget/ Enrollment/Staffing	**2018-19 Budget Preparation Calendar:** • June 12, 2019: 2019-20 LCAP Public Hearing • June 12, 2019: 2019-20 Adopted Budget Public Hearing • June 26, 2019: 2019-20 LCAP Adoption • June 26, 2019: 2019-20 Budget Adoption	
Board Walks (Board site visits)	Elementary schools & MHS for 2019-20 SY	Secondary schools in 2020-21
Redevelopment/ Pass Through Funds	Board update when District receives funds	
Transportation Cost Review	Review of total in-house transportation costs	Report in July 2019

Issue/Question/Request	Status	Next steps
	Long Range Plans	
Legislative Policy	• Review legislative policy changes/updates • Special Education funding	Receive information regarding legislative issues
State of the Schools	• Receive latest updates regarding the District	Scheduled for October 15, 2019

Issue/Question/Request	Status	Next steps
	Long Range Plans	
Regular Policy Review	District Vision – 0000; Community Relations – 1000; Administration – 2000; Board Operations – 8000; Board Bylaws – 9000	In progress
	Business Policies	2018-19
	Human Resources Policies	2018-19
	Educational Services Policies	2018-19
	Pupil Personnel Services	2018-19