



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



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



**MONROVIA UNIFIED SCHOOL DISTRICT  
BOARD OF EDUCATION**

325 E. Huntington Drive Monrovia, California 91016

**BOARD OF EDUCATION CLOSED SESSION**

Wednesday, April 17, 2024

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

**BOARD OF EDUCATION OPEN SESSION MEETING**

Wednesday, April 17, 2024

6:30 p.m. - Board Room

**A. CONVENE BOARD OF EDUCATION OPEN SESSION MEETING**

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

**B. CONVENE BOARD OF EDUCATION CLOSED SESSION**

1. Conference with Labor Negotiator(s): Designated Representatives Flint Fertig and Greg Puccia; Employee Organizations: CSEA, MTA.  
Held Pursuant to Government Code 54957.6.

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

3. Conference with Legal Counsel - Anticipated Litigation (Government Code Section 54956.9(d)(2)  
Number of potential cases: 1

**C. ADJOURN BOARD OF EDUCATION CLOSED SESSION**

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

1. Meeting called to order by presiding chairperson, \_\_\_\_\_ at \_\_\_\_\_ pm.
2. Pledge of Allegiance by MCAS US Citizenship Class, John Russell, Interim Director
3. Roll Call:  
Jennifer Anderson, Board President \_\_\_\_\_ Flint Fertig, Interim Superintendent \_\_\_\_\_  
Rob Hammond, Board Vice-Pres. \_\_\_\_\_ Gregoire Francois, Deputy Supt. \_\_\_\_\_

Maritza Travanti, Board Clerk \_\_\_\_\_ Greg Puccia, Asst. Supt. HR. \_\_\_\_\_  
Selene Lockerbie, Board Member \_\_\_\_\_  
Traci Gholar, Board Member \_\_\_\_\_  
Jade Towns, Student Board Member \_\_\_\_\_

#### 4. Report out of Closed Session

### E. ORDER OF BUSINESS

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

2. Approve the Minutes of the Regular Board of Education Meeting on March 27, 2024.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Gholar \_\_, Board Member Lockerbie \_\_, Board Member Travanti \_\_,

Board Member Hammond \_\_, Board President Anderson \_\_.

[BM Minutes 03.27.2024.pdf](#)

### F. RECOGNITIONS AND COMMUNICATIONS

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

- **Lorena Loera, Teacher, Monroe Elementary School**
- **Lydia Sanchez, Instructional Aide, Monroe Elementary School**
- **Heather Gac, Teacher, Santa Fe Computer Science Magnet School**
- **Mildred Ramos, Food Services Manager, Santa Fe Computer Science Magnet School**

2. Board Member Reports

3. Student Board Member Report

4. Report from the Superintendent

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

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

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

#### **2. Public Comments for items on the Open Session Agenda**

### H. STAFF PRESENTATIONS

#### **1. MEASURE MM: ACCESS CONTROL SOLUTIONS**

The Board of Education is requested to receive a presentation for Measure MM: Access Control Solutions.

## **2. PBK DISTRICT-WIDE FENCING DESIGN**

The Board of Education is requested to receive a presentation from PBK Architects for the fencing design for three school sites.

## **3. SUMMER SCHOOL PROGRAM UPDATE**

The Board of Education will receive a presentation on the Summer School Program for the 2023-24 School Year.

## **4. CALIFORNIA VOTING RIGHTS ACT**

The Board of Education will receive a presentation on the California Voting Rights Act.

### **I. CONSENT AGENDA**

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

Consent Agenda Item(s) Pulled, if any: \_\_\_\_\_

Approval of Consent Agenda:

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Gholar \_\_, Board Member Lockerbie \_\_, Board Member Travanti \_\_,

Board Member Hammond \_\_, Board President Anderson \_\_.

## **EDUCATIONAL SERVICES**

### **1. 23/24-1086 - UPDATED AGREEMENT WITH SERA COLLECTION RESEARCH SERVICES, LLC**

The Board of Education is requested to ratify an agreement with Sera Collection Research Services, LLC., to provide temporary supplemental healthcare professionals from July 1, 2022, through June 30, 2024.

[Sera Collections Agreement.pdf](#)

### **2. 23/24-1087 - RENEWAL AGREEMENT WITH LANGUAGE TESTING INTERNATIONAL**

The Board of Education is requested to approve a contract renewal with Language Testing International for a one-year subscription for Assessment of Performance toward Proficiency in Language (AAPPL) for the 2024-25 school year. The subscription will provide Mandarin and Spanish language assessments for students enrolled in our dual immersion programs in grades three through eight.

[Monrovia USD - AAPPL 2024-2025 \(1 academic year\)\\_V1 \(1\).pdf](#)

## **BUSINESS SERVICES**

### **3. 23/24-2122 - PURCHASE ORDERS AND PAYMENT OF BILLS**

The Board of Education is requested to ratify the following: purchase orders issued in the amount not to exceed \$1,679,774.35 from March 9, 2024, through March 29, 2024; Warrants in the amount of \$2,520,845.45 paid from March 9, 2024, through March 29, 2024; Payroll in the amount of \$4,138,260.43 issued March 9, 2024, through March 29, 2024.

[BA Item 2122 Purchase Order & Payment of Bills \(a-c\) 4-17-24.pdf](#)

### **4. 23/24-2123 - DISTRICT CASH RECEIPTS**

The Board of Education is requested to receive District cash receipts, Deposit Report No. 23 deposited March 22, 2024, and No. 24, deposited March 28, 2024, for a total amount of \$407,868.76.

[BA Item 2123 Deposit Rpt. #23 & #24\\_4-17-24.pdf](#)

## **5. 23/24-2125 - PROFESSIONAL SERVICE AGREEMENTS**

The Board of Education is requested to approve the Professional Service Agreements Report #13 for the Monrovia Unified School District 2023-24 school year.

[PSA Report No. 13 - April 17, 2024.pdf](#)

## **6. 23/24-2126 - MICROSOFT SOFTWARE SUBSCRIPTION RENEWAL, ENROLLMENT FOR EDUCATION SOLUTIONS (EES)**

The Board of Education is requested to approve the renewal purchase of the Microsoft Enrollment for Education Solutions (EES) subscription from Softchoice Corporation, effective June 1, 2024, through May 31, 2025.

[BA Item 2126 Microsoft Software Subscription Renewal Enrollment for EES SoftChoice Quote Q-1837500 Monrovia USD 4.17.2024.pdf](#)

## **7. 23/24-2127 - RENEWAL OF INCIDENT IQ IT HELP DESK AND ASSET MANAGEMENT SYSTEM**

The Board of Education is requested to approve the 3-year renewal of Incident IQ, a specialized K-12 Helpdesk and asset management software.

[BA Item 2127 Renewal of Incident IQ IT HelpDesk and Asset Mgmt System Quote 41262 Monrovia USD 4.17.2024.pdf](#)

## **HUMAN RESOURCES**

### **8. 23/24-3058 - PERSONNEL ASSIGNMENTS**

The Board of Education is requested to approve Personnel Assignments Report #14.

[BRD Report 20240327 Personnel Report 14.pdf](#)

### **9. 23/24-3060 - CLINICAL PRACTICUM AGREEMENT RENEWAL, CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

The Board of Education is requested to renew the Clinical Practicum Agreement with California State University, Northridge, for a five-year term beginning April 18, 2024.

[CSUN Speech Language - 5 year Agreement Rev 5-10-23 \(1\).pdf](#)

### **10. 23/24-3061 - RENEWAL OF STUDENT TEACHING AGREEMENTS WITH CALIFORNIA STATE UNIVERSITY, FRESNO**

The Board of Education is requested to approve the renewal of the agreements between Monrovia Unified School District and California State University, Fresno, commencing April 18, 2024, through March 31, 2027.

[CSTXMonroviaUSD Intern MOU \(1\) \(1\).pdf](#)

[CSTXMonroviaUSD ST MOU \(1\) \(1\).pdf](#)

### **11. 23/24-3062 - QUARTERLY UNIFORM COMPLAINT**

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

[Signed 3rd quarter UCP Reporting Form 2024.pdf](#)

## **BOARD BUSINESS**

### **12. 23/24-5020 - MEMORANDUM OF AGREEMENT BETWEEN MONROVIA UNIFIED SCHOOL DISTRICT, THE CITY OF MONROVIA, AND CENTRE STAGE PRODUCTIONS FOR THE ORGANIZATION AND PRODUCTION OF THE 2024 MONROVIA DAYS PARADE & FESTIVAL**

The Board of Education is requested to approve a Memorandum of Agreement (MOA) between the District, the City of Monrovia, and Centre Stage Productions, for the organization and production of the upcoming 2024 Monrovia Days Parade & Festival on May 16-19, 2024.

[MOA 2024 Monrovia Days.pdf](#)

## J. ACTION ITEMS (Non-Consent)

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

#### **1. 23/24-1088 - PUBLIC REVIEW OF RECOMMENDED TEXTBOOKS - ELEMENTARY MATH**

The Board of Education is requested to accept for public review the textbook Eureka Math<sup>2</sup> by Great Minds for use as the elementary mathematics curriculum beginning in the 2024-25 school year, prior to its adoption.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Gholar \_\_, Board Member Lockerbie \_\_, Board Member Travanti \_\_,  
Board Member Hammond \_\_, Board President Anderson \_\_.

#### **2. 23/24-1089 - PUBLIC REVIEW OF RECOMMENDED TEXTBOOKS - SECONDARY SCHOOL MATHEMATICS**

The Board of Education is requested to accept for public review the textbooks Reveal Math Courses 1, 2, and 3 by McGraw Hill for use as the middle school math curriculum, beginning in the 2024-25 school year, prior to their adoption.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Gholar \_\_, Board Member Lockerbie \_\_, Board Member Travanti \_\_,  
Board Member Hammond \_\_, Board President Anderson \_\_.

[List - Secondary School Mathematics.pdf](#)

#### **3. 23/24-1090 - PUBLIC REVIEW OF RECOMMENDED TEXTBOOKS - SECONDARY SCHOOL INTEGRATED MATHEMATICS**

The Board of Education is requested to accept for public review the textbooks Integrated Math I, II, and III by Carnegie Learning for use in secondary schools, beginning in the 2024-25 school year, prior to their adoption.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Gholar \_\_, Board Member Lockerbie \_\_, Board Member Travanti \_\_,  
Board Member Hammond \_\_, Board President Anderson \_\_.

[List - Secondary School Integrated Mathematics.pdf](#)

#### **4. 23/24-1091 - PUBLIC REVIEW OF RECOMMENDED TEXTBOOK - SECONDARY ENGLISH LANGUAGE DEVELOPMENT**

The Board of Education is requested to accept for public review the textbook Edge by National Geographic Cengage for use in secondary schools, beginning in the 2024-25 school year, prior to its adoption.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Gholar \_\_, Board Member Lockerbie \_\_, Board Member Travanti \_\_,  
Board Member Hammond \_\_, Board President Anderson \_\_.

#### **5. 23/24-1092 - NEW COURSE OFFERINGS FOR HIGH SCHOOL STUDENTS - EARLY COLLEGE**

The Board of Education is requested to approve the following new course offerings for Monrovia High School students as part of the Early College Program: Introduction to Cultural Anthropology, Introduction to Sociology, Introduction to Physical Anthropology, Introduction to Physical Anthropology Lab, Motion Picture Appreciation, Physical Geography, Introduction to Psychology, and Marriage, Family, and Intimate Relationships.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Gholar \_\_, Board Member Lockerbie \_\_, Board Member Travanti \_\_,  
Board Member Hammond \_\_, Board President Anderson \_\_.

[New Course Offerings Combined Attachments 04.17.2024.pdf](#)

**6. 23/24-1093 - NEW COURSE OFFERING FOR HIGH SCHOOL STUDENTS - ENTREPRENEURSHIP 2**

The Board of Education is requested to approve Entrepreneurship 2 as a new course at Monrovia High School.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Gholar \_\_, Board Member Lockerbie \_\_, Board Member Travanti \_\_,  
Board Member Hammond \_\_, Board President Anderson \_\_.

[Course Description\\_ Entrepreneurship 2.pdf](#)

**7. 23/24-1094 - NEW COURSE OFFERING FOR HIGH SCHOOL STUDENTS - PERSONAL FINANCE**

The Board of Education is requested to approve Personal Finance as a new course offering for Canyon Oaks High School students.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Gholar \_\_, Board Member Lockerbie \_\_, Board Member Travanti \_\_,  
Board Member Hammond \_\_, Board President Anderson \_\_.

[Course Description\\_ Personal Finance.pdf](#)

**8. 23/24-1095 - MEMORANDUM OF UNDERSTANDING WITH CHARTER OAK UNIFIED SCHOOL DISTRICT FOR THE STRONG WORKFORCE PROGRAM GRANT ROUND 6**

The Board of Education is requested to approve a Memorandum of Understanding (MOU) between Charter Oak Unified School District and Monrovia Unified School District concerning the award, allocation, and required use of funds confirmed in the K-12 Strong Workforce Program Grant Round 6.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Gholar \_\_, Board Member Lockerbie \_\_, Board Member Travanti \_\_,  
Board Member Hammond \_\_, Board President Anderson \_\_.

[MUSD STRONG WORKFORCE PROGRAM 6 MOU.pdf](#)

[Foothill Consortium Budget Allocation - K12SWP Round 6.pdf](#)

**9. 23/24-1096 - MEMORANDUM OF UNDERSTANDING WITH CHARTER OAK UNIFIED SCHOOL DISTRICT FOR THE CALIFORNIA CAREER TECHNICAL EDUCATION INCENTIVE GRANT ROUND 9**

The Board of Education is requested to approve a Memorandum of Understanding (MOU) between Charter Oak Unified School District and Monrovia Unified School District for the award, allocation, and required use of funds confirmed in the California Career Technical Education Incentive Grant (CTEIG) Round 9.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Gholar \_\_, Board Member Lockerbie \_\_, Board Member Travanti \_\_,  
Board Member Hammond \_\_, Board President Anderson \_\_.

[Monrovia CTEIG 9 MOU.pdf](#)

[Foothill Consortium Budget Allocations - CTEIG Round 9.pdf](#)

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

**10. 23/24-2128 - DISTRICTWIDE VERKADA SECURITY CAMERA AND VAPE SENSOR IMPLEMENTATION**

The Board of Education is requested to approve the purchase of Verkada security cameras, vape sensors, materials for installation, installation, service agreement, and software licenses for multiple sites districtwide.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Gholar \_\_, Board Member Lockerbie \_\_, Board Member Travanti \_\_,  
Board Member Hammond \_\_, Board President Anderson \_\_.

**11. 23/24-2129 - RESOLUTION NO. 2324-26 AND AGREEMENT FOR CALIFORNIA SCHOOLS HEALTHY AIR, PLUMBING, AND EFFICIENCY (CALSHAPE) PLUMBING PROGRAM**

The Board of Education is requested to adopt Resolution No. 2324-26 and approve an agreement for the California Schools Healthy Air, Plumbing & Efficiency (CalSHAPE) Plumbing Program Grant.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Gholar \_\_, Board Member Lockerbie \_\_, Board Member Travanti \_\_,  
Board Member Hammond \_\_, Board President Anderson \_\_.

[BA Item 2129 CalSHAPE- Plumbing Res No. 2324-26 & Agreement CEC146-23R5PA1139\\_4-17-24 Final.pdf](#)

**12. 23/24-2130 - AMENDMENT NO. 2 TO AGREEMENT FOR CALSHAPE PROGRAM IMPLEMENTATION SERVICES**

The Board of Education is requested to approve Amendment No. 2 to the agreement with Veregy Pacific, LLC ("Veregy"), originally endorsed on October 11, 2023. This amendment pertains to services and works authorized and funded through the School Energy Efficiency Stimulus Program, known as the "CalSHAPE Program." The proposed amendment will approve Veregy's proposed Scope of Work for the CalSHAPE Upgrade and Repair (U & R) Grant implementation on behalf of the district.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Gholar \_\_, Board Member Lockerbie \_\_, Board Member Travanti \_\_,  
Board Member Hammond \_\_, Board President Anderson \_\_.

[BA Item 2130- Calshape Phase 2 Amendment 2\\_4-17-24.pdf](#)

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

**13. 23/24-3063 - MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN MONROVIA UNIFIED SCHOOL DISTRICT AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA)**

The Board of Education is requested to approve a Memorandum of Understanding (MOU) with CSEA to to increase compensation for members who work less than twelve months by .54%.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Gholar \_\_, Board Member Lockerbie \_\_, Board Member Travanti \_\_,  
Board Member Hammond \_\_, Board President Anderson \_\_.

[CSEA MOU SIGNED 032024.pdf](#)

**14. 23/24-3064 - RESOLUTION 2324-27 RECOGNIZING APRIL 21-27, 2024, AS “ADMINISTRATIVE PROFESSIONALS WEEK” AND APRIL 24, 2024, AS “ADMINISTRATIVE PROFESSIONALS DAY”**

The Board of Education is requested to adopt Resolution No. 2324-27, recognizing April 21-27, 2024, as "Administrative Professionals Week," and Wednesday, April 24, 2024, as "Administrative Professionals Day."

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Gholar \_\_, Board Member Lockerbie \_\_, Board Member Travanti \_\_,  
Board Member Hammond \_\_, Board President Anderson \_\_.

[Resolution 2424-27 Admin Asst Day.pdf](#)

**BOARD BUSINESS – *Flint Fertig, Interim Superintendent of Schools***

**15. 23/24-5021 - CALIFORNIA VOTING RIGHTS ACT PUBLIC HEARING**

The Board of Education is requested to hold a public hearing to obtain input from the public on the criteria for the maps of the five trustee areas that will be drawn by the Demographer.

Open Public Hearing at \_\_\_\_\_ p.m.

Close Public Hearing at \_\_\_\_\_ p.m.

#### **16. 23/24-5022 - RESOLUTION 2324-28 TO ESTABLISH THE PROCESS OF INSTITUTING TRUSTEE AREAS, AND ELECTIONS BY TRUSTEE AREAS**

The Board of Education is requested to approve Resolution No. 2324-28 to establish the process of changing the method of electing members of the Board from the current at-large system to a method that establishes trustee areas and provides Board of Trustees members residing in each trustee area to be elected by the registered voters of that particular trustee area in compliance with the California Voting Rights Act.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Gholar \_\_, Board Member Lockerbie \_\_, Board Member Travanti \_\_,

Board Member Hammond \_\_, Board President Anderson \_\_.

[Monrovia USD-CVRA Resolution Initiating Process for 2024\(50101979.1\).pdf](#)

#### **17. 23/24-5023 - APPOINT MEMBER OF MEASURE MM CITIZENS' OVERSIGHT COMMITTEE**

The Board of Education is requested to appoint community member Charles Alley to the Measure MM Citizens' Oversight Committee (COC) as an at-large member.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Gholar \_\_, Board Member Lockerbie \_\_, Board Member Travanti \_\_,

Board Member Hammond \_\_, Board President Anderson \_\_.

#### **K. INFORMATION ITEMS**

##### **1. BOARD POLICY 5145.3, *NONDISCRIMINATION/HARRASSMENT*, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION**

The Board of Education is requested to receive for first reading Board Policy 5145.3, *Nondiscrimination/Harassment*, and its accompanying Administrative Regulation as recommended by the California School Boards Association (CSBA).

[Administrative Regulation 5145.3 Nondiscrimination Harassment - Draft.docx.pdf](#)

[Board Policy 5145.3 Nondiscrimination Harassment - Draft.docx.pdf](#)

##### **2. BOARD POLICY 6146.1, *HIGH SCHOOL GRADUATION REQUIRMENTS*, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION**

The Board of Education is requested to receive for first reading Board Policy 6146.1, *High School Graduation Requirements*, and its accompanying Administrative Regulation as recommended by the California School Boards Association (CSBA).

[6146.1 BP High School Graduation Requirements\\_Updated\\_042024.docx \(2\).pdf](#)

[6146.1 AR High School Graduation Requirements\\_Updated\\_042024.docx](#)

#### **L. FUTURE MEETING DATES**

- April 19, 2024; 5:00 p.m. - Special Board of Education Meeting
- April 20, 2024; 8:00 a.m. - Special Board of Education Meeting
- April 21, 2024; 8:00 a.m. - Special Board of Education Meeting
- May 8, 2024; 6:30 p.m. - Regular Board of Education Meeting
- May 15, 2024; 5:30 p.m. - Special Board of Education Meeting
- May 22, 2024; 6:30 p.m. - Regular Board of Education Meeting

#### **M. NEW BUSINESS**



- Monrovia Days, May 16 - 19, 2024
- Local Recess, May 24, 2024 (All Sites Closed)
- Memorial Day, May 27, 2024 (All Sites Closed)

### **Open House Schedule**

- Bradoaks Elementary Science Academy - Tuesday, April 23; 6:00 p.m. - 7:00 p.m.

## **N. ADJOURN REGULAR BOARD OF EDUCATION OPEN SESSION MEETING**



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

**BOARD OF EDUCATION CLOSED SESSION**

**Wednesday, March 27, 2024**

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

**BOARD OF EDUCATION OPEN SESSION MEETING**

**Wednesday, March 27, 2024**

**6:30 p.m. - Board Room**

**UNADOPTED MINUTES**

**A. CONVENE BOARD OF EDUCATION OPEN SESSION MEETING**

1. Call to Order
  
2. Public Comments for Items on the Closed Session Agenda  
**There are none.**

**B. CONVENE BOARD OF EDUCATION CLOSED SESSION**

1. Conference with Legal Counsel - Anticipated Litigation (Government Code Section 54956.9(d)(2)

Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2) or (3) (One potential case under the California Voting Rights Act)

2. Conference with Legal Counsel - Existing Litigation (Government Code Section 54956.9(d)(1)  
Case number: 1807428

3. Conference with Labor Negotiator(s): Designated Representatives Flint Fertig and Greg Puccia; Employee Organizations: CSEA, MTA.  
Held Pursuant to Government Code 54957.6.

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

5. Public Employment (Government Code 54957)  
Title: Interim Superintendent

**C. ADJOURN BOARD OF EDUCATION CLOSED SESSION**

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

1. Meeting called to order by presiding chairperson, Board President Anderson, at 6:34 pm.
  
2. Pledge of Allegiance by MHS Conservatory

### 3. Roll Call:

Jennifer Anderson, Board President Present Flint Fertig, Interim Superintendent Present  
Rob Hammond, Board Vice President Excused Gregoire Francois, Deputy Superintendent Present  
Maritza Travanti, Board Clerk Present Greg Puccia, Asst. Sup., HR Present  
Selene Lockerbie, Board Member Present  
Traci Gholar, Board Member Present  
James Woolery, Student Board Member Present

### 4. Report out of Closed Session Nothing to report.

## E. ORDER OF BUSINESS

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

2. Approve the Minutes of the Regular Board of Education Meeting on March 13, 2024. Motion by Board Member Travanti, seconded by Board Member Lockerbie, **Vote 4-0** Board Member Gholar Y, Board Member Lockerbie Y, Board Member Travanti Y, Board Member Hammond A, Board President Anderson Y.  
[BM Minutes 03.13.2024.pdf](#)

## F. RECOGNITIONS AND COMMUNICATIONS

1. The Board of Education wishes to recognize Mr. Equils and the Monrovia High School Speech and Debate Team
2. Board Member Reports  
Board Member Lockerbie reported on the SCSBOA Festival Clifton and MHS participated in. She also invited Kai Leigh Ware, MHS BSU Vice President, to speak about BSU.  
Board Member Travanti reported on the event at the MHS Observatory "See the Stars". She also invited DSA students, Lexi Travanti, Emma Young, and Micaiah Scheidler to speak about their upcoming trip to Washington DC and their work on the Congressional App Challenge.
3. Student Board Member Report  
Student Board Member James Woolery reported on events happening at MHS, including the Mr. Monrovia pageant, Open House, Monrovia Elementary Olympics, Powderpuff football game, and Prom.
4. Report from the Superintendent  
Superintendent Fertig reported on Monrovia Days from May 16-19, and the open houses at all of our school sites.

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

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

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

- **Robin Chicca voiced her opposition to changing the MHS school colors.**

- Karen DeClue asked for a fourth implementation option for the DI program which would include waiting until 2025-26 school year to implement any changes.
- Elizabeth Cordoba expressed her support for changing Monroe to a Spanish Immersion Academy.
- Isabelle DeClue expressed her support for changing Monroe to a Spanish Immersion Academy.
- Casey Hussey expressed her support for changing Monroe to a Spanish Immersion Academy and shared the hardships experienced by students in the English class.
- Monica Solorzano expressed her support for changing Monroe to a Spanish Immersion Academy.
- Sonia Luginbuhl expressed her support for teacher compensation, and one school site for elementary dual immersion.
- Jason Vance voiced his opposition to changing the MHS school colors.
- Teresa Vazquez shared her concerns about Special Education in the district.
- Erica Haro asked for black as an optional color on sports uniforms at MHS.
- Jailen Haro asked for black as an optional color on sports uniforms at MHS.
- Randy Medina spoke on Clifton's open house.
- Peyton Anderson asked the Board to consider beach volleyball sand courts at MHS.
- Helene Vlahos asked the Board to consider beach volleyball sand courts at MHS.
- Alyssa Galindo asked the Board to consider beach volleyball sand courts at MHS.
- Marvin Fong asked the Board to consider beach volleyball sand courts at MHS.

## 2. Public Comments for items on the Open Session Agenda

There are none.

## H. STAFF PRESENTATIONS

### 1. EARLY COLLEGE PROGRAM

The Board of Education will receive a presentation on the Early College Program for the 2024-25 School Year.

## I. CONSENT AGENDA

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

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

Approval of Consent Agenda:

Motion by Board Member Lockerbie, seconded by Board Member Travanti, **Vote 4-0**

Board Member Gholar Y, Board Member Lockerbie Y, Board Member Travanti Y,

Board Member Hammond A, Board President Anderson Y.

## **EDUCATIONAL SERVICES**

### 1. 23/24-1082 - COMPROMISE AND RELEASE AGREEMENT

The Board of Education is requested to approve a Compromise and Release agreement in regard to Student No. 2340786475, dated July 25, 2023.

## **BUSINESS SERVICES**

### **2. 23/24-2118 - PURCHASE ORDERS AND PAYMENT OF BILLS**

The Board of Education is requested to ratify the following: Purchase orders issued in the amount not to exceed \$6,943,113.78 from February 24, 2024, through March 8, 2024; Warrants in the amount of \$1,181,481.01 paid from February 24, 2024, through March 8, 2024; Payroll in the amount of \$1,983,170.00 issued March 1, 2024, through March 8, 2024.

[BA Item 2118 Purchase Order & Payment of Bills \(a-c\) 3-27-24.pdf](#)

### **3. 23/24-2119 - DISTRICT CASH RECEIPTS**

The Board of Education is requested to receive District cash receipts, Deposit Report No. 21 deposited March 6, 2024, and No. 22, deposited March 7, 2024, for a total amount of \$506,121.99.

[BA Item 2119 Deposit Rpt. # 21 & #22 3-27-24.pdf](#)

### **4. 23/24-2120 - ACCEPTANCE OF GIFTS**

The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 2024-09.

[Acceptance of Gifts #2024-09-03-27-24.pdf](#)

### **5. 23/24-2121 - PROFESSIONAL SERVICE AGREEMENTS**

The Board of Education is requested to approve the Professional Service Agreements Report #12 for the Monrovia Unified School District 2023-24 school year.

[PSA Report No. 12 - March 27, 2024.pdf](#)

## **HUMAN RESOURCES**

### **6. 23/24-3056 - PERSONNEL ASSIGNMENTS**

The Board of Education is requested to approve Personnel Assignments Report #13.

[BRD Report 20240327 Personnel Report 13.pdf](#)

### **7. 23/24-3057 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL**

The Board of Education is requested to approve Travel and Conference Report #12.

[03272024TravelConference.pdf](#)

## **J. ACTION ITEMS (Non-Consent)**

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

#### **1. 23/24-1083 - MONROVIA HIGH SCHOOL EXTENDED FIELD TRIP TO WASHINGTON, DC, FOR CONGRESSIONAL APP HOUSE OF CODE INVITATIONAL**

The Board of Education is requested to approve a work-based learning experience and overnight field trip for select Monrovia High School CTE students to participate in the Congressional App Challenge "House of Code" Invitational in Washington, D.C., from April 9 to 12, 2024.

Motion by Board Member Lockerbie, seconded by Board Member Gholar, **Vote 3-0**  
Board Member Gholar Y, Board Member Lockerbie Y, Board Member Travanti Recused,  
Board Member Hammond A, Board President Anderson Y.

[Extended Field Trip - House of Code Field Trip Packet .pdf](#)

## **K. FUTURE MEETING DATES**

- April 14, 2024; 1:00 p.m. - Special Board of Education Meeting
- April 17, 2024; 6:30 p.m. - Regular Board of Education Meeting
- April 19, 2024; 5:00 p.m. - Special Board of Education Meeting
- April 20, 2024; 8:00 a.m. - Special Board of Education Meeting

- April 21, 2024; 8:00 a.m. - Special Board of Education Meeting
- May 8, 2024; 6:30 p.m. - Regular Board of Education Meeting
- May 22, 2024; 6:30 p.m. - Regular Board of Education Meeting

**L. NEW BUSINESS**

- Monrovia Elementary Olympics (MEOs), March 28, 2024 - MHS field
- Cesar Chavez Day, March 29, 2024 (All Sites Closed)
- Spring Break, April 1 - 5, 2024 (All Sites Closed)
- STAR Awards, April 10, 2024; 6:00 p.m. - Taylor Performing Arts Center, MHS

**Open House Schedule**

- Canyon Early Learning Center - Thursday, March 28; 5:30 p.m. - 6:30 p.m.
- Bradoaks Elementary Science Academy - Tuesday, April 23; 6:00 p.m. - 7:00 p.m.
- Wild Rose School of Creative Arts - Tuesday, April 16; 6:00 p.m. - 7:30 p.m.
- Canyon Oaks HS/Mt. Park School - Thursday, April 11; 6:00 p.m. - 7:00 p.m.

**M. ADJOURN REGULAR BOARD OF EDUCATION OPEN SESSION MEETING at 8:40 pm.**

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Flint Fertig, Interim Superintendent

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Maritza Travanti, Board Clerk

# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### 1. 23/24-1086 - UPDATED AGREEMENT WITH SERA COLLECTION RESEARCH SERVICES, LLC

#### RECOMMENDATION

The Board of Education is requested to ratify an agreement with Sera Collection Research Services, LLC., to provide temporary supplemental healthcare professionals from July 1, 2022, through June 30, 2024.

#### Rationale:

Supplemental healthcare professionals provide critical support to help keep our students safe. An updated approval of this service agreement allows Monrovia Unified School District to partner with Sera Collection Research Services to provide temporary supplemental health care professionals.

#### Background:

In 2021, our Human Resources department established an agreement with Sera Collection Research Services, LLC, to provide COVID-19 vaccinations and supplemental healthcare professional services. The agreement with Sera Collections was recently moved to the Educational Services Department to provide supplemental healthcare professional services for the Students Support Services and Special Education Departments.

#### Budget Implication (\$ Amount):

The costs for Sera Collections Research Services, LLC. will be paid with general funds for general education-related services. Services that are utilized under Special Education will be paid for with Special Education funds.

#### Additional Information:

A copy of the service agreement is attached.

## ATTACHMENTS

- [Sera Collections Agreement.pdf](#)

## Service Agreement

<b>AGREEMENT EFFECTIVE DATE:</b>	<b>July 1, 2022 to June 30, 2024</b>
<b>CLIENT:</b>	<b>Monrovia School District</b>
<b>REGISTRY:</b>	<b>Sera Collection Research Services, LLC</b>
	3317 W. Beverly Blvd, Suite 200, Montebello, CA 90640

This Service Agreement (“Agreement”) is made and entered into by and between **Monrovia School District (“Client”)** and **SeraCollection Research Services, LLC (“SeraCollection”)** on March 27, 2024 and supersedes any previous Supplemental Staffing Agreement. The Agreement has a term will need to be renewed on an annual basis.

Whereas Client desires to enter into this Agreement with SeraCollection to provide qualified Healthcare Professionals (“Staff”) as needed on an ongoing temporary basis by Client.

Whereas no verbal agreement supersedes the terms of this Agreement

Therefore, the Client and SeraCollection hereby agree as follows:

**SeraCollection Obligates To:**

1. Provide qualified Staff to Client as needed on a temporary basis for a specific contract term. SeraCollection will recruit, screen, and hire Staff who meet the standards requested by the client.
2. Provide to Client upon request, copies of Staff credentials. SeraCollection will maintain in possession a copy of all credentialing, including a cleared background check.
3. Properly utilize any independent contracting personnel or subcontracted supplemental staffing agency and hold the aforementioned accountable to the same standards as SeraCollection Staff.
  - a. SeraCollection may utilize independent contractors if needed to fulfill staffing needs.
4. Provide worker’s compensation, general liability insurance, unemployment insurance, as Staff are employees of SeraCollection and not to be construed as employees of the client.
  - a. SeraCollection will provide a copy of Certificate of Insurance to Client upon request.
  - b. Professional and General Liability coverage will be at least \$1,000,000 per incident and \$3,000,000 aggregate
  - c. In case of any independent contractor, SeraCollection requires proof of coverage by way of a certificate of insurance that will be validated by SeraCollection or Client
5. Allow Client management to utilize best judgment for immediate course of action that may require potential/immediate mitigation, disciplinary action or need for drug screening a SeraCollection Staff.
  - a. Client should immediately contact SeraCollection and inform office personnel of the incident
  - b. Client must provide SeraCollection with all paperwork, results and correspondences relating to such incidents to the extent allowed under the law and granted that disclosure of such materials would not violate employment confidentiality. These documents can be emailed to [hr@seracollection.com](mailto:hr@seracollection.com)
  - c. Client and SeraCollection agree to fully cooperate when situations arise that involve SeraCollection Staff.
  - d. Client acknowledges that Staff must be paid for any work at Client’s facility regardless of the quality. All hours worked will be paid to Staff by SeraCollection and will be billed to client. FLSA regulations must be adhered to.



6. Send monthly invoices to Client for services provided. Invoices will be clear and concise and will include the Staff name, date worked, hours worked along with the hourly rates and the total. SeraCollection makes its best effort to create invoices based upon SeraCollection timesheets or a timekeeping app. Back ups of all timesheets are retained by SeraCollection and available for review upon request.
7. Allow client to utilize Client's own timekeeping methods to assist with early preparation of certain regulatory reporting. In no way will Client's records replace, negate or cause edit to SeraCollection's timesheets. However, should a discrepancy be suspected, SeraCollection will always use integrity when dealing with legitimate discrepant information.
8. Work with Client to discuss any perceived invoice errors. In the event of a perceived error, Client representative has the duty to immediately and no later than two (2) weeks from invoice date, contact the payroll department at [hr@seracollection.com](mailto:hr@seracollection.com). SeraCollection will swiftly investigate discrepancies and provide Client with an explanation if the discrepancy is verified, then the credit amount will be issued as a credit memo on the next invoice. SeraCollection will offer up to seven (7) calendar days grace period for payment of invoices including errors that have been agreed upon.
9. Notify Client no later than two (2) hours prior to the beginning of a shift, if a Staff has cancelled a shift. SeraCollection will make every possible effort to replace any Staff who cancels a shift, whereas such a replacement will be qualified for the position.
10. Provide updated Rate Letters when bill rates or terms change by providing client with a thirty (30) days advance notice of such changes. SeraCollection performs ongoing due diligence of the healthcare staffing market rates, demands, shortages and competitors bill rates in order to remain premier and stable.
11. Provide updated Agreement as necessary due to changes in SeraCollection policies, procedures, terms, or changes in Federal and State regulations. Changes will be made as an addendum to this Agreement.
12. Immediately remove any Staff that Client deems incompetent. Upon removal, SeraCollection will use its best efforts to find a replacement for the removed Staff.
13. To the best of SeraCollection's ability, ensure Staff provide all services pursuant to this Agreement and ensure services are performed in compliance with all applicable Federal and State laws. Staff shall abide by prevailing professional standards governing Staff licenses and all Client policies and procedures.
14. Be responsible for all wages, compensation, taxes, and benefits owed to Staff.
15. Conduct an appropriate and effective screening of the Office of Inspector General of the Department of Health and Human Services List of Excluded Individuals, Systems for Award Management and Medi-Cal Suspended and Ineligible Provider List for each RN, LVN and CNA candidate. If SeraCollection becomes aware that any individual working at Client's facility under this agreement becomes excluded, suspended or otherwise ineligible to participate in the federal and state healthcare programs, SeraCollection will notify Client within 24 hours of receiving such notice.

**Client Obligates To:**

1. Pay invoices in the following manner and according to the following terms and all other terms included in the Service Agreement and Agreed Rates.
  - a. According to terms listed in Agreement and any applicable addendums and current rate agreement in place at time of services being provided.
  - b. Pay all invoices by the due date regardless of errors while utilizing the methods listed above for any credit resolution of any suspected discrepancies not exceeding the standard rate.
  - c. Notify SeraCollection payroll department immediately if the Client A/P contact changes.
  - d. Service charges for overdue payments as listed on the rate agreement and any other collection terms are nonnegotiable.
2. Immediately, and no later than twenty-four (24) hours, notify SeraCollection of any unsatisfactory performance of any kind by Staff. Client will provide copies of all applicable documentation regarding this report.
  - a. Client acknowledges that SeraCollection will make its best effort to provide the most qualified Staff.
  - b. Notifications on all performance issues, errors or sentinel event involving SeraCollection Staff should immediately be sent to [hr@seracollection.com](mailto:hr@seracollection.com)

3. Immediately upon discovery of a potential drug diversion by Staff, notify SeraCollection management. Client representative and SeraCollection will discuss what immediate action may occur, such as an immediate Urinalysis or other type of drug or alcohol screening.
4. Immediately following any reported alleged injury, occupational safety hazard or event involving SeraCollection Staff notify SeraCollection by phone at (323) 621-6700.
  - a. Supervisor on duty and all witnesses including SeraCollection Staff will provide a written incident report
  - b. Client agrees to fully cooperate with SeraCollection in providing all necessary correspondences
  - c. Choices in treatment facilities are at the discretion of SeraCollection, unless it's a life-threatening situation.
5. Not recruit or employ any Staff for at least a period of three (3) months from the last day worked by Staff in Client facility. Client cannot hire Staff through any related entity or sister facility or any entity that is under the same management company without prior written approval of SeraCollection.
6. Cancel Staff within time frame and terms listed on Rate agreement. Should Client neglect to cancel within the allotted time, Client will be charged for a late cancellation fee. Once a Staff member begins to take report, or work their shift, a minimum number of hours will be billed even if Client sends Staff home before completing the minimum hours. A cancel that is emailed, texted or any type of message that is not acknowledged timely by SeraCollection is not appropriate and will not be considered a cancellation until SeraCollection replies (via text, email or phone call). Please call to get acknowledgement of receipt so that the Staff can be notified.
7. Utilize Staff on the unit in which they were assigned by SeraCollection and Client. Staff should only be reassigned to units if they are qualified and upon approval of SeraCollection.
8. Consider orientation procedures to the facility and or the facility protocols and policies for Staff that are new to the facility.
9. Notify SeraCollection immediately at the first sign or notification of any type of infestation or outbreak of skin infestations such as bed bugs or scabies. Conversely, SeraCollection will immediately notify Client if a Staff member reports knowledge of any such infestation. SeraCollection expects Client to offer treatment and/or prevention measures to SeraCollection Staff in the same manner it offers to Client staff.
10. Notify SeraCollection immediately at first sign or notification of a potential COVID outbreak.

#### **Indemnification**

Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective directors, shareholders, affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective directors, shareholders, affiliates, officers, agents, employees and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

#### **Modification**

Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

#### **Termination**

Notwithstanding any other part of this Agreement, Agreement may be terminated at any time by either party for any reason, with or without cause, upon a thirty (30) day prior written notice. In the event of termination, this Agreement will continue to govern the parties' rights and obligations with respect to services performed prior to termination.

#### **Inurement**

This Agreement may not be assigned by any of the parties without the written consent of other parties hereto. This Agreement shall be binding upon and inure to the benefit of the heirs, successors, administrators, and permitted assigns of the parties hereto.

#### **Governing law**

This Agreement is made under and will be construed according the laws of the State of California.

<b>Discipline</b>	<b>Rate</b>
MA	\$49
LVN	\$69
RN	\$90
Mileage	0.67 (current IRS standard CA Mileage rate)
*Rates are based off a commitment of 30 hours per week.	

### **Credentialing and Orientation**

SeraCollection employs staff who have undergone our rigorous recruitment and screening process to include background checks and verification of credentials. SeraCollection bills regular applicable hourly rates for orientation with approval from client.

### **Holidays**

Billed at time and a half (1.5x): Holiday begins at 1800hrs the night before the holiday and ends at 0600hrs on the day after the holiday. New Year's Day, Martin Luther King Day, Easter Sunday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Christmas Day. Christmas eve and New years eve; evening and night shift starting at 2pm on the eve of the holiday.

### **Overtime**

Overtime is billed at time and a half (1.5x) for hours in excess of 8hrs and at double (2x) for hours over 12hrs in any given day.

### **Cancellation**

Cancellation acknowledgement must occur at least 4 hours before the start of the shift. Late cancellations will be billed for 4 hours. Once Staff has received or started any work of any kind, Client will be billed a minimum of 4 hours, or actual hours worked, whichever is greater. If Staff must return to the facility or office to complete a report or paperwork from shift work that was not requested at the time of shift, 4 hours or actual time spent with round trip drive time (whichever is greater) will be billed.

### **Travel Contract**

Rates upon request.

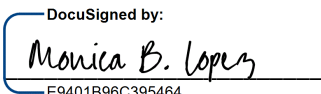
### **Payment Terms**

Payment terms are 30 days from the date of the invoice and are billed based on SeraCollection timesheets. Invoices left unpaid after 30 days will accrue a 5% late fee every thirty (30) days.

IN WITNESS THEREOF, the parties caused this Agreement to be executed by their duly authorized representative as of the date first written above.

**SeraCollection Research Services, LLC**

**Monica B. Lopez**

Signature:  E9401B96C395464...

Date: 04/17/2024

Title: CEO

**Monrovia School District:**

**Flint Fertig**

Signature: \_\_\_\_\_

Date: 04/17/2024

Title: Interim Superintendent

**EXHIBIT A****HEALTH SCREENING AND CREDENTIALING REQUIREMENTS**

<b>TYPE</b>	<b>FREQUENCY</b>	<b>CERTIFICATION AND OTHER CREDENTIALING</b>
State License Registration certification	14 days prior to start, upon license renewal, facility requirement, reactivation.	Hits on license/registration. Considerations will NOT be given to any Provider with an encumbered license.
Employment History	Upon facility requirement	
Education History	Upon facility requirement	Primary source of highest level in specialty.
References	Upon hire, reactivation requirement.	Minimum (1) standard or above (2) by charge. One reference must be current.
Application	Upon hire and select items updated annually (legal questions) Work history, and skills list upon reactivation and if there is a change.	Complete work history, no gaps greater than 30 days, education, licensure – registration – certification, background permission, legal questions.
Drug Screen	Upon request	10 panel - urine
OIG/SAM/SEX Offender	Upon hire, annually, facility requirement	
Criminal Background Check	Upon hire and facility requirement, reactivation.	7 years back – all countries lived and worked. SS trace.

## EXHIBIT B

### BUDGET / RATES

<b>Discipline</b>	<b>Rate</b>
MA	\$49
LVN	\$69
RN	\$90
Mileage	0.67 (or current IRS California Mileage Rate)
*Rates are based off a commitment of 30 hours per week.	

# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### 2. 23/24-1087 - RENEWAL AGREEMENT WITH LANGUAGE TESTING INTERNATIONAL

#### RECOMMENDATION

The Board of Education is requested to approve a contract renewal with Language Testing International for a one-year subscription for Assessment of Performance toward Proficiency in Language (AAPPL) for the 2024-25 school year. The subscription will provide Mandarin and Spanish language assessments for students enrolled in our dual immersion programs in grades three through eight.

#### Rationale:

There is an interest among teachers and administrators in continuing the use of the AAPPL as a standardized language proficiency assessment for both Spanish and Mandarin dual immersion students. Use of the AAPPL this past school year has improved the quality and efficiency of student achievement data provided to teachers, students, families, and district leadership. The AAPPL has provided opportunities to make meaningful comparisons to state and national standards, has assisted in high school language course placement, and has served as a replacement for the California Spanish Assessment (CSA).

#### Background:

The AAPPL is an assessment of standards-based language learning across the three modes of communication (interpersonal, presentational, and interpretive) as defined by the National Standards for Foreign Language Learning. It is the most widely used language assessment in the U.S. The four components of the test take approximately two hours to complete. We began using the AAPPL to assess our dual immersion students in the Spring of 2023.

#### Budget Implication (\$ Amount):

The AAPPL subscription cost is \$8,770.00 and will be funded from S&C accounts.

#### Additional Information:

A copy of the subscription quote is attached.

#### ATTACHMENTS

- [Monrovia USD - AAPPL 2024-2025 \(1 academic year\)\\_V1 \(1\).pdf](#)



EXCLUSIVE LICENSEE OF **ACTFL**

Company Address 580 White Plains Road  
Suite 660  
Tarrytown, New York 10591  
United States

Created Date 3/21/2024  
Quote Number 00002057

Fed ID #: 13-3678798

Expiration Date 4/21/2024

#### Contact Information

Prepared By Leonardo Islas  
Title Senior Account Executive  
Email [lislas@languagetesting.com](mailto:lislas@languagetesting.com)

Estimated Testing Date 9/16/2024

#### Address Information

Account Name Monrovia Unified School District

Billing Address 325 East Huntington Drive  
Monrovia, California 91016  
United States

#### Description

#### Payment Options:

##### ACH/Wire:

Bank: JPMorgan Chase  
Account Name: Language Testing International Inc.  
Acct.#: 212388039  
Routing#: 021000021  
Swift Code: CHASUS33

##### Check:

Payable to: Language Testing International, Inc.  
P.O. Box 24088 New York, NY 10087-4088

For all billing inquiries please contact [billing@languagetesting.com](mailto:billing@languagetesting.com)



EXCLUSIVE LICENSEE OF **ACTFL**

2024-2025

AAPPL Students	
3rd	44,49,36
4th	22,22,17,16,37
5th	19,26,20,39
6th	25,26, 37
7th	57,13
8th	45, 10

Product	Sales Price	Quantity	Total Price
AAPPL	\$20.00	317.00	\$6,340.00
Form E - Elementary	\$10.00	243.00	\$2,430.00

Thank you for your business!

Grand Total      \$8,770.00

**Payment Options:**

**ACH/Wire:**

Bank: JPMorgan Chase  
 Account Name: Language Testing International Inc.  
 Acct.#: 212388039  
 Routing#: 021000021  
 Swift Code: CHASUS33

**Check:**

Payable to: Language Testing International, Inc.  
 P.O. Box 24088 New York, NY 10087-4088

For all billing inquiries please contact [billing@languagetesting.com](mailto:billing@languagetesting.com)



# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### 3. 23/24-2122 - PURCHASE ORDERS AND PAYMENT OF BILLS

#### RECOMMENDATION

The Board of Education is requested to ratify the following: purchase orders issued in the amount not to exceed \$1,679,774.35 from March 9, 2024, through March 29, 2024; Warrants in the amount of \$2,520,845.45 paid from March 9, 2024, through March 29, 2024; Payroll in the amount of \$4,138,260.43 issued March 9, 2024, through March 29, 2024.

#### Rationale:

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

#### Background:

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

#### Budget Implication (\$ Amount):

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

#### Legal References:

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

#### Additional Information:

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

## ATTACHMENTS

- [BA Item 2122 Purchase Order & Payment of Bills \(a-c\) 4-17-24.pdf](#)

Report ID: FIN-PROC-0099

Run Date: 04/04/2024

Run Time: 4:49:39 PM

Monrovia Unified School District

Purchase Order Board List

From 03/09/24 - To 03/29/24

## Cover Page

### Prompts and Parameters

From Approval Date: 3/9/24

To Approval Date: 3/29/24

From Record Date: Not Entered

To Record Date: Not Entered

District/Agency (Optional): Not Entered

Document Code (Optional): Not Entered

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

### Report Description

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

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 04/04/2024

Purchase Order Board List

Run Time: 4:49:39 PM

From 03/09/24 - To 03/29/24

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
03/11/24	PO1-64790-6010015-240000000078-3-Modification	1	Basic Education for Sp Ed Student 22/23	0000369417-Haynes Family of Program S.T.A.R. Academy	Pupil Services	01.0-65000.0-57600-11800-5810-6010015	\$11,332.44	\$323.12
<b>PO1-64790-6010015-240000000078-3-Modification</b>						<b>Sum:</b>	<b>\$11,332.44</b>	<b>\$323.12</b>
03/11/24	PO1-64790-6040047-240000000227-2-Modification	1	Open PO Locksmith Supply 2023-24	0000223267-MONTGOMERY HARDWARE CO.	Maintenance	01.0-81500.0-00000-81103-4380-6040047	\$50,000.00	\$9,345.66
<b>PO1-64790-6040047-240000000227-2-Modification</b>						<b>Sum:</b>	<b>\$50,000.00</b>	<b>\$9,345.66</b>
03/11/24	PO1-64790-6040047-240000000308-3-Modification	2	Open PO Pest Control 2023-24 - MOT	0000365768-Intergrated Pest Control Management Inc.	Maintenance	01.0-81500.0-00000-81100-5570-6040047	\$50,000.00	\$19,895.00
<b>PO1-64790-6040047-240000000308-3-Modification</b>						<b>Sum:</b>	<b>\$50,000.00</b>	<b>\$19,895.00</b>
03/11/24	PO3W-64790-6010014-2400000000153-1-New		MEDCO Materials for Sports Medicine Program at MHS	0000223223-MEDCO SUPPLY COMPANY	Instructional Services	01.0-63870.0-38000-10000-4310-6010014	\$2,953.40	\$2,953.40
<b>PO3W-64790-6010014-2400000000153-1-New</b>						<b>Sum:</b>	<b>\$2,953.40</b>	<b>\$2,953.40</b>
03/12/24	PO2W-64790-3060000-2400000000491-1-New		Music Instructional Textbooks and Workbooks	0000223947-J.W. PEPPER OF L.A.	Clifton	01.0-00000.0-11100-10000-4310-3060000	\$2,803.55	\$2,803.55
<b>PO2W-64790-3060000-2400000000491-1-New</b>						<b>Sum:</b>	<b>\$2,803.55</b>	<b>\$2,803.55</b>
03/12/24	PO2W-64790-6010014-2400000000483-2-Modification	1	ALLDATA Invoice from MHS Auto program	0000387812-ALLDATA LLC	Instructional Services	01.0-63870.0-38000-10000-5850-6010014	\$975.00	\$0.00
<b>PO2W-64790-6010014-2400000000483-2-Modification</b>						<b>Sum:</b>	<b>\$975.00</b>	<b>\$0.00</b>
03/12/24	PO2W-64790-6010014-2400000000490-1-New		Femineer T-shirts for staff	0000223417-STUBBIES PROMOTIONS	Instructional Services	01.4-07303.0-11100-10000-4310-6005300	\$1,722.11	\$1,722.11

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<b>PO2W-64790-6010014-240000000490-1-New</b>						<b>Sum:</b>	<b>\$1,722.11</b>	<b>\$1,722.11</b>
03/12/24	PO2W-64790-601004 0-240000000212-2- Modification	1	FY 2023-24 OPEN PO for Administration Fees - G.O. Bonds	0000223227-U.S. BANK TRUST NATIONAL ASSOC	Business	01.0-00000.0-00000-72001-5810-6010040	\$2,450.00	\$250.00
<b>PO2W-64790-6010040-240000000212-2-Modification</b>						<b>Sum:</b>	<b>\$2,450.00</b>	<b>\$250.00</b>
03/13/24	PO1-64790-6010012- 240000000165-3- Modification	2	Open PO 23/24 ODP Office Supplies - Supt. Office	0000224027-ODP Business Solutions, LLC	Superintenden t	01.0-00000.0-00000-71500-4350-6010012	\$2,000.00	\$943.47
<b>PO1-64790-6010012-240000000165-3-Modification</b>						<b>Sum:</b>	<b>\$2,000.00</b>	<b>\$943.47</b>
03/15/24	PO2W-64790-201000 0-2400000000494-1- New		Graduation Chair Rental 2023-2024 BR	0000347692- California Party Rentals	Bradoaks	01.0-00000.0-00000-27001-5610-2040000	\$475.00	\$475.00
<b>PO2W-64790-2010000-2400000000494-1-New</b>						<b>Sum:</b>	<b>\$475.00</b>	<b>\$475.00</b>
03/15/24	PO2W-64790-202000 0-2400000000495-1- New		Graduation Chair Rental 2023-2024 MA	0000223334- PARTY PRONTO, INC.	Mayflower	01.0-00000.0-00000-27001-5610-2020000	\$500.00	\$500.00
<b>PO2W-64790-2020000-2400000000495-1-New</b>						<b>Sum:</b>	<b>\$500.00</b>	<b>\$500.00</b>
03/15/24	PO2W-64790-203000 0-2400000000496-1- New	0	Graduation Chair Rental 2023-2024 MO	0000223334- PARTY PRONTO, INC.	Monroe	01.0-00000.0-00000-27001-5610-2030000	\$900.00	\$900.00
<b>PO2W-64790-2030000-2400000000496-1-New</b>						<b>Sum:</b>	<b>\$900.00</b>	<b>\$900.00</b>
03/15/24	PO2W-64790-204000 0-2400000000499-1- New		Guided Readers Online Subscription 2023-2024	0000223774- GUIDED READERS, INC	Plymouth	01.4-07102.0-11100-10000-4310-2041300	\$3,173.00	\$3,173.00
<b>PO2W-64790-2040000-2400000000499-1-New</b>						<b>Sum:</b>	<b>\$3,173.00</b>	<b>\$3,173.00</b>

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03/15/24	PO2W-64790-205000 0-240000000498-1- New	0	Graduation Chair Rental 2023-2024 WR	0000223334- PARTY PRONTO, INC.	Wild Rose	01.0-00000.0-00000-27001-5610-2020000	\$400.00	\$400.00
<b>PO2W-64790-2050000-240000000498-1-New</b>						<b>Sum:</b>	<b>\$400.00</b>	<b>\$400.00</b>
03/15/24	PO2W-64790-306000 0-240000000497-1- New	0	Graduation Chair Rental 2023-2024 CL	0000223334- PARTY PRONTO, INC.	Clifton	01.0-00000.0-00000-27001-5610-3060000	\$1,820.00	\$1,820.00
<b>PO2W-64790-3060000-240000000497-1-New</b>						<b>Sum:</b>	<b>\$1,820.00</b>	<b>\$1,820.00</b>
03/15/24	PO2W-64790-307000 0-240000000493-1- New		Graduation Chair Rental 2023-2024 SF	0000347692- California Party Rentals	Santa Fe	01.0-00000.0-00000-27001-5610-3070000	\$1,745.85	\$1,745.85
<b>PO2W-64790-3070000-240000000493-1-New</b>						<b>Sum:</b>	<b>\$1,745.85</b>	<b>\$1,745.85</b>
03/15/24	PO2W-64790-601001 4-240000000501-1- New		CABE Travel & Conference Reimbursement for Ileana Alvarez	0000397961-Ileana Alvarez	Instructional Services	01.0-40350.0-11100-10000-5220-6000000	\$66.36	\$0.00
<b>PO2W-64790-6010014-240000000501-1-New</b>						<b>Sum:</b>	<b>\$66.36</b>	<b>\$0.00</b>
03/15/24	PO2W-64790-601001 4-240000000502-1- New		CABE Travel & Conference Reimbursement for Karla Galindo	0000223706- KARLA RUIZ GALINDO	Instructional Services	01.0-40350.0-11100-10000-5220-6000000	\$84.36	\$0.00
<b>PO2W-64790-6010014-240000000502-1-New</b>						<b>Sum:</b>	<b>\$84.36</b>	<b>\$0.00</b>
03/15/24	PO2W-64790-601001 4-240000000503-1- New		CABE Travel & Conference Reimbursement for Maria Lomelin	0000341888-Maria Lomelin	Instructional Services	01.0-40350.0-11100-10000-5220-6000000	\$263.44	\$263.44
<b>PO2W-64790-6010014-240000000503-1-New</b>						<b>Sum:</b>	<b>\$263.44</b>	<b>\$263.44</b>
03/15/24	PO2W-64790-601003 0-240000000500-1- New		Reimbursement for Dr. Puccia	0000331265-Greg Puccia	Personnel Services	01.0-00000.0-00000-74001-5220-6010030	\$397.41	\$0.00

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<b>PO2W-64790-6010030-240000000500-1-New</b>						<b>Sum:</b>	<b>\$397.41</b>	<b>\$0.00</b>
03/18/24	PO2W-64790-409000-0-240000000504-1-New		Business Cards-Jolisa Grimmer	0000223345-IMPRINTABILITY	Canyon Oaks	01.0-00000.0-00000-27000-4350-4090000	\$49.61	\$49.61
<b>PO2W-64790-4090000-240000000504-1-New</b>						<b>Sum:</b>	<b>\$49.61</b>	<b>\$49.61</b>
03/19/24	PO2W-64790-204000-0-240000000492-2-Modification	1	Graduation Chair Rental 2023-2024 PLY	0000347692-California Party Rentals	Plymouth	01.0-00000.0-00000-27001-5610-2040000	\$816.28	\$816.28
<b>PO2W-64790-2040000-240000000492-2-Modification</b>						<b>Sum:</b>	<b>\$816.28</b>	<b>\$816.28</b>
03/19/24	PO3W-64790-000000-0-2400000000155-1-New	0	Warehouse Inventory-Paper Products	0000223645-Home Depot Pro Institutional	No Location	01.0-00000.0-00000-00000-9320-0000000	\$30,001.24	\$30,001.24
<b>PO3W-64790-0000000-240000000155-1-New</b>						<b>Sum:</b>	<b>\$30,001.24</b>	<b>\$30,001.24</b>
03/19/24	PO3W-64790-601001-5-2400000000154-1-New		Speech Therapist Language Assessment Kit	0000223957-PEARSON EDUCATION	Pupil Services	01.0-65000.0-57600-11901-4310-6010015	\$849.70	\$849.70
<b>PO3W-64790-6010015-240000000154-1-New</b>						<b>Sum:</b>	<b>\$849.70</b>	<b>\$849.70</b>
03/20/24	PO3W-64790-601001-4-2400000000152-2-Modification	1	Laptop Replacement request for Dr. Paula Hart Rodas	0000224063-CDW COMPUTER CTRS, INC.	Instructional Services	01.0-63880.2-38000-10000-4440-6010014	\$1,778.19	\$1,778.19
<b>PO3W-64790-6010014-240000000152-2-Modification</b>						<b>Sum:</b>	<b>\$1,778.19</b>	<b>\$1,778.19</b>
03/21/24	PO1-64790-6040047-2400000000035-2-Modification	1	Open PO Bus Parts 2023-24	0000366993-Model 1Commercial Vehicles, Inc	Maintenance	01.0-07230.0-00000-36000-4360-6040049	\$33,000.00	\$7,870.70
<b>PO1-64790-6040047-2400000000035-2-Modification</b>						<b>Sum:</b>	<b>\$33,000.00</b>	<b>\$7,870.70</b>

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03/21/24	PO2W-64790-205000 0-240000000510-1- New		Shade Structure Component for WR.	0000324626- Westgroup Designs, Inc.	Wild Rose	21.0-95501.0-00000-85000-6220-2050000	\$15,700.00	\$15,700.00
<b>PO2W-64790-2050000-240000000510-1-New</b>						<b>Sum:</b>	<b>\$15,700.00</b>	<b>\$15,700.00</b>
03/21/24	PO2W-64790-600000 0-240000000505-1- New		Open PO for District Wide Sharps Disposals & Containers	0000407601- Stericycle, Inc.	District Wide	01.0-00000.0-00000-31400-4391-6000000	\$1,500.00	\$1,500.00
<b>PO2W-64790-6000000-240000000505-1-New</b>						<b>Sum:</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>
03/21/24	PO2W-64790-600000 0-240000000508-1- New		Open PO for Drapery Cleaning & Flameproofing	0000407805-Coit Services, Inc.	District Wide	01.0-81500.0-00000-81100-4380-6000000	\$10,000.00	\$10,000.00
<b>PO2W-64790-6000000-240000000508-1-New</b>						<b>Sum:</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>
03/21/24	PO2W-64790-600002 8-240000000506-1- New		LED lights and relay module for theatre	0000395589-4Wall Entertainment, Inc.	District Wide - Music Programs	63.0-90221.0-00000-60003-5630-6000028	\$19,379.59	\$0.00
<b>PO2W-64790-6000028-240000000506-1-New</b>						<b>Sum:</b>	<b>\$19,379.59</b>	<b>\$0.00</b>
03/21/24	PO2W-64790-601001 2-240000000515-1- New		Reimbursement - Jesus Jara	0000397645-Jesus Jara	Superintenden t	01.0-00000.0-00000-71500-4390-6010012	\$29.75	\$0.00
<b>PO2W-64790-6010012-240000000515-1-New</b>						<b>Sum:</b>	<b>\$29.75</b>	<b>\$0.00</b>
03/21/24	PO2W-64790-601001 4-240000000507-1- New		SGV Chinese Cultural Association - Plymouth	0000395588-San Gabriel Valley Chinese Cultural Association	Instructional Services	01.4-07303.0-11100-10000-5850-6004900	\$6,750.00	\$6,750.00
<b>PO2W-64790-6010014-240000000507-1-New</b>						<b>Sum:</b>	<b>\$6,750.00</b>	<b>\$6,750.00</b>
03/21/24	PO2W-64790-601004 0-240000000452-2- Modification	1	ACA Forms Service Agreement 2023/24	0000223279- AMERICAN FIDELITY ADMINISTRATIVE SERVICE	Business	01.0-00000.0-00000-72001-5810-6010040	\$3,361.00	\$1,326.50

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<b>PO2W-64790-6010040-240000000452-2-Modification</b>						<b>Sum:</b>	<b>\$3,361.00</b>	<b>\$1,326.50</b>
03/21/24	PO2W-64790-601005 2-240000000516-1- New		PO for Repayment for Overpayment to CA Dept. of Ed	0000395551- California Department of Education	Food Services	13.0-53100.0-00000-37000-5880-6010054	\$3,281.01	\$0.00
<b>PO2W-64790-6010052-240000000516-1-New</b>						<b>Sum:</b>	<b>\$3,281.01</b>	<b>\$0.00</b>
03/21/24	PO2W-64790-710000 0-240000000509-1- New		EDD Job Fair 2/29/24	0000223571- Madmen Marketing Consultants, LLC	Adult Education School	11.0-00000.0-00000-21500-5839-7100000	\$16,000.00	\$0.00
<b>PO2W-64790-7100000-240000000509-1-New</b>						<b>Sum:</b>	<b>\$16,000.00</b>	<b>\$0.00</b>
03/21/24	PO2W-64790-710000 0-240000000512-1- New		Construction - OSHA Training	0000395509-Eran Solutions	Adult Education School	11.0-63910.0-41340-10000-4310-7100000	\$3,120.00	\$3,120.00
<b>PO2W-64790-7100000-240000000512-1-New</b>						<b>Sum:</b>	<b>\$3,120.00</b>	<b>\$3,120.00</b>
03/21/24	PO2W-64790-710000 0-240000000513-1- New		Medical Assisting Text books	0000223268- ELSEVIER HEALTH SCIENCE	Adult Education School	11.0-63910.0-41340-10000-4310-7100000	\$13,509.48	\$13,509.48
<b>PO2W-64790-7100000-240000000513-1-New</b>						<b>Sum:</b>	<b>\$13,509.48</b>	<b>\$13,509.48</b>
03/21/24	PO3W-64790-601001 4-2400000000156-1- New		HP Chromebooks	0000223734-AREY JONES EDUCATIONAL SOLUTIONS	Instructional Services	01.4-07303.0-11100-10000-4340-6005300	\$563,624.48	\$563,624.48
<b>PO3W-64790-6010014-240000000156-1-New</b>						<b>Sum:</b>	<b>\$563,624.48</b>	<b>\$563,624.48</b>
03/22/24	PO1-64790-6040047- 240000000024-4- Modification	3	Open PO Plumbing Repairs 2023-24	0000353468- Century Sewer Services	Maintenance	01.0-81500.0-00000-81100-5630-6040047	\$100,000.00	\$8,098.00
<b>PO1-64790-6040047-240000000024-4-Modification</b>						<b>Sum:</b>	<b>\$100,000.00</b>	<b>\$8,098.00</b>



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03/22/24	PO1-64790-6060024-240000000284-3-Modification	2	Open PO 23/24 Amazon Supplies - Village	0000223395-AMAZON.COM	Village Program (ASES)	01.0-60100.0-00000-21500-4390-6060024	\$17,000.00	\$9,892.08
<b>PO1-64790-6060024-240000000284-3-Modification</b>						<b>Sum:</b>	<b>\$17,000.00</b>	<b>\$9,892.08</b>
03/22/24	PO2W-64790-2010000-240000000517-1-New		OPEN PO-Disaster Bin Replenishment Supplies BR 23/24	0000223199-SOS SURVIVAL PRODUCTS	Bradoaks	01.0-81500.0-00000-81100-4380-6000000	\$5,000.00	\$5,000.00
<b>PO2W-64790-2010000-240000000517-1-New</b>						<b>Sum:</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>
03/22/24	PO2W-64790-2030000-240000000514-1-New		Discovery Cube LA- Field Trip- 4th Grade	0000396911-Discovery Cube of Los Angeles	Monroe	01.0-90125.0-11100-41000-5881-2030000	\$834.00	\$0.00
<b>PO2W-64790-2030000-240000000514-1-New</b>						<b>Sum:</b>	<b>\$834.00</b>	<b>\$0.00</b>
03/22/24	PO2W-64790-2050000-240000000518-1-New		Request for PO - 2nd grade field trip to San Gabriel Mission	0000399301-Theatre Experience of Southern California	Wild Rose	01.0-90124.0-11100-10000-4390-2050000	\$774.00	\$774.00
<b>PO2W-64790-2050000-240000000518-1-New</b>						<b>Sum:</b>	<b>\$774.00</b>	<b>\$774.00</b>
03/22/24	PO2W-64790-3060000-240000000324-2-Modification	1	Washer/Dryer Combo	0000223645-Home Depot Pro Institutional	Clifton	01.0-63870.0-38000-10000-4490-3060000	\$1,486.17	\$0.00
03/22/24		1	Washer/Dryer Combo	0000223645-Home Depot Pro Institutional	Clifton	01.0-63880.2-38000-10000-4490-6010014	\$358.32	\$0.00
<b>PO2W-64790-3060000-240000000324-2-Modification</b>						<b>Sum:</b>	<b>\$1,844.49</b>	<b>\$0.00</b>
03/22/24	PO2W-64790-6000028-240000000519-1-New		Castellano-Cinderella Pension Contr. per contract	0000223880-SDC-LEAGUE PENSION FUND	District Wide - Music Programs	63.0-90123.0-00000-60003-5850-6000028	\$580.00	\$0.00
<b>PO2W-64790-6000028-240000000519-1-New</b>						<b>Sum:</b>	<b>\$580.00</b>	<b>\$0.00</b>

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03/22/24	PO2W-64790-600002-8-240000000520-1-New		Castellano-Cinderella Health Contribution per contract	0000223881-SDC-LEAGUE HEALTH FUND	District Wide - Music Programs	63.0-90123.0-00000-60003-5850-6000028	\$750.00	\$0.00
<b>PO2W-64790-6000028-240000000520-1-New</b>						<b>Sum:</b>	<b>\$750.00</b>	<b>\$0.00</b>
03/22/24	PO3W-64790-205000-0-2400000000157-1-New		Solar eclipse glasses for entire student body	0000223395-AMAZON.COM	Wild Rose	01.4-07102.0-11100-10000-4310-2051300	\$440.91	\$440.91
<b>PO3W-64790-2050000-2400000000157-1-New</b>						<b>Sum:</b>	<b>\$440.91</b>	<b>\$440.91</b>
03/25/24	PO1-64790-6040047-240000000007-2-Modification	1	Open PO MOT Fleet Window Repairs 2023-24	0000223451-ALL STAR GLASS	Maintenance	01.0-81500.0-00000-81100-5890-6040047	\$1,000.00	\$500.00
<b>PO1-64790-6040047-240000000007-2-Modification</b>						<b>Sum:</b>	<b>\$1,000.00</b>	<b>\$500.00</b>
03/25/24	PO1-64790-6040047-2400000000117-2-Modification	1	OPEN PO Grounds Moro Mower Service 2023-24	0000336044-Turf Star Western	Maintenance	01.0-00000.0-00000-82200-5630-6040046	\$6,200.00	\$92.95
<b>PO1-64790-6040047-2400000000117-2-Modification</b>						<b>Sum:</b>	<b>\$6,200.00</b>	<b>\$92.95</b>
03/25/24	PO2W-64790-306000-0-2400000000522-1-New		AMAZON OPEN PO	0000223395-AMAZON.COM	Clifton	01.0-00000.0-11100-10000-4310-3060000	\$5,000.00	\$5,000.00
<b>PO2W-64790-3060000-2400000000522-1-New</b>						<b>Sum:</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>
03/25/24	PO2W-64790-601001-4-2400000000521-1-New		Learner Center Collaborative	0000334344-Learner-Centered Collaborative	Instructional Services	01.0-00000.0-00000-71500-5810-6010012	\$30,000.00	\$0.00
<b>PO2W-64790-6010014-2400000000521-1-New</b>						<b>Sum:</b>	<b>\$30,000.00</b>	<b>\$0.00</b>
03/25/24	PO3W-64790-306000-0-2400000000158-1-New		Math Supplies & Materials	0000223395-AMAZON.COM	Clifton	01.4-07102.0-11100-10000-4310-3061300	\$913.52	\$913.52
<b>PO3W-64790-3060000-2400000000158-1-New</b>						<b>Sum:</b>	<b>\$913.52</b>	<b>\$913.52</b>

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03/26/24	PO1-64790-6010015-240000000332-2-Modification	1	Open PO 23-24 Transportation Reimbursement to parent	0000223607-DIANA NICHOLS	Pupil Services	01.0-65000.0-57600-36000-5812-6010015	\$2,750.00	\$1,089.72
<b>PO1-64790-6010015-240000000332-2-Modification</b>						<b>Sum:</b>	<b>\$2,750.00</b>	<b>\$1,089.72</b>
03/26/24	PO1-64790-6040047-240000000043-3-Modification	2	Open PO Field Trips 2023-24	0000327176-Elite School Transit	Maintenance	01.0-90801.0-11100-41000-5812-6040049	\$140,000.00	\$37,775.00
<b>PO1-64790-6040047-240000000043-3-Modification</b>						<b>Sum:</b>	<b>\$140,000.00</b>	<b>\$37,775.00</b>
03/26/24	PO2W-64790-2030000-2400000000532-1-New		Follet- - Spanish Books for the Library for our DI students	0000223915-FOLLETT CONTENT SOLUTIONS LLC	Monroe	01.0-90125.0-00000-24202-4310-2030000	\$1,003.80	\$1,003.80
<b>PO2W-64790-2030000-2400000000532-1-New</b>						<b>Sum:</b>	<b>\$1,003.80</b>	<b>\$1,003.80</b>
03/26/24	PO2W-64790-3070000-2400000000524-1-New		Promise to Promote Banner for Class of 2024	0000223417-STUBBIES PROMOTIONS	Santa Fe	01.0-00000.0-11100-10000-4310-3070000	\$154.35	\$0.00
<b>PO2W-64790-3070000-2400000000524-1-New</b>						<b>Sum:</b>	<b>\$154.35</b>	<b>\$0.00</b>
03/26/24	PO2W-64790-6010014-2400000000526-1-New		CABE Travel & Conference Reimbursement	0000397963-Sanda Celis	Instructional Services	01.0-40350.0-11100-10000-5220-6000000	\$84.36	\$84.36
<b>PO2W-64790-6010014-2400000000526-1-New</b>						<b>Sum:</b>	<b>\$84.36</b>	<b>\$84.36</b>
03/26/24	PO2W-64790-6010014-2400000000527-1-New		CABE Travel & Conference Reimbursement	0000223460-GLADYS INDA	Instructional Services	01.0-40350.0-11100-10000-5220-6000000	\$66.36	\$66.36
<b>PO2W-64790-6010014-2400000000527-1-New</b>						<b>Sum:</b>	<b>\$66.36</b>	<b>\$66.36</b>
03/26/24	PO2W-64790-6010015-2400000000218-4-Modification	3	Physical Therapy Services for Sp Ed Students	0000334787-Total Education Solutions	Pupil Services	01.0-65000.0-57600-31440-5850-6010015	\$114,840.00	\$25,000.00

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 04/04/2024

Purchase Order Board List

Run Time: 4:49:39 PM

From 03/09/24 - To 03/29/24

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
<b>PO2W-64790-6010015-240000000218-4-Modification</b>						<b>Sum:</b>	<b>\$114,840.00</b>	<b>\$25,000.00</b>
03/26/24	PO2W-64790-6010015-240000000287-4-Modification	3	Open PO 23-24 BEAM Para Educator Services	0000387824-Behavioral Emotional & Academic Mentoring, LLC	Pupil Services	01.0-65000.0-57600-11100-5110-6010015	\$135,000.00	\$30,000.00
03/26/24		3	Open PO 23-24 BEAM Para Educator Services	0000387824-Behavioral Emotional & Academic Mentoring, LLC	Pupil Services	01.0-65000.0-57600-11100-5810-6010015	\$25,000.00	\$0.00
<b>PO2W-64790-6010015-240000000287-4-Modification</b>						<b>Sum:</b>	<b>\$160,000.00</b>	<b>\$30,000.00</b>
03/26/24	PO2W-64790-6010015-240000000288-3-Modification	2	Open PO 23-24 Dynamic Education Services	0000376173-Dynamic Education Services, Inc.	Pupil Services	01.0-65000.0-57600-11800-5810-6010015	\$3,500.00	\$640.00
03/26/24		2	Open PO 23-24 Dynamic Education Services	0000376173-Dynamic Education Services, Inc.	Pupil Services	01.0-65000.0-57600-11901-5150-6010015	\$12,500.00	\$5,062.50
03/26/24		2	Open PO 23-24 Dynamic Education Services	0000376173-Dynamic Education Services, Inc.	Pupil Services	01.0-65000.0-57600-31420-5150-6010015	\$2,180.00	\$1,042.50
<b>PO2W-64790-6010015-240000000288-3-Modification</b>						<b>Sum:</b>	<b>\$18,180.00</b>	<b>\$6,745.00</b>
03/26/24	PO2W-64790-6010015-240000000345-2-Modification	1	Sea Change Therapy Services	0000376512-Sea Change Therapy, LLC	Pupil Services	01.0-65000.0-57600-31420-5850-6010015	\$80,000.00	\$28,032.00
<b>PO2W-64790-6010015-240000000345-2-Modification</b>						<b>Sum:</b>	<b>\$80,000.00</b>	<b>\$28,032.00</b>
03/26/24	PO2W-64790-6010052-240000000525-1-New		Pay Renewal Membership Fee to the CA School Nutrition Associ	0000223413-SNA-SCHOOL NUTRITION ASSOC.	Food Services	13.0-53100.0-00000-37000-5310-6010052	\$211.00	\$211.00
<b>PO2W-64790-6010052-240000000525-1-New</b>						<b>Sum:</b>	<b>\$211.00</b>	<b>\$211.00</b>

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 04/04/2024

Purchase Order Board List

Run Time: 4:49:39 PM

From 03/09/24 - To 03/29/24

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
03/26/24	PO2W-64790-710000 0-240000000523-1- New		Graduation cap, gown & tassels	0000223466- ACADEMIC CAP & GOWN	Adult Education School	11.0-00000.0-00000-27001-4390-7100000	\$1,635.00	\$0.00
<b>PO2W-64790-7100000-240000000523-1-New</b>						<b>Sum:</b>	<b>\$1,635.00</b>	<b>\$0.00</b>
03/26/24	PO3W-64790-203000 0-240000000161-1- New		CDW-G Laser Printer	0000224063-CDW COMPUTER CTRS, INC.	Monroe	01.0-00000.0-11100-10000-4390-2030000	\$204.04	\$204.04
<b>PO3W-64790-2030000-240000000161-1-New</b>						<b>Sum:</b>	<b>\$204.04</b>	<b>\$204.04</b>
03/26/24	PO3W-64790-601001 4-240000000159-1- New		Materials for Elementary Interventionist Quote	0000223519- MARENEM INC.	Instructional Services	01.4-07201.0-11100-10000-4210-6002700	\$999.01	\$999.01
<b>PO3W-64790-6010014-240000000159-1-New</b>						<b>Sum:</b>	<b>\$999.01</b>	<b>\$999.01</b>
03/26/24	PO3W-64790-601001 4-240000000160-1- New		Amazon order for Elementary Interventionist	0000223395- AMAZON.COM	Instructional Services	01.4-07201.0-11100-10000-4210-6002700	\$440.39	\$440.39
<b>PO3W-64790-6010014-240000000160-1-New</b>						<b>Sum:</b>	<b>\$440.39</b>	<b>\$440.39</b>
03/27/24	PO1-64790-2050000- 240000000272-2- Modification	1	Open PO 23/24 Amazon Donation Account Funds - Wildrose	0000223395- AMAZON.COM	Wild Rose	01.0-90124.0-11100-10000-4390-2050000	\$5,000.00	\$3,329.62
<b>PO1-64790-2050000-240000000272-2-Modification</b>						<b>Sum:</b>	<b>\$5,000.00</b>	<b>\$3,329.62</b>
03/27/24	PO1-64790-6010040- 240000000211-2- Modification	1	OPEN PO FY 2023-24 Contract for Water Services	0000319740- Golden State Water Company	Business	01.0-00000.0-00000-82000-5530-2040000	\$26,151.00	\$12,657.32
03/27/24		1	OPEN PO FY 2023-24 Contract for Water Services	0000319740- Golden State Water Company	Business	11.0-00000.0-00000-82000-5530-7100000	\$1,304.00	\$659.51
<b>PO1-64790-6010040-240000000211-2-Modification</b>						<b>Sum:</b>	<b>\$27,455.00</b>	<b>\$13,316.83</b>

Report ID: FIN-PROC-0099

Monrovia Unified School District

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From 03/09/24 - To 03/29/24

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
03/27/24	PO2W-64790-6010014-240000000533-1-New		2023-24 Membership Fee and Student Registration-DI	0000408006-Southern California Council of Chinese Schools	Instructional Services	01.4-07201.0-11100-10000-5310-6002900	\$100.00	\$0.00
03/27/24			2023-24 Membership Fee and Student Registration-DI	0000408006-Southern California Council of Chinese Schools	Instructional Services	01.4-07201.0-11100-10000-5881-6002900	\$255.00	\$0.00
<b>PO2W-64790-6010014-240000000533-1-New</b>						<b>Sum:</b>	<b>\$355.00</b>	<b>\$0.00</b>
03/28/24	PO1-64790-1650000-240000000312-3-Modification	2	Open PO 23/24 for Lakeshore CELC	0000223944-DBA LAKESHORE LEARNING MATERIALS	Preschool	12.0-61050.0-00010-10000-4310-1650000	\$15,000.00	\$5,009.64
<b>PO1-64790-1650000-240000000312-3-Modification</b>						<b>Sum:</b>	<b>\$15,000.00</b>	<b>\$5,009.64</b>
03/28/24	PO2W-64790-3060000-240000000537-1-New		MY Access! License/ Subscriptions	0000408100-Vantage Learning USA LLC	Clifton	01.4-07102.0-11100-10000-5841-3061300	\$9,715.00	\$0.00
<b>PO2W-64790-3060000-240000000537-1-New</b>						<b>Sum:</b>	<b>\$9,715.00</b>	<b>\$0.00</b>
03/28/24	PO2W-64790-6000000-240000000342-2-Modification	1	Quality-Bidders CUPCCAA and Pre-qualification Open PO	0000223907-COLBI TECHNOLOGIES INC.	District Wide	40.0-95500.0-00000-85000-5841-6000000	\$28,055.00	\$6,410.00
<b>PO2W-64790-6000000-240000000342-2-Modification</b>						<b>Sum:</b>	<b>\$28,055.00</b>	<b>\$6,410.00</b>
03/28/24	PO2W-64790-6010012-240000000534-1-New		Open PO Prof.Services to lead Superintendent Search	0000407810-The Cosca Group	Superintendent	01.0-00000.0-00000-71500-5850-6010012	\$21,500.00	\$21,500.00
<b>PO2W-64790-6010012-240000000534-1-New</b>						<b>Sum:</b>	<b>\$21,500.00</b>	<b>\$21,500.00</b>

Report ID: FIN-PROC-0099

Monrovia Unified School District

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PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
03/28/24	PO2W-64790-601001 4-240000000535-1- New		Teacher Professional Development for MO/WR	0000224045-ESTRELLITA	Instructional Services	01.4-07102.0-11100-10000-5220-2031300	\$3,200.00	\$3,200.00
03/28/24			Teacher Professional Development for MO/WR	0000224045-ESTRELLITA	Instructional Services	01.4-07102.0-11100-10000-5220-2051300	\$3,200.00	\$3,200.00
<b>PO2W-64790-6010014-240000000535-1-New</b>						<b>Sum:</b>	<b>\$6,400.00</b>	<b>\$6,400.00</b>
03/28/24	PO2W-64790-601001 4-240000000536-1- New		Supplemental Materials for MO/WR	0000224045-ESTRELLITA	Instructional Services	01.4-07102.0-11100-10000-4310-2031300	\$4,352.92	\$4,352.92
03/28/24			Supplemental Materials for MO/WR	0000224045-ESTRELLITA	Instructional Services	01.4-07102.0-11100-10000-4310-2051300	\$4,352.90	\$4,352.90
<b>PO2W-64790-6010014-240000000536-1-New</b>						<b>Sum:</b>	<b>\$8,705.82</b>	<b>\$8,705.82</b>
03/28/24	PO2W-64790-601001 4-240000000538-1- New		Extra Custodial for MEO's event	0000246792-BriteWorks, Inc.	Instructional Services	01.4-07301.0-00000-82100-5810-6003300	\$600.00	\$600.00
<b>PO2W-64790-6010014-240000000538-1-New</b>						<b>Sum:</b>	<b>\$600.00</b>	<b>\$600.00</b>
03/28/24	PO3W-64790-203000 0-240000000163-1- New		Robotics-Makerspace Tables (for building) Quote 3EIWB-0	0000407632-School Outlet	Monroe	01.4-07102.0-11100-10000-4310-2031300	\$3,207.29	\$3,207.29
<b>PO3W-64790-2030000-240000000163-1-New</b>						<b>Sum:</b>	<b>\$3,207.29</b>	<b>\$3,207.29</b>
03/28/24	PO3W-64790-601001 5-240000000162-1- New		iPad Devices for SpEd Students	0000223925-APPLE COMPUTER, INC.	Pupil Services	01.0-65000.0-57600-11900-4440-6010015	\$6,063.76	\$6,063.76
<b>PO3W-64790-6010015-240000000162-1-New</b>						<b>Sum:</b>	<b>\$6,063.76</b>	<b>\$6,063.76</b>
							<b>\$1,679,774.35</b>	<b>\$941,314.88</b>

**Report ID: FIN-PROC-0099**

**Monrovia Unified School District**

**Run Date: 04/04/2024**

**Purchase Order Board List**

**Run Time: 4:49:39 PM**

**From 03/09/24 - To 03/29/24**



MONROVIA UNIFIED SCHOOL DISTRICT  
RATIFICATION OF WARRANTS  
RECOMMENDED FOR BOARD APPROVAL  
April 17, 2024

The Board of Education is requested to ratify payment of the following Payroll Listing Sheets and "B" Warrants. The originals are available for review.

DATE ISSUED:            March 9, 2024 through March 29, 2024

B WARRANTS

3/9/2024 - 3/29/2024    000000021500686    thru    000000021535884            \$ 2,520,845.45

Total B Warrants:            **\$ 2,520,845.45**

*01.0	General Fund	\$ 1,640,249.31
*01.4	S & C - Current Year Allocation	\$ 80,745.90
*01.6	S & C - Carryover	\$ 356,840.77
*11.0	Adult Education Fund	\$ 34,780.80
*12.0	Child Development Fund	\$ 320.00
*13.0	Food Services Fund	\$ 142,874.03
*21.0	Building Fund	\$ 4,818.20
*25.0	Capital Facilities Fund (Developer Fees)	\$ 2,586.60
*40.0	Capital Facilities Fund	\$ 14,600.96
*63.0	Fee Based Fund	\$ 21,551.61
*76.0	Warrant Pass-through Fund	\$ 221,477.27

*\*B Warrants categorized by fund.*

DATE ISSUED: March 9, 2024 through March 29, 2024

PAYROLL:

Certificated Salaries and Wages	\$ 2,715,099.73
Classified Salaries and Wages	\$ 389,881.02
CalSTRS and CalPERS Contributions	\$ 520,635.10
Health & Welfare Contributions	\$ 469,398.23
Employer Payroll Taxes	\$ 43,246.35
<b>Total Salary and Benefits:</b>	<b>\$ 4,138,260.43</b>

# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### 4. 23/24-2123 - DISTRICT CASH RECEIPTS

## RECOMMENDATION

The Board of Education is requested to receive District cash receipts, Deposit Report No. 23 deposited March 22, 2024, and No. 24, deposited March 28, 2024, for a total amount of \$407,868.76.

### **Rationale:**

District cash receipts are presented to keep the Board apprised of all monetary transactions not processed through wire transfers from the Department of Finance or the Los Angeles County Office of Education (LACOE).

### **Background:**

### **Budget Implication (\$ Amount):**

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

### **Legal References:**

### **Additional Information:**

A copy of deposit report #23 and #24 is attached.

## ATTACHMENTS

- [BA Item 2123 Deposit Rpt. #23 & #24\\_4-17-24.pdf](#)

DEPOSIT REPORT

3/22/2024

DEP #23

ACCOUNT	AMOUNT	
01.0-00000.0-00000-00000-8650-6010040	\$ 60.00	Leases & Rentals
01.0-00000.0-00000-00000-8650-6020022	2,976.94	Leases & Rentals/Tech
01.0-00000.0-00000-00000-8699-0000000	1,491.71	Other Local Income
01.0-00000.0-00000-71100-3412-6010016	448.51	Abate/Reimbursement/H&W
01.0-00000.0-00000-72001-5880-6010040	(1,219.13)	Charges/Fees/Facilitron
01.0-00000.0-00000-82000-8650-6010040	147.06	Leases & Rentals/Utilities
01.0-00000.0-00000-82100-8650-6010040	6,824.00	Leases & Rentals/Labor
01.0-07230.0-00000-36000-4360-6040049	1,736.47	Abate/Refund/Vehicle Supplies
01.0-34100.0-00000-00000-8699-0000000	845.28	Workability II
01.0-81500.0-00000-81100-4380-6040047	661.82	Abate/Refund/Supplies
01.0-90109.0-00000-00000-8699-6010050	997.98	Donations
01.0-90125.0-11100-41000-5881-2030000	6.00	Donations
01.0-90210.0-00000-00000-8650-2030000	3.90	Leases & Rentals
01.0-90210.0-00000-00000-8650-2040000	13.00	Leases & Rentals
01.0-90210.0-00000-00000-8650-3060000	479.73	Leases & Rentals
01.0-90210.0-00000-00000-8650-3070000	216.30	Leases & Rentals
01.0-90210.0-00000-00000-8650-4080000	52.50	Leases & Rentals
01.0-90210.0-00000-00000-8650-6000000	6,888.90	Leases & Rentals
01.0-90501.0-00000-00000-8689-0000000	24,262.69	Village Program/Parent Contributions
01.0-90707.0-00000-00000-8290-0000000	122.24	Medi-Cal
01.0-90801.0-00000-00000-8689-0000000	700.00	Pupil Transportation
Subtotal	<u>47,715.90</u>	General Fund
12.0-61050.0-00000-00000-8673-0000000	27.75	CSPP Parent Contributions
12.0-90503.0-00000-00000-8673-1650000	2,825.97	Tuition Based Preschool
Subtotal	<u>2,853.72</u>	Child Development Fund
13.0-53201.0-00000-37000-8220-0000000	53,265.02	Federal Reimbursement CACFP
Subtotal	<u>53,265.02</u>	Food Services Fund
25.0-95500.0-00000-00000-8681-0000000	2,557.86	Developer Fees
Subtotal	<u>2,557.86</u>	Capital Facilities Fund
76.0-00000.0-00000-00000-9517-0000000	4,295.79	Voluntary Deductions
76.0-00000.0-00000-00000-9537-0000000	16,356.69	Retirees Health Insurance
Subtotal	<u>20,652.48</u>	Payroll Clearance Fund
Total	<u><u>\$ 127,044.98</u></u>	

DEPOSIT REPORT

3/28/2024

DEP #24

ACCOUNT	AMOUNT	
13.0-53100.0-00000-37000-8220-0000000	\$ 142,094.45	Federal Reimbursement SNP
13.0-53100.0-00000-37000-8520-0000000	<u>138,729.33</u>	State Reimbursement SNP
Total	<u>\$ 280,823.78</u>	Food Services Fund

# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### 5. 23/24-2125 - PROFESSIONAL SERVICE AGREEMENTS

#### RECOMMENDATION

The Board of Education is requested to approve the Professional Service Agreements Report #13 for the Monrovia Unified School District 2023-24 school year.

#### Rationale:

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

#### Budget Implication (\$ Amount):

#### Legal References:

Government Code 53060 and Board Policy 3600.

#### Additional Information:

The professional services agreement report is attached.

## ATTACHMENTS

- [PSA Report No. 13 - April 17, 2024.pdf](#)

Monrovia Unified School District  
Professional Service Agreements #13

Agenda Item # 23/24-2125  
April 17, 2024

Name/Company	Services	Amount	Site	Effective Dates	Funding
Zoie Wu	Prop Designer for Cinderella (Youth Edition) 2024	\$200.00	Clifton Middle School	4/18/2024-5/3/2024	Performing Arts
Darlene Applegate	Costume Designer for Cinderella (Youth Edition) 2024	\$2,300.00	Clifton Middle School	4/18/2024-5/3/2024	Performing Arts
Educational Management Solutions (Greg Magnuson)	Business/Fiscal Consultant	\$265/hour	DO	4/18/2024-6/30/2024	General Funds
Alt-Ed Alliance LLC Milisav Ilic	Admin support- district-wide	\$650.00	District	04/18/2024-12/30/2024	General Funds

# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### **6. 23/24-2126 - MICROSOFT SOFTWARE SUBSCRIPTION RENEWAL, ENROLLMENT FOR EDUCATION SOLUTIONS (EES)**

#### **RECOMMENDATION**

The Board of Education is requested to approve the renewal purchase of the Microsoft Enrollment for Education Solutions (EES) subscription from Softchoice Corporation, effective June 1, 2024, through May 31, 2025.

#### **Rationale:**

The previous subscription with Microsoft Enrollment for Education Solutions Agreement from Softchoice will expire on May 31, 2024. This is a one-year renewal subscription.

#### **Background:**

Monrovia Unified School District currently supports a wide variety of computer devices of varying ages and types. California Educational Technology Professionals Association (CITE) worked with Microsoft to put together the CAMSA (CITE and Microsoft Strategic Alliance) program, a strategic alliance program supported by Softchoice. This contract can serve as a master purchasing vehicle for K-12 educational institutions in the State of California. Offering significant discounts and simplifying the license purchase process, this consortium includes over 70% of California's Local Education Agencies (LEAs) who would not qualify for this pricing on their own. The Microsoft Enrollment for Education Solutions agreement is a piggyback contract with Simi Valley USD, Microsoft, and Softchoice Corporation to provide discounted pricing for Microsoft software. The agreement includes desktop management, anti-virus, server software, office software, operating system licensing, and Minecraft for students to code.

#### **Budget Implication (\$ Amount):**

The cost of the services is determined by the count of knowledge worker staff members who use a computer as part of their job and the number of processors in our server hardware. The cost will be up to \$24,501.76. Departments, sites, and the Technology Services budget will provide funding.

#### **Legal References:**

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

#### **Additional Information:**

A copy of the quote is attached.



## ATTACHMENTS

- [BA Item 2126 Microsoft Software Subscription Renewal Enrollment for EES SoftChoice Quote Q-1837500 Monrovia USD 4.17.2024.pdf](#)



**Softchoice Corporation**  
 314 W Superior St #400  
 Chicago, IL 60654

**Sales/Order desk**  
 Phone: (800) 268-7638  
 Fax: (800) 268-7639

<b>Quote</b>	Q-1837500
<b>Date</b>	23-Feb-2024

## Budgetary Quote

Ship To :  
 Arin Golestani  
 Monrovia Unified School District  
 325 EAST HUNTINGTON DRIVE  
 MONROVIA, CA 91016

<b>Quote Prepared For</b>	Arin Golestani Monrovia Unified School District Phone: (626)471-2068 Email: agolestani@monroviaschools.net
<b>Quote Sent By</b>	Bis Fremichael bis.fremichael@softchoice.com Phone: (619) 330-5823 Fax:
<b>Anniversary Date</b>	
<b>Authorization Number</b>	
<b>Agreement End Date</b>	
<b>Comments</b>	

**CAMSA EES (Previous 47740171) Renewal - 6/1**  
 Require active ENR for Order Placement - Level C CAMSA Pricing  
 12 Months Coverage

Item #	Mfg SKU #	Description	Qty	Billing Frequency	Start Date	End Date	Usage Country	License Type	Unit Price	Extended Price
2000279437	AAD-38391	M365 EDU A3 Unified ShrdSvr ALNG SubsVL MVL PerUsr	452	Upfront	01-Jun-2024	31-May-2025		Subscription	\$49.07	\$22,179.64
2000279443	AAD-38397	M365 EDU A3 Unified ShrdSvr ALNG SubsVL MVL PerUsr STUUseBnft	5583	Upfront	01-Jun-2024	31-May-2025		Subscription	\$0.00	\$0.00

## Budgetary Quote

2000279574	M6K-00001	O365EDUA1 ShrdSvr ALNG SubsVL MVL PerUsr	447	Upfront	01-Jun-2024	31-May-2025	United States	Subscription	\$0.00	\$0.00
2000279324	D87-01057	VisioPro ALNG LicSAPk MVL	3	Upfront	01-Jun-2024	31-May-2025	United States	Term License & Maintenance	\$50.28	\$150.84
2000279361	9EA-00039	WinSvrDCCore ALNG LicSAPk MVL 2Lic CoreLic	24	Upfront	01-Jun-2024	31-May-2025	United States	Perpetual License & Maintenance	\$37.50	\$900.00
2000279371	9EM-00562	WinSvrSTDCore ALNG LicSAPk MVL 2Lic CoreLic	8	Upfront	01-Jun-2024	31-May-2025	United States	Term License & Maintenance	\$5.91	\$47.28
2000279133	6QK-00001	Azure prepayment	1	Upfront	01-Jun-2024	31-May-2025		Subscription	\$1,224.00	\$1,224.00
<b>GROUP TOTAL</b>										<b>\$24,501.76</b>

<b>SUBTOTAL</b>	<b>\$24,501.76</b>
DELIVERY: Ground - 3 to 5 days	\$0.00
State Tax	\$0.00
Local Tax	\$0.00
All currency in this quote is in (USD).	<b>TOTAL</b>
	<b>\$24,501.76</b>

Payment options are only available in listed currency and not billable in other currencies. Pricing, availability, and special offers are subject to change at any time. This document and the transaction(s) to which it pertains are governed by Softchoice's online terms of sale, unless a separate purchase agreement was signed by both your company and Softchoice, in which case, that separate agreement will govern. Softchoice's terms of sale can be found <http://www.softchoice.com/softchoice-terms-and-conditions-for-products>

As noted in the Microsoft Enterprise Agreement, any online subscription services within this quote will automatically renew annually unless Softchoice is notified in writing at least 30 days prior to your anniversary. If you are within the final year of your agreement the previous statement does not apply; new products and quantities will be reviewed in your renewal process.

# Budgetary Quote

Signature : \_\_\_\_\_

Name : Flint Fertig

Title : Interim Superintendent

Date : April 17, 2024

PO# : [[PO es -signer]]

US - California Education - Microsoft ESS (CAMSA) -  
Please note all products priced in accordance to the CAMSA Microsoft contract.

Cage Code: 3DH15  
DUNS: 929022028  
TIN: 13-3827773

# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### 7. 23/24-2127 - RENEWAL OF INCIDENT IQ IT HELP DESK AND ASSET MANAGEMENT SYSTEM

#### RECOMMENDATION

The Board of Education is requested to approve the 3-year renewal of Incident IQ, a specialized K-12 Helpdesk and asset management software.

#### Rationale:

Technology Services implemented and piloted Incident IQ during the 2023/2024 school year in an effort to improve efficiency in our department and deliver unparalleled service to our students and staff. Our schools can now utilize the software to effectively monitor and maintain the inventory of 1:1 devices checked out to students. In this one-year span, we have created reports within the system to assist our Media Center Technicians/Librarians with important tasks, such as identifying students who have multiple or no devices checked out. Incident IQ has also allowed Technology Services to monitor and maintain a high-quality level of services and response times to Helpdesk tickets.

#### Background:

Technology Services utilizes Incident IQ to integrate several existing systems, including Aeries, Google Workspace, and Microsoft, ensuring efficient support and maintenance of technology needs. Incident IQ helps Technology Services facilitate support requests generated by staff throughout the District. The asset management tool permits site staff to check out student and staff devices, generate reports based on device status, and monitor site tickets on a dashboard.

#### Budget Implication (\$ Amount):

Incident IQ submitted a 3-year discounted renewal proposal totaling \$57,725.83. The first-year installment is \$18,676.06, to be paid using the Technology Services budget.

#### Legal References:

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

#### Additional Information:

A copy of the proposal is attached.

## ATTACHMENTS

- [BA Item 2127 Renewal of Incident IQ IT HelpDesk and Asset Mgmt System Quote 41262 Monrovia USD 4.17.2024.pdf](#)





Quote Name Multiyear: Monrovia Unified - CA - [T,A] - Platform Renewal (Year 1 of 3)

Created Date 3/22/2024

Expiration Date 6/14/2024

Company Address 750 Glenwood Ave SE Suite 320  
Atlanta, GA 30316  
US

Quote Number 41262

Contract Start Date 6/5/2024

Contract End Date 6/4/2025

Contact Name Arin Golestani

Phone (626) 471-2068

Email agolestani@monrovia.schools.net

Bill To Name Monrovia Unified  
Bill To 325 E. Hntngtn Dr.  
Monrovia, CA 91016  
United States

Ship To Name Monrovia Unified  
Ship To 325 E. Hntngtn Dr.  
Monrovia, CA 91016  
United States

Product Code	Product	Product Description	Sales Price	Quantity
IIQ-6200	iiQ Assets	Incident IQ Assets product (add-on), Subscription	\$7,690.14	1.00
IIQ-1000	iiQ Platform with Ticketing	Incident IQ Platform with iiQ Ticketing core product, Subscription	\$10,985.92	1.00

Total Price \$18,676.06

### Notes

Current subscription ends 6/4/2024. Above quoted license begins 6/5/2024 and ends 6/4/2025.

Year 2: \$19,236.34

Year 3: \$19,813.43

Signature: \_\_\_\_\_

Name/Title: Flint Fertig, Interim Superintendent

Date: April 17, 2024

# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### 8. 23/24-3058 - PERSONNEL ASSIGNMENTS

## RECOMMENDATION

The Board of Education is requested to approve Personnel Assignments Report #14.

### **Rationale:**

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

### **Legal References:**

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

### **Additional Information:**

A copy of the report is attached.

## ATTACHMENTS

- [BRD Report 20240327 Personnel Report 14.pdf](#)



MONROVIA UNIFIED SCHOOL DISTRICT  
Personnel Assignment Report #14

EMPLOYMENTS, SUPPLEMENTAL HOURS/SPECIAL ASSIGNMENTS, LEAVES, TERMINATIONS, CHANGE OF STATUS, OTHER (CERTIFICATED)

**A. Employments**

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage	
1 #	Remy	Hare	Substitute Teacher	Employ, as needed	4/8/2024	District-wide		G	00000.0	000003	\$190./day	100%
2 #	Jocelyn	Lau	Substitute Teacher	Employ, as needed	4/8/2024	District-wide		G	00000.0	000003	\$190./day	100%
3 #	Jennifer	Tokaji	Substitute Teacher	Employ, as needed	3/20/2024	District-wide		G	00000.0	000003	\$190./day	100%

**B. Supplemental Hours/Special Assignments**

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage	
4 #	Maria	Akl	Teacher Extra Hrs	Helping with planning to support with Open House.	03/01/24 - 06/07/24	Santa Fe	NTE: 2 hrs total	C	07102.0	004376	\$40 p/hr	100%
5 #	Rebecca	Alarcon	Teacher Extra Hrs	To cover as a substitute and take on additional students when a Wild Rose teacher is out.	03/18/24 - 06/05/24	Wild Rose	NTE: 20 hrs total (1hr=1day)	G	00000.0	004180	\$70 p/day	100%
6 #	Ileana	Alvarez	Teacher Extra Hrs	To cover as a substitute and take on additional students when a Wild Rose teacher is out.	03/18/24 - 06/05/24	Wild Rose	NTE: 20 hrs total (1hr=1day)	G	00000.0	004180	\$70 p/day	100%
7 #	Sandra	Celis	Teacher Extra Hrs	To cover as a substitute and take on additional students when a Wild Rose teacher is out.	03/18/24 - 06/05/24	Wild Rose	NTE: 20 hrs total (1hr=1day)	G	00000.0	004180	\$70 p/day	100%
8 #	Wen	Chen	Teacher Extra Hrs	Professional Development - Mandarin Level Learning	03/01/24 - 05/31/24	Plymouth	NTE: 2 hours total	G	00000.0	002755	\$40 p/hr	100%
9 #	Heather	Gac	Teacher Extra Hrs	Curricular planning and preparation for art lessons for art festival and celebration for Latino Heritage Month.	10/01/23 - 10/31/23	Santa Fe	NTE: 4 hrs total	C	90221.0	004350	\$40 p/hr	100%
10 #	Sara	Gutkind	Teacher Extra Hrs	Curricular planning and preparation for art lessons for art festival and celebration for Latino Heritage Month.	10/01/23 - 10/31/23	Clifton	NTE: 4 hrs total	C	90221.0	004350	\$40 p/hr	100%
11 #	Natalie	Harrison	Teacher Extra Hrs	Academic Support	03/01/24 - 06/01/24	MHS	NTE: 16 hrs total	C	07102.0	003643	\$40 p/hr	100%
12 #	Monica	Hernandez	Teacher Extra Hrs	To cover as a substitute and take on additional students when a Wild Rose teacher is out.	03/18/24 - 06/05/24	Wild Rose	NTE: 20 hrs total (1hr=1day)	G	00000.0	004180	\$70 p/day	100%
13 #	Morgan	Hogan	Teacher Extra Hrs	Curricular planning and preparation for art lessons for art festival and celebration for Latino Heritage Month.	10/01/23 - 10/31/23	Ed Serv. - Elementary	NTE: 4 hrs total	C	90221.0	004350	\$40 p/hr	100%
14 #	Shannon	Hsu	Teacher Extra Hrs	Professional Development - Mandarin Level Learning	03/01/24 - 05/31/24	Plymouth	NTE: 2 hrs total	G	00000.0	002755	\$40 p/hr	100%

**B. Supplemental Hours/Special Assignments (continued)**

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage	
15 #	Sarah	Jaramillo	Teacher Extra Hrs	To cover as a substitute and take on additional students when a Wild Rose teacher is out.	03/18/24 - 06/05/24	Wild Rose	NTE: 20 hrs total (1hr=1day)	G	00000.0	004180	\$70 p/day	100%
16 #	Martha	Jimenez	Teacher Extra Hrs	To cover as a substitute and take on additional students when a Wild Rose teacher is out.	03/18/24 - 06/05/24	Wild Rose	NTE: 20 hrs total (1hr=1day)	G	00000.0	004180	\$70 p/day	100%
17 #	Geovanna	Loeza	Teacher Extra Hrs	To cover as a substitute and take on additional students when a Wild Rose teacher is out.	03/18/24 - 06/05/24	Wild Rose	NTE: 20 hrs total (1hr=1day)	G	00000.0	004180	\$70 p/day	100%
18 #	Jennifer	Menlove	Teacher Extra Hrs	To cover as a substitute and take on additional students when a Wild Rose teacher is out.	03/18/24 - 06/05/24	Wild Rose	NTE: 20 hrs total (1hr=1day)	G	00000.0	004180	\$70 p/day	100%
19 #	Joanna	Prather	Teacher Extra Hrs	To cover as a substitute and take on additional students when a Wild Rose teacher is out.	03/18/24 - 06/05/24	Wild Rose	NTE: 20 hrs total (1hr=1day)	G	00000.0	004180	\$70 p/day	100%
20 #	Cara	Reyes	Teacher Extra Hrs	To provide instruction for a Monrovia High School student's Home Hospital educational needs.	03/18/24 - 06/05/24	Bradoaks	NTE: 60 hrs total	C	65000.0	004106	\$40 p/hr	100%
21 #	Darcy	Ross	Teacher Extra Hrs	To cover as a substitute and take on additional students when a Wild Rose teacher is out.	03/18/24 - 06/05/24	Wild Rose	NTE: 20 hrs total (1hr=1day)	G	00000.0	004180	\$70 p/day	100%
22 #	Drew	Sawyer	Counselor Extra Hrs	Assisting w/ the production of Mary Poppins Jr 12/2 & 12/3	12/02/23 - 12/03/23	Wild Rose	NTE 5 hrs/day	C	90625.0	004374	\$40 p/hr	100%
23 #	Drew	Sawyer	Counselor Extra Hrs	Student engagement through Theater & Drama - Finding Nemo, Jr	01/16/24 - 05/12/24	Wild Rose	NTE: 30 hrs total	C	90625.0	004374	\$40 p/hr	100%
24 #	Tamara	Sharova	Teacher Extra Hrs	Professional Development - Mandarin Level Learning	03/01/24 - 05/31/24	Plymouth	NTE: 2 hours total	G	00000.0	002755	\$40 p/hr	100%
25 #	Stephanie	Sparks	Teacher Extra Hrs	Helping plan for Open House to support families.	03/01/24 - 06/07/24	Santa Fe	NTE: 2 hrs total	C	07102.0	004376	\$40 p/hr	100%
26 #	Monica	Taylor	Teacher Extra Hrs	Academic Support	03/01/24 - 06/01/24	MHS	NTE: 16 hrs total	C	07102.0	003643	\$40 p/hr	100%
27 #	Tesia	Wilson	Teacher Extra Hrs	To cover as a substitute and take on additional students when a Wild Rose teacher is out.	03/18/24 - 06/05/24	Wild Rose	NTE: 20 hrs total (1hr=1day)	G	00000.0	004180	\$70 p/day	100%
28 #	Gloria	Yingling	Teacher Extra Hrs	To cover as a substitute and take on additional students when a Wild Rose teacher is out.	03/18/24 - 06/05/24	Wild Rose	NTE: 20 hrs total (1hr=1day)	G	00000.0	004180	\$70 p/day	100%

**C. Leaves of Absences**

	First Name	Last Name	Classification	Action	Effective	Site
29	Erin	Iler	Teacher	Approve: Unpaid leave of absence	8/1/24-6/5/25	Wild Rose

**D. Terminations**

	First Name	Last Name	Classification	Action	Effective	Site
30	Danielle	Gasca	Assistant Principal	Voluntary Resignation	6/30/2024	Santa Fe Middle School
31	Rebecca	Perez	Principal	Voluntary Resignation	4/30/2024	Santa Fe Middle School

**E. Change Status**

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

**F. Other**

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
32 #	Maria	Akl	Teacher	Approve stipend: Master Teacher for fall 2023 - Azusa Pacific sponsored stipend.	Fall 2023	HR		G 00000.0	002263	\$350	100%
33 #	Nedra	Graham	Teacher	Approve stipend: Master Teacher for fall 2023 - Cal Poly Pomona sponsored stipend.	Fall 2023	HR		G 00000.0	002263	\$350	100%
34 #	Anna	Hemingway	Teacher	Approve stipend: Master Teacher for fall 2023 - Cal Poly Pomona sponsored stipend.	Fall 2023	HR		G 00000.0	002263	\$350	100%
35 #	Caitlin	Macdonald	Teacher	Approve stipend: Interim Principal	1/22/24-1/26/24	Monroe		G 00000.0	004385	\$547.50	100%
36 #	Virginia	Recendez	Teacher	Approve stipend: Master Teacher for fall 2023 - Cal Poly Pomona sponsored stipend.	Fall 2023	HR		G 00000.0	002263	\$350	100%

**F. Other - Volunteers**

	First Name	Last Name	Classification	Action	Effective	Site
37 #	Janet	Flores-Anticon	Volunteer I	Approve	3/19/2024	Wild Rose
38 #	Rosemary	Gutierrez	Volunteer I	Approve	3/26/2024	Plymouth
39 #	Allyson	Hooker	Volunteer I	Approve	3/28/2024	Plymouth
40 #	Todd	Macedo	Volunteer I	Approve	3/27/2024	Mayflower
41 #	Stephanie	Munguia	Volunteer I	Approve	4/1/2024	Bradoaks, CELC
42 #	Hugo	Munoz	Volunteer I	Approve	3/26/2024	MHS
43 #	Noemi	Pena	Volunteer I	Approve	4/1/2024	Plymouth
44 #	Roselou	Perun	Volunteer I	Approve	3/26/2024	Plymouth
45 #	Rachel	Quisenberry-Bennett	Volunteer I	Approve	3/28/2024	Mayflower
46 #	Josie	Talledo	Volunteer I	Approve	3/26/2024	Bradoaks
47 #	Anwar	Thompson	Volunteer I	Approve	3/26/2024	Wild Rose
48 #	Justin	Tomlinson	Volunteer I	Approve	3/26/2024	Monroe
49 #	Sheela	Tran	Volunteer I	Approve	3/18/2024	Mayflower, MHS

MONROVIA UNIFIED SCHOOL DISTRICT  
Personnel Assignment Report #13

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	# Francisco	Franco	Skilled Maintenance Plumber	M.O.T.	Employ	\$4575.93/mo	33-H	1	8 hr./d.; 12 mo./yr.	3/4/2024	000413	C 81500.0	100%
2	# Tamara	Mack-Jones	Bus Driver	M.O.T.	Employ	\$4448.56/mo	24	5	8 hr./d.; 9 mo./yr.	3/5/2024	000146	C 72030.0	100%

**B. Supplemental Hours/Special Assignments**

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
3	# Maria	Beller	Preschool Developmental Aide Extra Hours	CELC	Employ: Provisional assignment.	\$21.58/hr.	15	6	NTE: 3 hours daily.	2/27/24-6/28/24	002243	C 61050.0	100%
4	# Angela	Blakeney	Preschool Developmental Aide Extra Hours	CELC	Employ: Extra hours for additional classroom coverage and class prep.	\$17.50/hr.	3-D	1	NTE: 2 hours total.	1/16/24-6/28/24	000583	C 61050.0	100%
5	# Thomas	Bogdon	School Office Manager Extra Hours	Wild Rose	Employ: To assist with the production of <i>Mary Poppins Jr.</i>	\$28.33/hr.	26	6	NTE: 10 hours total.	12/2/23-12/3/23	004369	C 90625.0	100%
6	# Robert	Chung	Tutor	MHS	Employ: AVID Program Tutor.	\$16.00/hr.	Flat	Rate	NTE: 19 hours per week.	3/1/24-6/5/24	004331	C 07106.0	100%
7	# Raquel	Davis	Preschool Developmental Aide Extra Hours	CELC	Employ: Extra hours for additional classroom coverage and class prep.	\$16.83/hr.	15	1	NTE: 2 hours total.	1/19/24-6/28/24	000583	C 61050.0	100%
8	# Dylan	Gartland	Tutor	Educational Services	Employ: Elementary EL College Tutor.	\$16.00/hr.	Flat	Rate	NTE: 220 hours total.	2/26/24-5/31/24	004317	C 07102.0	100%
9	# Alex	Lara	Head Custodian I Extra Hours	Plymouth	Employ: To assemble 15 bookcases.	\$26.96/hr.	24	6	NTE: 8 hours total.	3/1/24-5/31/24	002805	G 00000.0	100%
10	# Logan	Leyva	Student Worker	MHS	Employ: Transition Partnership Program.	\$16.00/hr.	Flat	Rate	NTE: 100 hours total.	2/1/24-6/30/24	004330	C 34100.0	100%
11	# Logan	Leyva	Student Worker	MHS	Employ: WorkAbility I	\$16.00/hr.	Flat	Rate	NTE: 100 hours total.	2/1/24-6/30/24	002431	C 65200.0	100%
12	# Kelly	Marshall	Instructional Aide- Special Ed. Extra Hours	MHS	Employ: To accompany student on CBI field trip to Citrus Community College.	\$22.67/hr.	17	6	NTE: 2 hours total.	2/23/2024	003634	C 65000.0	100%
13	# Maya	Towns	Student Worker	MHS	Employ: Transition Partnership Program.	\$16.00/hr.	Flat	Rate	NTE: 100 hours total.	2/1/24-6/30/24	004330	C 34100.0	100%

**C. Leaves of Absence**

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
14	# Maria	Aguilar	Instructional Aide - Severe Disabilities	Mayflower	Approve: California Family Rights Act (CFRA) leave.	\$3525.17/mo	18	6	7 hr./d.; 9 mo./yr.	Intermittent 2/22/24-8/21/24	002972	C 65002.0	100%

**D. Resignations**

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
15	# Maria	Ayala	Preschool Developmental Aide	CELC	Voluntary resignation.	\$21.58/hr.	15	6	3 hr./d.; 9 mo./yr.	3/28/2024	000254	C 61050.0	100%
16	# Erick	Carranza	Custodian	Monroe	Voluntary resignation.	\$3400.29/mo	21-H	1	8 hr./d.; 12 mo./yr.	3/5/2024	000251	G 00000.0	100%
17	# Ruben	Lozano	Instructional Aide - Severe Disabilities	Wild Rose	Voluntary resignation.	\$3525.16/mo	18	6	7 hr./d.; 9 mo./yr.	3/15/2024	003621	C 65000.0	100%
18	# Carolyn	Mendez	School Office Manager	Bradoaks	Voluntary resignation.	\$4233.73/mo	26	3	8 hr./d.; 10.5 mo./yr.	3/12/2024	000207	G 00000.0	100%
19	# Lorena	Rosales	Clerical Assistant I	Wild Rose	Voluntary resignation.	\$22.67/mo.	17	6	3 hr./d.; 9 mo./yr.	3/8/2024	002138	G 00000.0	100%

**E. Changes of Status**

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
20	# Ana	Garcia	Food Service Worker	Bradoaks	39 month reemployment list due to exhaustion of benefits.	\$20.04/hr.	12	6	3.5 hr./d.; 9 mo./yr.	3/7/2024	000135	C 53100.0	100.00%
21	# Michael	Mendez	Ltd. Term Head Custodian I	Wild Rose	Out of class assignment until vacancy is filled.	\$4,472.89/mo	24-H	5	8 hr./d.; 12 mo./yr.	2/14/24-4/19/24	000486	G 00000.0	100.00%
22	# Isabel	Montalvo	Food Service Worker	Wild Rose	Voluntary reduction in hours	\$16.54/hr.	12	1	3. hr./d; 9 mo./yr.	2/23/2024	000959	C 53100.0	100.00%
23	# Lydia	Sanchez	Instructional Aide - Elementary Intervention	Monroe	Promotion	\$2418.74/mo	15	3	6 hr./d.; 9 mo./yr.	12/13/2023	004383	C 07102.0 C 07102.0	50% 50%

**F. Other**

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Effective	Position	Program	Percent
24	# Steven	Gutierrez	Walk-on Coach	MHS	Approve stipend - Cologuard Coach.	\$1,620. stipend paid over 3 months.	3/1/24-5/31/24	000206	C 00701.0	100%
25	# Michael	Minter	Walk-on Coach	MHS	Approve stipend - Varsity Golf Head Coach.	\$2,833. stipend paid over 3 months.	3/1/24-5/31/24	000206	C 00701.0	100%
26	# David	Patapoff	Walk-on Coach	MHS	Approve stipend - Girls Beach Volleyball Coach.	\$863. stipend paid over 3 months.	3/1/24-5/31/24	000206	C 00701.0	100%
27	# John	Van Deventer	Walk-on Coach	MHS	Approve stipend - Girls Beach Volleyball Coach.	\$863. stipend paid over 3 months.	3/1/24-5/31/24	000206	C 00701.0	100%

# Ratification  
\* Correction  
G General Fund  
C Categorical Fund

# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### 9. 23/24-3060 - CLINICAL PRACTICUM AGREEMENT RENEWAL, CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

#### RECOMMENDATION

The Board of Education is requested to renew the Clinical Practicum Agreement with California State University, Northridge, for a five-year term beginning April 18, 2024.

#### Rationale:

Board approval of this agreement would allow Monrovia Unified School District to participate in the clinical training of California State University, Northridge students in the field of Speech-Language Pathology and Audiology.

#### Background:

The University operates a fully accredited program offering a Master of Science degree in Speech-Language Pathology and Audiology. The graduate program's accreditation is under the standards of the Western Association of Schools and Colleges and the Council on Academic Accreditation of the American Speech-Language-Hearing Association.

#### Additional Information:

A copy of the agreement is attached.

## ATTACHMENTS

- [CSUN Speech Language - 5 year Agreement Rev 5-10-23 \(1\).pdf](#)

**CLINICAL PRACTICUM AGREEMENT**

This Agreement is between Monrovia Unified School District (“Practicum Site”) and The Trustees of the California State University on behalf of California State University, Northridge (“University”), and is effective as of April 18, 2024

A. Clinical Site is a general acute care hospital, medical center, skilled nursing facility, private practice clinic or is an independent or unified school district.

B. University operates a fully accredited program offering a **Master of Science Degree in the field of Speech Language Pathology and a Clinical Doctorate Degree in the field of Audiology (AuD)**. The speech-language pathology graduate program is accredited under the standards of the Council on Academic Accreditation of the American Speech-Language-Hearing Association (ASHA). The audiology program has been granted “formal developing status” under the Accreditation Commission for Audiology Education (ACAE) accrediting body. CSUN is accredited by The Western Association of Schools and Colleges (WASC).

C. The purpose of this agreement is to provide the graduate training for the Master of Science in Communication Disorders and Sciences, the Speech Language Pathology Assistant Fieldwork Program, and/or the Clinical Doctorate degree in Audiology. The parties will both benefit by making a clinical training program (“Program”) available to University students at the Clinical Site.

The parties agree as follows:

I. UNIVERSITY’S RESPONSIBILITIES

A. Student Application. The student shall file an Application for Clinical Privileges. Pertinent information, which shall include the student’s name, address, and telephone number, shall be sent to the clinical site. Clinical Site shall regard this information as confidential and shall use the information only to identify each student.

B. Schedule of Assignments. University shall notify the clinical site supervisor of student assignment, including the name of the student, level of academic preparation, and length and dates of proposed clinical experience.

C. Department Faculty. University shall assign members of the department’s faculty or University’s Clinical Director or University’s Distance Learning Coordinator to provide professional mentoring and advice to the Clinical Site’s Program Supervisor through the term of this agreement in order to assist in the education of the student.

D. Records. University shall maintain all personnel records for its staff and all academic records for its students.

E. Student Responsibilities. University shall notify students in the program that they are responsible for:

- 1) Complying with Clinical Site's clinical and administrative policies, procedures, rules and regulations;
- 2) Arranging for his/her own transportation and living arrangements;
- 3) Assuming responsibility for personal illnesses, necessary immunizations, tuberculin tests, annual health examinations and other requirements as identified by the Clinical Site;
- 4) Procuring and maintaining in force health insurance coverage throughout the term of the student's practica at the Clinical Site.
- 5) Maintaining the confidentiality of patient information.
  - a) No student shall have access to or have the right to receive any medical record, except when necessary in the regular course of the clinical experience. The discussion, transmission, or narration in any form by students of any individually identifiable patient information, medical or otherwise, obtained in the course of the program is forbidden except as a necessary part of the practical experience.
  - b) Neither the University nor its employees or agents shall be granted access to individually identifiable information unless the patient has first given consent using a form approved by clinical site that complies with applicable state and federal law, including the Health Insurance Portability and Accountability Act ("HIPAA") and its implementing regulations.
  - c) Clinical Site shall reasonably assist University in obtaining patient consent in appropriate circumstances. In the absence of consent, students shall use de-identified information only in any discussions about the clinical experience with University, its employees, or agents.
- 5) Complying with Clinical Site's dress code and wearing name badges identifying themselves as students.
- 6) Insurance requirements. See Section 5, Paragraph B.

F. Payroll Taxes and Withholdings. University shall be solely responsible for any payroll taxes, withholdings, and insurance or benefits of any kind for University's employees, if any, who provide services to the Program under this Agreement. Students are not employees or agents of the University and shall receive no compensation for their participation in the Program, from the University. For purposes of this agreement, however, students are trainees and shall be considered members of Clinical Site's "workforce" as that term is defined by the HIPAA regulations at 45 C.F.R. § 160.103.



## II. CLINICAL SITE RESPONSIBILITIES

A. Clinical Experience. Clinical Site shall accept from University the student and shall provide the student with supervised clinical experience, meeting the ASHA/ACAE requirement and any state licensure laws, as applicable.

B. Records and Evaluations. Clinical Site shall maintain complete records and reports on student's performance and provide an evaluation to University on forms the University shall provide.

C. Withdrawal of Students. Clinical Site may request that University withdraw from the program any student whom Clinical Site determines is not performing satisfactorily, refuses to follow Clinical Site's administrative policies, procedures, rules and regulations, or violates any federal or state laws. Such requests must be in writing. Once the University receives the request in writing, the University will take appropriate steps to comply.

D. Emergency Health Care/First Aid. Clinical Site shall, on any day when a student is receiving training at its facilities, provide to that student necessary emergency health care or first aid for accidents occurring in its facilities. Except as otherwise provided in this agreement, Clinical Site shall have no obligation to furnish medical or surgical care to any student.

E. Clinical Site's Confidentiality Policies. As trainees, students shall be considered members of Clinical Site's "workforce," as that term is defined by the HIPAA regulations at 45 C.F.R. § 160.103, and shall be subject to Clinical Site's policies respecting confidentiality of medical information. In order to ensure that students comply with such policies, Clinical Site shall provide students with substantially the same training that it provides to its regular employees.

F. Clinical Supervisor Requirements. Clinical Site shall provide the Clinical Supervisor with sufficient and specific time in the work schedule to carry out the supervision duties of the student's clinical practicum. The supervision duties fulfill the requirements of the accreditation of the graduate program so that the student will meet requirements for state license, and certification. The minimum requirements for these duties include:

- 1) Allocation of sufficient time to directly observe a minimum of twenty five (25) percent of treatment and assessment sessions of a client or groups of clients by the student during the supervised practicum.
- 2) Allocation of sufficient time to meet directly with the student for purposes of supervision feedback and discussion periodically during the course of supervision.
- 3) Allocation of sufficient time for the Clinical Site Supervisor to communicate with the University's Clinical Coordinator or Clinical Course Instructor.
- 4) Allocation of specific time in order to be present at the clinical site during the period that the student will be providing clinical services under this agreement.

### III. AFFIRMATIVE ACTION AND NON-DISCRIMINATION

The parties agree that all students receiving clinical training pursuant to this Agreement shall be selected without discrimination on account of race, color, religion, national origin, ancestry, disability, marital status, gender, gender identity, sexual orientation, age or veteran status.

### IV. STATUS OF UNIVERSITY AND CLINICAL SITE

The parties expressly understand and agree that the students enrolled in the Program are in attendance for educational purposes, and such students are not considered employees of University for any purpose, including, but not limited to, compensation for services, welfare and pension benefits, or workers' compensation insurance. Students are considered members of Clinical Site's "workforce" for purposes of HIPAA compliance.

### V. INSURANCE

A. University Insurance. University shall procure and maintain in force during the term of this Agreement, at its sole cost and expense, insurance in amounts reasonably necessary to protect it against liability arising from any and all negligent acts or incidents caused by University's employees. Coverage under such professional and commercial general liability insurance shall be not less than two million dollars (\$2,000,000) for each occurrence and four million dollars (\$4,000,000) in the aggregate. Such coverage shall be obtained from a carrier rated A or better by AM Best or a qualified program of self-insurance. The University shall maintain and provide evidence of workers' compensation and disability coverage as required by law. Insurance shall provide for not less than thirty (30) days' notice of cancellation to Clinical Site. University shall provide Clinical Site with evidence of the insurance required under this paragraph upon request of the Clinical Site. University shall promptly notify Clinical Site of any cancellation, reduction, or other material change in the amount or scope of any coverage required hereunder.

B. Student Insurance. School shall require that during the term of each student's clinical rotation, each student shall be covered by comprehensive general and professional liability insurance to protect the student, Facility and University against liability arising from any and all negligent acts or incidents caused by the student. Coverage under such insurance shall be with limits not less than \$1 million each claim, \$3 million policy aggregate, on a claim made basis including three (3) years extended reporting period.

C. Clinical Site Insurance. Clinical Site shall procure and maintain in force during the term of this Agreement, at its sole cost and expense, insurance in amounts that are reasonably necessary to protect it against liability arising from any and all negligent acts or incidents caused by its employees. Coverage under such professional and commercial general liability insurance shall be not less than two million dollars (\$2,000,000) for each occurrence and four million dollars (\$4,000,000) in the aggregate. Such coverage is to be obtained from a carrier rated A or better by AM Best or a qualified program of self-insurance. Clinical Site shall also maintain and provide evidence of workers' compensation and disability coverage for its employees as

required by law. Insurance shall provide for not less than thirty (30) days' notice of cancellation to University. Clinical Site shall provide University with evidence of the insurance required under this paragraph upon request of the University. Clinical Site shall promptly notify University of any cancellation, reduction, or other material change in the amount or scope of any coverage required hereunder.

## VI. INDEMNIFICATION.

A. University agrees to indemnify, defend and hold harmless Clinical Site and its affiliates, directors, trustees, officers, agents, and employees, against all claims, demands, damages, costs, expenses of whatever nature, including court costs and reasonable attorney fees, arising out of or resulting from University's sole negligence, or in proportion to the University's comparative fault.

B. Clinical Site agrees to indemnify, defend, and hold harmless University and its affiliates, directors, trustees, officers, agents, and employees, against all claims, demands, damages, costs, expenses of whatever nature, including court costs and reasonable attorney fees, arising out of or resulting from Clinical Site's sole negligence, or in proportion to the Clinical Site's comparative fault.

## VII. TERM AND TERMINATION

A. Term. This Agreement shall be effective as of the date first written above and shall remain in effect for five (5) years.

B. Renewal. This Agreement may be renewed by mutual agreement.

C. Termination. This Agreement may be terminated at any time by the written agreement or upon 30 days' advance written notice by one party to the other, PROVIDED, HOWEVER, that in no event shall termination take effect with respect to currently enrolled students, who shall be permitted to complete their training for any cohort in which termination would otherwise occur.

## VIII. GENERAL PROVISIONS

A. Amendments. In order to ensure compliance with HIPAA, the following provisions of this Agreement shall not be subject to amendment by any means during the term of this Agreement or any extensions: Section I, Paragraph E, subdivisions 5.a), 5.b), and 5.c); Section I, Paragraph F, to the extent it provides that students are members of Practicum Site's "workforce" for purposes of HIPAA; Section II, Paragraph E; and Section IV. This Agreement may otherwise be amended at any time by mutual agreement of the parties without additional consideration, provided that before any amendment shall take effect, it shall be reduced to writing and signed by the parties.

B. Assignment. Neither party shall voluntarily or by operation of law, assign or otherwise transfer this Agreement without the other party's prior written consent. Any purported assignment in violation of this paragraph shall be void.

C. Attorney's Fees. In the event that any action is brought by either party to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to recover its costs and reasonable attorney's fees, in addition to such other relief as the court may deem appropriate.

D. Captions. Captions and headings in this Agreement are solely for the convenience of the parties, are not a part of this Agreement, and shall not be used to interpret or determine the validity of this Agreement or any of its provisions.

E. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.

F. Entire Agreement. This Agreement is the entire agreement between the parties. No other agreements, oral or written, have been entered into with respect to the subject matter of this Agreement.

G. Governing Law. The validity, interpretation, and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of California.

H. Notices. Notices required under this Agreement shall be sent to the parties by certified or registered mail, return receipt requested, postage prepaid, at the addresses set forth below.

I. Clinical Site is aware of and informed about the hazards currently known to be associated with the novel coronavirus referred to as "COVID-19". Clinical Site is familiar with and informed about the Centers for Disease Control and Prevention (CDC) current guidelines regarding COVID-19 as well as applicable federal, state and local governmental directives regarding COVID-19. Clinical Site, to the best of its knowledge and belief, is in compliance with those current CDC guidelines and applicable governmental directives. If the current CDC guidelines or applicable government directives are modified, changed or updated, Clinical Site will take steps to comply with the modified, changed or updated guidelines or directives. If at any time Clinical Site becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify the Communication Disorders and Sciences Program of that fact.

IX. EXECUTION

By signing below, each of the following represent that they have authority to execute this Agreement and to bind the party on whose behalf their signature is made.

UNIVERSITY

California State University, Northridge  
Purchasing & Contract Administration  
18111 Nordhoff Street  
Northridge, CA 91330-8231

CLINICAL SITE

Monrovia Unified School District  
325 E. Huntington Drive  
Monrovia, CA 91016

Phone: 818-677-2069

Phone: 626-471-2000

Email: [mariamelissa.atienza@csun.edu](mailto:mariamelissa.atienza@csun.edu) Email: [cgranger@monroviaschools.net](mailto:cgranger@monroviaschools.net)

Signature By: \_\_\_\_\_

Signature By: \_\_\_\_\_

Name: Maria Melissa Y. Atienza  
Title: Contracts Specialist, Purchasing &  
Contract Administration

Print Name: Flint Fertig  
Print Title: Interim Superintendent

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Department of Communication Sciences & Disorders**

College of Health and Human Development

18111 Nordhoff Street

Northridge, CA 91330-8279

**Attn: Rosie Quezada, Diana Cabral, Sarah Cathcart, Odette Arman,  
Janice Woolsey, Laura Ballan**

# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### 10. 23/24-3061 - RENEWAL OF STUDENT TEACHING AGREEMENTS WITH CALIFORNIA STATE UNIVERSITY, FRESNO

#### RECOMMENDATION

The Board of Education is requested to approve the renewal of the agreements between Monrovia Unified School District and California State University, Fresno, commencing April 18, 2024, through March 31, 2027.

#### Rationale:

Board approval of the Student Teaching Agreements will allow Monrovia Unified School District to participate in the training of student teachers from California State University, Fresno, and will allow placement of intern student candidates in the classroom.

#### Background:

Approval of these agreements will give the District the benefits of having student teachers in the classroom while assisting in the preparation of future teachers from April 18, 2024, to March 31, 2027. Internship programs allow individuals to complete their preparation coursework concurrent with their first year or two in a paid teaching position. These programs are led by colleges, universities, and school districts.

#### Additional Information:

Copies of the agreements are attached.

#### ATTACHMENTS

- [CSTXMonroviaUSD Intern MOU \(1\) \(1\).pdf](#)
- [CSTXMonroviaUSD ST MOU \(1\) \(1\).pdf](#)



**California State University's CalStateTEACH Program**

**Memorandum of Understanding and Agreement  
For the Employment of University Students Who Have an Intern Credential**

This agreement is between the Monrovia Unified School District ("District") and the California State University's CalStateTEACH Program ("University"), who may be referred to collectively as the parties. This Agreement describes and confirms the expectations and responsibilities of the Parties regarding the Internship Program through which University students who hold an intern credential from the California Commission on Teacher Credentialing ("Paid Interns") will gain experience in the public school setting. This agreement does not apply to unpaid service learning placements that are part of a credentialing program.

**RECITALS**

CalStateTEACH operates a program for the education and training of candidates pursuing a California Preliminary Multiple Subject Teaching Credential with English Learner Authorization (ELA) and is accredited by the California Commission on Teacher Credentialing (CTC) with approval to offer intern options in these programs.

The District is authorized under Education Code 44320 et seq., to cooperate with institutions of higher education in providing training and experience to credential candidates who hold an intern credential ("Paid Intern").

One or more District employees who are credentialed, experienced faculty members at a District high school, middle school, or elementary school have agreed to be responsible for a class or classes assigned to a credential candidate, and may be referred to below as mentor teachers.

University employs one or more experienced credentialed teachers, administrators, or faculty who have agreed to provide direct classroom supervision and support to credential candidates and mentor teachers. Such individuals may be referred to below as university supervisors.

**TERM OF THE AGREEMENT**

This Agreement shall remain in effect for a term of 3 years beginning April 18, 2024 and ending March 31, 2027 unless terminated sooner. Either party may terminate this Agreement on 30 days' written notice to the other party; provided, however, that credential candidates shall be allowed to conclude any ongoing assignments. Performance under this Agreement shall be reviewed annually, and the parties may agree to annual extensions after expiration of the initial term.

**CTC REQUIREMENTS FOR SUPPORT AND SUPERVISION OF INTERN TEACHERS**

In 2013, the California Commission on Teacher Credentialing (CTC) adopted policies that specify the number of hours of general support and supervision, as well as additional specific English learner support and supervision, which must be provided to Paid Interns. The regulations



(California Education Code §44321; 5 Cal. Code Reg. § 80033) were approved and made part of law effective 2014.

Under the newly approved regulations, the University and District must ensure:

- A minimum of 144 hours per year (**72 hours per semester**) of support/mentoring and supervision must be provided to each Paid Intern including coaching, modeling, and demonstrating within the classroom, assistance with course planning and problem-solving regarding students, curriculum, and development of effective teaching methodologies.
- **A minimum of two hours of support/mentoring and supervision must be provided to an intern teacher every five instructional days.**
- The District must identify a mentor or other designated individual who meets the Commission's specified criteria prior to a Paid Intern assuming daily teaching responsibilities.
- An additional 45 hours per year (23 hours per semester) of support/mentoring and supervision specific to meeting the needs of English learners is required for a Paid Intern who enters the program without a valid English learner authorization listed on a previously issued Multiple Subject, Single Subject, or Education Specialist Teaching Credential or a valid English Learner Authorization or Crosscultural, Language and Academic Development (CLAD) Certificate. The additional hours of support can be provided by the credential program and/or the district employed mentor. The individual(s) providing this support must hold a valid California Teaching Credential with a valid English Learner Authorization or Crosscultural Language and Academic Development (CLAD) Certificate.

### **DISTRICT AND SCHOOL ADMINISTRATOR RESPONSIBILITIES**

1. Prior to the Paid Intern's first day as teacher of record, provide each Paid Intern with a certified, experienced district-employed mentor/liaison who will work collaboratively with the University Supervisor to support the Paid Intern in achieving competency in the Teaching Performance Expectations. District will provide documentation of appropriate credentialing of district-employed supervisor as needed.
2. Identify a District-employed supervisor who serves as an evaluator for the Paid Intern.
3. Provide new teacher orientation, on-going support and other clinical/ professional experiences for Paid Interns teaching in the District's schools under the supervision of a district-employed mentor/liaison.
4. Provide release time for participation in district group/regional group meetings and professional development activities including time to observe other exemplar teachers teaching in their classrooms.
5. District will immediately notify University if the District has knowledge of or suspects any professional or ethical violations by a Paid Intern. University will cooperate with District in any investigation concerning the reported violation.
6. District will instruct intern in school policies regarding child abuse reporting, sexual harassment and professional conduct.
7. The District is aware of and informed about the hazards currently known to be associated with the novel coronavirus referred to as "COVID-19". The District is familiar with and informed about the Centers for Disease Control and Prevention (CDC) current guidelines regarding COVID-19 as well as applicable federal, state and local governmental directives





regarding COVID-19. The District to the best of its knowledge and belief, is in compliance with those current CDC guidelines and applicable governmental directives. If the current CDC guidelines or applicable governmental directives are modified, changed or updated, the District will take the steps to comply with the modified, changed, or updated guidelines or directives. If at any time the District becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify Dr. Nan Barker (Regional Director).

### **UNIVERSITY DUTIES**

1. University will work collaboratively with the District's HR department, school site administration, and staff in the assignment of the intern.
2. University will guarantee that Paid Interns have met California Commission for Teacher Credentialing (CTC) requirements for an intern credential (Certificate of Clearance, CBEST, subject matter competence, negative tuberculosis test, U.S. Constitution) and University requirements (satisfactory completion of course work that meets the CTC pre-service requirement, a copy of the district offer of employment) prior to recommending the candidate for an intern credential.
3. University will confer regularly with District and site administration and district-employed mentor/liaison through meetings, telephone calls, and/or e-mail.
4. University will immediately notify appropriate District and site administration if University administration has knowledge of or suspects any professional or ethical violations by a Paid Intern in the school. District will cooperate with University in any investigation concerning the reported violation.
5. University will guarantee that the Paid Intern and university supervisors have appropriate TB and fingerprinting clearance.
6. University will instruct Paid Interns in state laws regarding child abuse reporting, sexual harassment and professional conduct.
7. University supervisors will conduct systematic and regular observations of Paid Interns' performances in the District's classrooms.
8. University supervisors will confer regularly with district-employed mentor/liaison and with the site administration through meetings, telephone calls, and/or e-mail.

### **UNIVERSITY SUPERVISOR AND DISTRICT-EMPLOYED MENTOR/LIAISON RESPONSIBILITIES**

1. Collaborate to ensure that the Paid Intern receives a minimum of two hours of support/mentoring and supervision every five instructional days.
2. Collaborate to ensure that the Paid Intern receives specific support and supervision in addressing the needs of English Language Learners.
3. Use the list of activities that satisfy CTC support and supervision requirements to assist the Paid Intern in identifying and participating in a broad range of experiences to support his/her growth as a teacher.
4. Assist the Paid Intern in creating networks with faculty, staff, and administrators who can provide additional support.

### **PAID INTERN RESPONSIBILITIES**

1. Document required hours weekly using the electronic log.
2. Have the electronic log verified by both the University Supervisor and District-employed



mentor/liason to ensure that he/she is receiving the required support/mentoring and supervision.

### **DISTRICT DISCRETION**

It is at the sole discretion of the District to hire a University candidate for a Paid Intern position and to terminate the assignment in accordance with District policies and procedures. The District will notify the University of any Review that could result in termination. The University will notify the CTC to withdraw the intern credential of a Paid Intern who is terminated by the District

### **LIABILITY INSURANCE & WORKERS' COMPENSATION**

The University shall take out and maintain a "claims-made" policy of general liability and professional liability insurance (including personal injury with limits not less than \$1 million per loss and damage to property of others up to \$5,000 per incident), with extended reporting period of three (3) years, covering Student Teachers, and naming District as an additional named insured under such insurance policy or policies. Further, University agrees to maintain professional and comprehensive general liability insurance, with no exclusion for molestation or abuse, at a minimum of Five Million Dollars (\$5,000,000) per occurrence and Twenty Million Dollars (\$20,000,000) in aggregate throughout the course of this Agreement.

Further, University shall provide written notice that should any of the above described policies be cancelled before the expiration thereof, notice will be delivered in accordance with the policy provisions. University also agrees to maintain statutory Workers' Compensation coverage on Student Teachers, any individuals characterized as employees of University and instructors working at District pursuant to this Agreement at all times during the course of this Agreement.

University shall provide certificates evidencing all coverage referred to in this Section within thirty (30) days of execution of this Agreement and thereafter, on an annual basis. If the coverage is on a claims-made basis, University hereby agrees that not less than thirty (30) days prior to the effective date of termination of University's current insurance coverage or termination of this Agreement, University shall either purchase three (3) year tail coverage per claim or provide proof of continuous coverage in the above stated amounts for all claims arising out of incidents occurring prior to termination of University's current coverage or prior to termination of this Agreement, as applicable, and provide District a certificate of insurance evidencing such coverage.

The University is permissibly self-insured through the State of California for automobile liability.

The District shall maintain automobile liability, general liability, workers' compensation and errors and omissions liability coverages for themselves and their respective employees. Errors or omissions liability coverage shall include coverage for negligence relating to alleged sexual misconduct and shall be on an occurrence basis. Automobile liability coverage must apply to owned, non-owned and hired automobiles. The required coverage may be provided by way of adequately documented individual or pooled self-insurance.



The District shall be named as an additional insured or covered party on the liability coverages maintained by the University, and such coverages shall be primary to any coverages maintained by the District. Limits of liability for each type of liability coverage shall be at least \$1 million per claim per occurrence/ \$2 million aggregate.

District shall maintain workers' compensation coverage applicable to its employees, including Paid Interns.

### **INDEMNIFICATION**

University shall defend, indemnify and hold District and its officials, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of University, its officials, agents, or employees.

District shall defend, indemnify and hold University, its officials, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damage arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of District, its officials, agents, or employees.

### **ADDITIONAL PROVISIONS**

1. Nothing contained in this Agreement shall be deemed or construed to create a joint venture, partnership, principal-agent or employment relationship between the parties and neither party shall have the authority to bind the other party for any purpose.
2. This Agreement and the rights and obligations of the parties shall be governed and construed by the laws of the State of California. Any lawsuit concerning or arising out of this Agreement shall be venued in the county in which the District is located.
3. This Agreement supersedes all prior and contemporaneous agreements and understandings between the parties, both oral and written, with respect to its subject matter and constitutes the complete agreement and understanding between the parties, unless modified in a writing executed by both parties.
4. In the event of a dispute between the parties arising from this Agreement, the parties agree to mediate the dispute before initiating litigation. The Parties agree that with regard to any dispute or claim related to this Agreement, prior to the initiation of a lawsuit or other legal action, they shall and must, in good faith, submit the claim or dispute to mediation with any mutually agreeable neutral. The costs of the neutral will be split equally between the Parties. The prevailing party shall be entitled to recovery from the losing party the prevailing party's reasonable expenses (fees and costs) incurred in the lawsuit or legal action as allowed by law.
5. If any provision of this Agreement is determined to be invalid or unenforceable, that provision shall be amended to achieve as nearly as possible the same effect as the original provision, and the remainder of this Agreement shall remain in full force and effect.
6. No delay or failure by either party to act in the event of a breach or default hereunder shall be construed as a waiver of that or any succeeding breach or a waiver of the provision itself.



7. This Agreement may be executed in any number of counterparts, each of which shall be an original as against any party whose signature appears and all of which together shall constitute one and the same instrument

Signed this \_\_\_\_\_ date of \_\_\_\_\_.

\_\_\_\_\_  
School District Designee

\_\_\_\_\_  
Brian Cotham, Director of Procurement and Support Services  
California State University's CalStateTEACH



## **California State University's CalStateTEACH Program**

### **Memorandum of Understanding and Agreement to Provide Student Teacher Placements to University Students**

This agreement is between the Monrovia Unified School District (“District”) and the California State University’s CalState TEACH Program (“University”), who may be referred to collectively as the parties. This Agreement describes and confirms the expectations and responsibilities of the Parties regarding the Student Teaching Program through which University students enrolled in a credentialing program (“Student Teachers”) will gain experience in the public school setting.

#### **TERM OF THE AGREEMENT**

This Agreement shall remain in effect for a term of 3 years beginning April 18, 2024 and ending March 31, 2027 unless terminated sooner. Either party may terminate this Agreement on 30 days’ written notice to the other party; provided, however, that credential candidates shall be allowed to conclude any ongoing assignments. Performance under this Agreement shall be reviewed annually, and the parties may agree to annual extensions after expiration of the initial term.

#### **DISTRICT AND SCHOOL ADMINISTRATOR RESPONSIBILITIES**

1. The District will provide the Student Teachers with supervised clinical experience. The District’s Designated Supervisor(s) will hold an appropriate degree, credential or license in the specified field, if any is required for that field, and at least five years’ experience in that field. The Supervisor will provide the Student Teacher with at least two hours of face-to-face supervision per week for the duration of the student teacher placement. Supervision may be shared among more than one qualified District staff member.
2. The District will designate a member of its staff to participate with the University’s designee in planning, implementing, and coordinating the Student Teaching Program.
3. The District will maintain complete records and reports on each Student Teacher’s performance and provide an evaluation to the University on forms the University shall provide.
4. The District may, in its sole discretion, refuse to accept as a participant in the Student Teaching Program any University student assigned to participate, and, upon request of the District, University shall withdraw the assignment of any University student participant.
5. After the District accepts the assignment of a Student Teacher, the District may terminate the student teaching placement for “good cause.” “Good cause” may include, but is not limited to failure to perform satisfactorily, refusal to follow District administrative policies, procedures, rules and regulations, or violation of any federal or state law. The District will immediately notify University in writing if it terminates an assignment. The District reserves the right to ban anyone from District facilities when the District finds, in its sole discretion that the presence of the person poses a threat or disrupts operations. University is responsible for informing its student participants of the provisions of this Section. District will immediately notify University, if District knows or suspects any professional or ethical or legal violations. University will cooperate with District in any



investigation concerning the reported violation.

6. District shall, on any day when a Student Teacher is receiving training at its facilities, arrange for the Student Teacher to receive any necessary emergency health care or first aid for accidents occurring in its facilities. Except as provided in this paragraph, District shall have no obligation to furnish medical care, surgical care or other health care to any Student Teacher.
7. The District is aware of and informed about the hazards currently known to be associated with the novel coronavirus referred to as “COVID-19”. The District is familiar with and informed about the Centers for Disease Control and Prevention (CDC) current guidelines regarding COVID-19 as well as applicable federal, state and local governmental directives regarding COVID-19. The District to the best of its knowledge and belief, is in compliance with those current CDC guidelines and applicable governmental directives. If the current CDC guidelines or applicable governmental directives are modified, changed or updated, the District will take the steps to comply with the modified, changed, or updated guidelines or directives. If at any time the District becomes aware that it is not in compliance with CDC guidelines or an applicable governmental directive, it will notify Dr. Nan Barker (Regional Director).

#### **UNIVERSITY RESPONSIBILITIES**

1. University will work collaboratively with the District’s HR department, school site administration, and staff in the assignment of the Student Teacher.
2. University will confer regularly with District and site administration and district-employed mentor/liaison through meetings, telephone calls, and/or e-mail.
3. University will immediately notify appropriate District and site administration if University administration has knowledge of or suspects any professional or ethical violations by a Student Teacher in the school. University and District agree they will cooperate in any investigation concerning the reported violation.
4. University will guarantee that Student Teachers and university supervisors have appropriate tuberculosis and fingerprinting clearance, including subsequent arrest notification service.
5. University will instruct Student Teachers in state laws regarding child abuse reporting, sexual harassment and professional conduct.
6. University supervisors will conduct systematic and regular observations of Student Teachers’ performances in the District’s classrooms.
7. University will be responsible for ensuring that Student Teachers have appropriate insurance coverage.

#### **STUDENT TEACHER RESPONSIBILITIES**

1. Provide the District with the following documentation:
  - a. a copy of the letter from the University assigning the student to the District.
  - b. a background check fingerprint clearance report.
  - c. a negative tuberculosis test result, and
2. Comply with all applicable terms and provisions of this Agreement while serving as a Student Teacher.
3. Comply with the District’s policies and procedures, and applicable state and federal laws



and regulations while serving as a Student Teacher.

4. Provide services to District pupils only under the direct supervision of District staff.
5. Maintain the confidentiality of pupil information. No Student Teacher will have access to or have the right to receive any District pupil records, except to the extent necessary in the regular course of assisting in providing services to pupils as part of the student teacher program. The discussion, transmission, or narration in any form by Student Teachers of any individually identifiable pupil information, educational, medical or otherwise, which is obtained in the course of the student teacher program is forbidden except as a necessary part of the practical student teacher experience. Otherwise, Student Teachers shall use de-identified information only (and not personally identifiable pupil information) in any discussions about the student teacher experience with University, its employees, agents or others.

### **STATUS OF DISTRICT AND UNIVERSITY STUDENTS**

The parties expressly understand and agree that all University students serving as Student Teachers in District schools pursuant to this Agreement are doing so for educational purposes only, and Student Teachers are not considered employees of the District for any purpose, including, but not limited to, compensation for services, welfare and pension benefits, or workers' compensation insurance. It is the responsibility of University to provide notice to its student participants of the provisions of this Section. The provisions of this Section shall survive the termination or expiration of this Agreement.

### **LIABILITY INSURANCE & WORKERS' COMPENSATION**

The University shall take out and maintain a "claims-made" policy of general liability and professional liability insurance (including personal injury with limits not less than \$1 million per loss and damage to property of others up to \$5,000 per incident), with extended reporting period of three (3) years, covering Student Teachers, and naming District as an additional named insured under such insurance policy or policies. Further, University agrees to maintain professional and comprehensive general liability insurance, with no exclusion for molestation or abuse, at a minimum of Five Million Dollars (\$5,000,000) per occurrence and Twenty-Five Million Dollars (\$25,000,000) in aggregate throughout the course of this Agreement.

Further, University shall provide written notice that should any of the above described policies be cancelled before the expiration thereof, notice will be delivered in accordance with the policy provisions. University also agrees to maintain statutory Workers' Compensation coverage on Student Teachers, any individuals characterized as employees of University and instructors working at District pursuant to this Agreement at all times during the course of this Agreement.

University shall provide certificates evidencing all coverage referred to in this Section within thirty (30) days of execution of this Agreement and thereafter, on an annual basis. If the coverage is on a claims-made basis, University hereby agrees that not less than thirty (30) days prior to the effective date of termination of University's current insurance coverage or termination of this Agreement, University shall either purchase three (3) year tail coverage per claim or provide proof of continuous coverage in the above stated amounts for all claims arising out of incidents occurring prior to termination of University's current coverage or prior to termination of this Agreement, as applicable, and provide District a certificate of insurance evidencing such coverage.



The University is permissibly self-insured through the State of California for automobile liability.

The District shall be named as an additional insured or covered party on the liability coverages maintained by the University set forth above, and such coverages shall be primary to any coverages maintained by the District. Limits of liability for each type of liability coverage shall be at least \$1 million per claim per occurrence/ \$2 million aggregate.

### **NO WORKERS' COMPENSATION LIABILITY**

The Parties agree that the District is not to assume, nor shall it assume by this Agreement any liability under the California Workers' Compensation Insurance and Safety Act for, by or on behalf of any Student Teacher or University employees while they are on the premises of the District or while performing any duty whatsoever under the terms of the Agreement or while going to or from any of the student teacher placement sites. University shall provide written notice to each Student Teacher regarding the lack of coverage of Workers' Compensation insurance by the District.

### **INDEMNIFICATION**

University shall defend, indemnify and hold District and its officials, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of University, its officials, agents, or employees.

District shall defend, indemnify and hold University, its officials, employees and agents, harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damage arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of District, its officials, agents, or employees.

### **ADDITIONAL PROVISIONS**

1. Nothing contained in this Agreement shall be deemed or construed to create a joint venture, partnership, principal-agent or employment relationship between the parties and neither party shall have the authority to bind the other party for any purpose.
2. This Agreement and the rights and obligations of the parties shall be governed and construed by the laws of the State of California. Any lawsuit concerning or arising out of this Agreement shall be venued in the county in which the District is located.
3. This Agreement supersedes all prior and contemporaneous agreements and understandings between the parties, both oral and written, with respect to its subject matter and constitutes the complete agreement and understanding between the parties, unless modified in a writing executed by both parties.
4. In the event of a dispute between the parties arising from this Agreement, the parties agree to mediate the dispute before initiating litigation. The Parties agree that with regard to any dispute or claim related to this Agreement, prior to the initiation of a lawsuit or other legal action, they shall and must, in good faith, submit the claim or dispute to mediation with any mutually agreeable neutral. The costs of the neutral will be split equally between the Parties. The prevailing party shall be entitled to recovery from the losing party the





prevailing party's reasonable expenses (fees and costs) incurred in the lawsuit or legal action as allowed by law.

5. If any provision of this Agreement is determined to be invalid or unenforceable, that provision shall be amended to achieve as nearly as possible the same effect as the original provision, and the remainder of this Agreement shall remain in full force and effect.
6. No delay or failure by either party to act in the event of a breach or default hereunder shall be construed as a waiver of that or any succeeding breach or a waiver of the provision itself.
7. This Agreement may be executed in any number of counterparts, each of which shall be an original as against any party whose signature appears and all of which together shall constitute one and the same instrument.

Signed this \_\_\_\_\_ date of \_\_\_\_\_.

\_\_\_\_\_  
School District Designee

\_\_\_\_\_  
Brian Cotham, Director of Procurement and Support Services  
California State University's CalStateTEACH

# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### 11. 23/24-3062 - QUARTERLY UNIFORM COMPLAINT

#### RECOMMENDATION

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

#### Rationale:

This quarterly report to the Board of Education will summarize any complaints addressing insufficient instructional materials, teacher vacancies and/or misassignment, and emergency or urgent facility conditions from January 1 to March 31, 2024.

#### Additional Information:

A copy of the report is attached.

## ATTACHMENTS



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

**Williams Lawsuit Settlement  
Quarterly Report on Uniform Complaints 2023-2024**

District Name: Monrovia Unified School District

Date: 04/01/2024

Person completing this form: Greg Puccia, Ed. D.

Title: Assistant Superintendent, HR.

Quarter covered by this report (Check One Below):

- |   |                          |                       |
|---|--------------------------|-----------------------|
| <input type="checkbox"/> 1st QTR            | July 1 to September 30   | Due: October 13, 2023 |
| <input type="checkbox"/> 2nd QTR            | October 1 to December 31 | Due: January 12, 2024 |
| <input checked="" type="checkbox"/> 3rd QTR | January 1 to March 31    | Due: April 12, 2024   |
| <input type="checkbox"/> 4th QTR            | April 1 to June 30       | Due: July 12, 2024    |

Date for information to be reported publicly at governing board meeting: 04/17/2024

Please check the box that applies:

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

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

Print Name of District Superintendent Flint Fertig, Interim Superintendent.

Signature of District Superintendent  Date 4-9-24

Submit the **Quarterly Summary** using Canvas Account:  
<https://lacoepd.instructure.com/courses/715>

**or mail to:**

Los Angeles County Office of Education  
c/o Francisco Jimenez, Williams Instructional Materials  
9300 Imperial Highway, ASM/Williams ECW 284  
Downey, CA 90242

Telephone: (562) 803-8382  
FAX: (562) 803-8325  
E-Mail: [Jimenez\\_Francisco@lacoepd.edu](mailto:Jimenez_Francisco@lacoepd.edu)

# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

**12. 23/24-5020 - MEMORANDUM OF AGREEMENT BETWEEN MONROVIA UNIFIED SCHOOL DISTRICT, THE CITY OF MONROVIA, AND CENTRE STAGE PRODUCTIONS FOR THE ORGANIZATION AND PRODUCTION OF THE 2024 MONROVIA DAYS PARADE & FESTIVAL**

## RECOMMENDATION

The Board of Education is requested to approve a Memorandum of Agreement (MOA) between the District, the City of Monrovia, and Centre Stage Productions, for the organization and production of the upcoming 2024 Monrovia Days Parade & Festival on May 16-19, 2024.

## Rationale:

This year's Monrovia Days Library Park Parade & Festival will take place on May 16-19, 2024. The attached MOA between the three parties (City of Monrovia, Monrovia USD & Centre Stage) is intended to structure the collaboration that equitably divides the work necessary to produce the Monrovia Days event. The MOA details the contributions expected of each party towards the production, organization, and finances of the Monrovia Days event.

## Background:

The Monrovia Days Library Park Parade & Festival was created to be a celebration of the birthday of the City of Monrovia, the outstanding spirit of the the Monrovia community, the excellence of Monrovia public schools, and the importance of the Performing Arts in Monrovia.

## Budget Implication (\$ Amount):

The District's financial contribution for this MOA is \$15,000, to be paid from general funds.

## Additional Information:

The MOA is attached.

## ATTACHMENTS

- [MOA 2024 Monrovia Days.pdf](#)

## MEMORANDUM OF AGREEMENT

BETWEEN THE CITY OF MONROVIA ("City"), THE MONROVIA UNIFIED SCHOOL DISTRICT ("MUSD"), AND CENTRE STAGE INC. ("CSI"), FOR THE 2024 MONROVIA DAYS PROGRAM

This Memorandum of Agreement ("MOA") is entered into as of April 16, 2024, by and between the City of Monrovia ("City"), the Monrovia Unified School District ("District"), and Centre Stage, Inc. ("CSI"), (City, District, and CSI are referred to collectively herein as "Parties" or individually as a "Party") for the organization and production of the 2024 Monrovia Days Event.

### RECITALS

Whereas, Monrovia Days is traditionally a celebration of the birthday of the City of Monrovia, the outstanding spirit of community, the excellence of Monrovia public schools ("Celebrating our Scholars and Champions"), and the importance of the Performing Arts in Monrovia; and

Whereas, all Parties agree to host an event that focuses on the local Monrovia community; and

Whereas, all Parties agree to develop an event that is low-cost and accessible for all Monrovia; and

Whereas, all Parties agree to operate openly with complete transparency; and

Whereas, in recent years, the organization and production of Monrovia Days has been a collaborative effort between the Parties; and

Whereas, in executing this MOA, the Parties intend to structure their collaboration in a way that equitably divides the work necessary to produce Monrovia Days in 2024.

### AGREEMENT

#### 1. Event.

Monrovia Days 2024 shall take place May 16-19, 2024. The event shall include live entertainment, a carnival, game booths, and a parade in Old Town Monrovia, as well as other ancillary events as determined by the Steering Committee.

2. **Term.** The Term of this MOA shall be from April 16, 2024, through the date the Steering Committee completes the Final Review and Accounting specified in Section 8. At the end of a Term of the MOA, the Parties may mutually and unanimously agree to extend the Term of this MOA for an additional year.

#### 3. Structure.

The Steering Committee for Monrovia Days shall include the following:

- City of Monrovia City Council Representative
- Monrovia Unified School District Board Representative
- City of Monrovia City Manager
- Monrovia Unified School District Superintendent
- Monrovia Unified School District Deputy Superintendent
- Monrovia Unified School District Performing Arts Director
- City of Monrovia Community Services Director
- Centre Stage Director

The Steering Committee shall provide general oversight over the event and facilitate the work of the Parties to carry out each Party's responsibilities as specified in this MOA. Steering Committee Members shall attempt to reach consensus on Steering Committee decisions, but a simple majority vote of the Committee Members shall be sufficient to - adopt Steering Committee decisions. Each Party may assign appropriate staff members to assist the Steering Committee with its work.

### **3. City's Obligations.**

During the term of this MOA City shall:

a. Plan, supervise, provide staffing for, permit, and execute Monrovia Days events that occur on City property including, without limitation, all events in Library Park and throughout Old Town. The Parties may mutually agree that a Party other than the City will take charge of individual events or tasks.

b. Make appropriate City property reasonably available for Monrovia Days events.

c. Provide cash accounting and management for all cash revenues derived from Monrovia Days. City shall create a separately accounted for fund into which all Monrovia Days revenue shall be deposited. City shall maintain cash accounting records that comply with Generally Accepted Accounting Principles, and shall make all such records reasonably available to the Parties upon request, and to the Members of the Steering Committee at Committee meetings.

d. Obtain all necessary permits, licenses, health permits, and street closures necessary to stage all Monrovia Days events.

e. Provide police and fire protection and additional event security, as deemed necessary at the sole discretion of City's Police and Fire Chiefs, respectively.

f. Secure sponsorships from community stakeholders to offset the cost of the overall event.

g. Maintain complete and accurate financial records of all of City's expenditures and costs (both cash and in-kind) relating to Monrovia Days, with the exception of all costs associated with the participation of City-related groups and individuals in the Monrovia Days events, which shall be borne solely by City. The expenditure records shall be made available to the other Parties upon reasonable request, and to the Members of the Steering Committee at Committee meetings.

h. Publicize Monrovia Days through City communications and social media.

i. Participate in meetings of the Steering Committee.

### **4. District's Obligations.**

During the term of this MOA District shall:

a. Organize and facilitate the participation of District-related groups and individuals, as appropriate.

b. Publicize Monrovia Days through District communications and social media.

c. Organize the participation from all MUSD Schools.

d. Organize the participation from various MUSD Performing groups to perform on stage during the three-day festival.

e. Contribute \$15,000 payable to the City of Monrovia for the cost of the overall event to be paid to the City by May 15, 2024.

f. Maintain complete and accurate financial records of all of District's expenditures and costs (both cash and in-kind) relating to Monrovia Days, with the exception of all costs associated with the participation of District-related groups and individuals in the Monrovia Days Parade and other events, which shall be borne solely by District. The expenditure records shall be made available to the other Parties upon reasonable request and to the Members of the Steering Committee at Committee meetings.

g. Participate in meetings of the Steering Committee.

#### **5. CSI's (Centre Stage Inc.) Obligations.**

During the term of this MOA, CSI shall:

a. Organize and facilitate the production of live stage entertainment featuring a variety of individuals and groups in Library Park throughout Monrovia Days, and performances by CSI - related groups.

b. Publicize Monrovia Days through CSI communications and social media. As well as update and maintain the Monrovia Days website and Instagram.

c. Organize and operate up to one concession stand selling various carnival-style food, including, but not limited to nachos, pretzels, churros, chips, and drinks (soda and water). All revenue may be held with CSI; however, a report on the total revenue will be included as a part of the Final Accounting.

d. Maintain complete and accurate financial records of all of CSI's expenditures and costs (both cash and in-kind) relating to Monrovia Days students and families with the exception of all costs associated with the participation of CSI groups and individuals in the Monrovia Days events, which shall be borne solely by CSI. The expenditure records shall be made available to the other Parties upon reasonable request and to the Members of the Steering Committee at Committee meetings.

e. Organize and operate a beer garden selling beer for a fee where all revenue is held by CSI; however, a report on the total revenue will be included as a part of the Final Accounting.

f. Participate in meetings of the Steering Committee.

#### **6. Mutual Obligations.**

During the term of this MOA each Party shall:

a. Be solely responsible for, indemnify, and hold every other Party harmless against any claim, damage, or liability arising from the Party's participation in this MOA and the Monrovia Days event, including, without limitation, the participation of the Party's employees and/or volunteers.

b. Comply with all applicable laws, including, without limitation, the terms of any permit or license issued by any governmental entity for the Monrovia Days events.

c. Maintain in full effect and at the Party's sole cost such policy or policies of insurance as the Party deems reasonably necessary to insure its activities hereunder including,

without limitation, workers' compensation insurance with policy limits at least the minimum required by applicable law.

d. Not incur any cost or liability on behalf of another Party without that Party's advance written consent.

e. Provide the services of such staff members as the Party deems necessary to carry out its obligations under this Agreement. The reasonable and proportional costs of each staff member shall be considered a cost or expenditure of the paying Party.

## **7. Finances.**

Each Party shall fully fund the costs of that Party's participation in the Monrovia Days activities, and the tasks assigned to that Party by the Steering Committee or pursuant to this MOA. Each Party shall maintain complete records of its expenditures and revenues pursuant to this MOA and shall, not later than June 15, 2022, provide a complete copy of its expenditure and revenue records to the Steering Committee for the preparation of a Final Review and Accounting of the event.

## **8. Final Review and Accounting.**

Within thirty (30) calendar days following the receipt of each Party's records of Monrovia Days expenditures and revenues, City's Director of Finance shall provide the Steering Committee and each Party with a Final Review and Accounting of Monrovia Days revenues and expenditures. If such Final Review and Accounting indicates that total revenues exceeded total expenditures, the Parties shall be reimbursed for their expenditures on a *pro rata* basis equivalent to the percentage of total costs and expenditures for Monrovia Days that party incurred. As an illustration, if the Parties paid 50%, 30% and 20%, respectively, of Monrovia Days costs and expenditures, each Party would receive the corresponding percentage of remaining revenue reimbursement available based on the Final Review and Accounting. If there is a surplus of revenue remaining after each Party has been reimbursed for its costs and expenditures, the Steering Committee shall meet and determine the disposition of that remaining revenue.

## **9. Miscellaneous Provisions.**

a. This MOA represents the fully integrated and complete agreement between the Parties as to its subject. No other agreement, promise, practice or amendment to this MOA shall be valid and binding unless memorialized in writing and executed by each of the Parties.

b. Each of the Parties hereto warrants and represents that the individual who executes this MOA on behalf of the Party is duly-authorized to do so, and that the other parties may rely on such representation.

c. Once executed, this MOA may not be terminated by any Party hereto except in the case of a material breach by any Party which is not corrected within ten (10) business days following written notice of such breach from one Party to another.

d. This MOA shall be interpreted according to the local laws of the State of California, as if jointly drafted by all the Parties. No ambiguity in drafting shall be applied to the detriment of any Party as the drafter.

e. This MOA may be executed in identical counterpart copies, each of which shall be an original, but all of which taken together shall constitute one and the same agreement.



The Parties, through their respective authorized representatives, have executed this MOA as of the date set forth above.

[SIGNATURES ON FOLLOWING PAGE]

**CITY OF MONROVIA**

By: \_\_\_\_\_  
Dylan Feik, City Manager

Date: \_\_\_\_\_

ATTEST: \_\_\_\_\_  
Alice D. Atkins, MMC, City Clerk

Date: \_\_\_\_\_

**MONROVIA UNIFIED SCHOOL DISTRICT**

By: \_\_\_\_\_  
Flint Fertig, Interim Superintendent

Date: \_\_\_\_\_

**Centre Stage Inc.**

By: \_\_\_\_\_  
Kelly Milliken, President

Date: \_\_\_\_\_

# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### 1. 23/24-1088 - PUBLIC REVIEW OF RECOMMENDED TEXTBOOKS - ELEMENTARY MATH

#### RECOMMENDATION

The Board of Education is requested to accept for public review the textbook Eureka Math<sup>2</sup> by Great Minds for use as the elementary mathematics curriculum beginning in the 2024-25 school year, prior to its adoption.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Gholar \_\_, Board Member Lockerbie \_\_, Board Member Travanti \_\_,  
Board Member Hammond \_\_, Board President Anderson \_\_.

#### Rationale:

The current curriculum for elementary mathematics was adopted ten (10) years ago in 2014. Although the California Common Core State Standards for Mathematics have not changed, the California Mathematics Framework has changed significantly with implications for both math curriculum and instruction. Our elementary students need a math curriculum aligned with the Framework that better meets the needs of our students. The Eureka Math<sup>2</sup> curriculum was pilot-tested by a group of teachers representing each school site and a range of grade levels. It was the preferred choice based on surveys sent to all elementary teachers. Teachers appreciated Eureka Math<sup>2</sup> for its comprehensive scope and sequence, the variety of digital tools available, and the engaging instructional experiences for students.

#### Background:

The textbook will be on display for public review for 35 days, April 17 through May 22, 2024, in the lobby of the Monrovia Unified School District office, 325 East Huntington Drive, Monrovia, California, 91016.

#### Budget Implication (\$ Amount):

The estimated cost for the textbooks, teaching materials, and digital platform is \$464,000. This will be paid with state lottery funds allocated to the district and funds from the discretionary block grant. The cost aims to cover a three-year contract.

#### Legal References:

Board Policy 6161.1 requires submission of a proposed textbook to the Board of Education for adoption following a thirty (30) day public display. This agenda item is the equivalent of a "first reading" in the adoption process.

## ATTACHMENTS

# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### 2. 23/24-1089 - PUBLIC REVIEW OF RECOMMENDED TEXTBOOKS - SECONDARY SCHOOL MATHEMATICS

#### RECOMMENDATION

The Board of Education is requested to accept for public review the textbooks Reveal Math Courses 1, 2, and 3 by McGraw Hill for use as the middle school math curriculum, beginning in the 2024-25 school year, prior to their adoption.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_  
Board Member Gholar \_\_, Board Member Lockerbie \_\_, Board Member Travanti \_\_,  
Board Member Hammond \_\_, Board President Anderson \_\_.

#### Rationale:

The current curriculum being utilized for middle school mathematics was adopted six (6) years ago in 2018. Although the California Common Core State Standards for Mathematics have not changed, the California Mathematics Framework has changed significantly with implications for both math curriculum and instruction. Our secondary students need a math curriculum that is aligned with the Framework and better meets the needs of our students. The McGraw Hill Reveal Math curricula were pilot-tested by a group of teachers representing each school site and a range of grade levels, and each was the preferred choice based on surveys completed by mathematics teachers and students involved in the pilots. Feedback was also gathered from math department meetings at each school site. Teachers appreciate the curricula for the comprehensive scope and sequence, the variety of digital tools available, and the engaging instructional experiences for students.

#### Background:

The textbooks will be on display for public review for 35 days, starting on April 17 through May 22, 2024, at the Monrovia Unified School District Administrative Office lobby located on 325 East Huntington Drive, Monrovia, California, 91016.

#### Budget Implication (\$ Amount):

The estimated cost for the textbooks and teaching materials is \$136,057.32, which will be paid with state lottery funds allocated to the district as well as funds from the discretionary block grant.

#### Legal References:

Board Policy 6161.1 requires submission of a proposed textbook to the Board of Education for adoption following a thirty (30) day public display. This agenda item is the equivalent of a "first reading" in the adoption process.

## **Additional Information:**

### **ATTACHMENTS**

- [List - Secondary School Mathematics.pdf](#)

<b>Course</b>	<b>Grade(s)</b>	<b>Text</b>	<b>Publisher</b>	<b>ISBN</b>
Math 6	6	Reveal Math, Course 1	McGraw Hill	9780076977932
Math 7	7	Reveal Math, Course 2	McGraw Hill	9780076977949
Math 8	8	Reveal Math, Course 3	McGraw Hill	9780076977956

# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### 3. 23/24-1090 - PUBLIC REVIEW OF RECOMMENDED TEXTBOOKS - SECONDARY SCHOOL INTEGRATED MATHEMATICS

#### RECOMMENDATION

The Board of Education is requested to accept for public review the textbooks Integrated Math I, II, and III by Carnegie Learning for use in secondary schools, beginning in the 2024-25 school year, prior to their adoption.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Gholar\_\_, Board Member Lockerbie\_\_, Board Member Travanti\_\_, Board Member Hammond\_\_, Board President Anderson\_\_.

#### Rationale:

The current curriculum being utilized for integrated mathematics was adopted nine (9) years ago in 2015. Although the California Common Core State Standards for Mathematics have not changed, the California Mathematics Framework has changed significantly with implications for both math curriculum and instruction. Our secondary students need a math curriculum that is aligned with the Framework and better meets the needs of our students. The Carnegie Integrated Math curriculum was pilot-tested by a group of teachers representing each school site and a range of grade levels, and each was the preferred choice based on surveys completed by mathematics teachers and students involved in the pilots. Feedback was also gathered from math department meetings at each school site. Teachers appreciate both curricula for the comprehensive scope and sequence, the variety of digital tools available, and the engaging instructional experiences for students.

#### Background:

The textbooks will be on display for public review for 35 days, starting on April 17 through May 22, 2024, at the Monrovia Unified School District office lobby (325 East Huntington Drive, Monrovia, California 91016.)

#### Budget Implication (\$ Amount):

The estimated cost for the textbooks and teaching materials is \$512,324.26, which will be paid with state lottery funds allocated to the district as well as funds from the discretionary block grant.

#### Legal References:

Board Policy 6161.1 requires submission of a proposed textbook to the Board of Education for adoption following a thirty (30) day public display. This agenda item is the equivalent of a "first reading" in the adoption process.

## ATTACHMENTS

- [List - Secondary School Integrated Mathematics.pdf](#)



<b>Course</b>	<b>Grade(s)</b>	<b>Text</b>	<b>Publisher</b>	<b>ISBN</b>
Integrated Math I	8-12	Integrated Math I, Volume 1	Carnegie Learning	978-1-68459-763-5
Integrated Math I	8-12	Integrated Math I, Volume 2	Carnegie Learning	978-1-68459-764-2
Integrated Math I	8-12	Integrated Math I, Student Skills Practice	Carnegie Learning	978-1-68459-768-0
Integrated Math II	9-12	Integrated Math II, Volume 1	Carnegie Learning	978-1-68459-770-3
Integrated Math II	9-12	Integrated Math II, Volume 2	Carnegie Learning	978-1-68459-771-0
Integrated Math II	9-12	Integrated Math II, Student Skills Practice	Carnegie Learning	978-1-68459-775-8
Integrated Math III	9-12	Integrated Math III, Volume 1	Carnegie Learning	978-1-68459-777-2
Integrated Math III	9-12	Integrated Math III, Volume 2	Carnegie Learning	978-1-68459-778-9
Integrated Math III	9-12	Integrated Math III, Student Skills Practice	Carnegie Learning	978-1-68459-782-6



# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### 4. 23/24-1091 - PUBLIC REVIEW OF RECOMMENDED TEXTBOOK - SECONDARY ENGLISH LANGUAGE DEVELOPMENT

#### RECOMMENDATION

The Board of Education is requested to accept for public review the textbook Edge by National Geographic Cengage for use in secondary schools, beginning in the 2024-25 school year, prior to its adoption.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_  
Board Member Gholar\_\_, Board Member Lockerbie\_\_, Board Member Travanti\_\_,  
Board Member Hammond\_\_, Board President Anderson\_\_.

#### Rationale:

The National Geographic Cengage Edge curricula are aligned with the current ELD content standards and were pilot-tested by a group of teachers representing each school site and a range of grade levels. Based on surveys completed by teachers involved in the pilot, they were the preferred choice. Teachers appreciated how Edge provided diverse texts, strategies, and interventions for English learner students. The current curriculum being utilized for secondary school English Language Development (ELD) courses was adopted in 2009.

#### Background:

The textbooks will be on display for public review for 35 days, April 17 through May 22, 2024, in the lobby of the Monrovia Unified School District office, 325 East Huntington Drive, Monrovia, California 91016.

#### Budget Implication (\$ Amount):

The estimated cost for the textbooks and teaching materials is approximately \$75,000 and will be paid with state lottery funds allocated to the district as well as funds from the discretionary block grant.

#### Legal References:

Board Policy 6161.1 requires submission of a proposed textbook to the Board of Education for adoption following a thirty (30) day public display. This agenda item is the equivalent of a "first reading" in the adoption process.

#### ATTACHMENTS

# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### 5. 23/24-1092 - NEW COURSE OFFERINGS FOR HIGH SCHOOL STUDENTS - EARLY COLLEGE

#### RECOMMENDATION

The Board of Education is requested to approve the following new course offerings for Monrovia High School students as part of the Early College Program: Introduction to Cultural Anthropology, Introduction to Sociology, Introduction to Physical Anthropology, Introduction to Physical Anthropology Lab, Motion Picture Appreciation, Physical Geography, Introduction to Psychology, and Marriage, Family, and Intimate Relationships.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_  
Board Member Gholar \_\_, Board Member Lockerbie \_\_, Board Member Travanti \_\_,  
Board Member Hammond \_\_, Board President Anderson \_\_.

#### Rationale:

As part of MUSD's mission to increase access to higher-level courses to raise the number of students who complete high school and become both college and career-ready, the listed courses are being presented for approval. Additionally, the Early College Program courses satisfy the requirements of the Intersegmental General Education Transfer Curriculum and are a requirement for the Associate Degree for Transfer in Sociology.

#### Background:

The Early College Program course descriptions have been adopted from Citrus College's catalog course descriptions for the equivalent courses. The Early College semester-long courses will earn Monrovia Unified School District students three (3) units of transferable college credit while simultaneously earning 10 units of elective credit at Monrovia High School.

#### Budget Implication (\$ Amount):

Textbooks for the Monrovia High School Early College courses are approximately \$85 per student. The total anticipated cost for 32 students is approximately \$2,800 per course (approximately \$22,400). All textbook, curriculum, and training costs will be paid from the Career Technical Education Incentive Grant Round 7.

#### Additional Information:

Copies of the new course descriptions are attached.

## ATTACHMENTS

- [New Course Offerings Combined Attachments 04.17.2024.pdf](#)



## Course Description

<b>1. Course Title:</b> Introduction to Cultural Anthropology	<b>9. Subject Area</b>  History/Social Science  English  Mathematics  Laboratory Science  Language other than English  Visual & Performing Arts (for 2003)  <input checked="" type="checkbox"/> College Prep Elective  Career Technical Education (CTE)
<b>2. Transcript Title / Abbreviation</b>	
<b>3. Transcript Course Code / Number</b>	
<b>4. School</b> Monrovia High School	
<b>5. District</b> Monrovia Unified School District	
<b>6. City</b> Monrovia, CA	<b>10. Grade Level(s)</b>
<b>7. School / District Web Site</b> <a href="http://www.monroviaschools.net">www.monroviaschools.net</a>	<b>11. Seeking "Honors" Distinction?</b> Yes <input checked="" type="checkbox"/> No
<b>8. School Contact</b>  <b>Name:</b> Dr. Paula Hart Rodas  <b>Title/Position:</b> Director, Secondary Educational Services  <b>Phone:</b> (626) 471-2034  <b>Fax:</b>  <b>E-mail:</b> <a href="mailto:phartrodas@monroviaschools.net">phartrodas@monroviaschools.net</a>	<b>12. Unit Value</b>  0.5 (half year or semester equivalent) <input checked="" type="checkbox"/> 1.0 (one year equivalent) 2.0 (two year equivalent) Other: _____
	<b>13. Date of School Board Approval</b>
<b>14. Was this course previously approved by UC?</b> Yes <input checked="" type="checkbox"/> No      If so, year removed from list? Under what course title?	
<b>15. Is this course modeled after an UC-approved course from another school?</b> Yes      No If so, which school(s)?	
<b>16. Pre-Requisites</b>	
<b>17. Co-Requisites</b> none	
<b>18. Brief Course Description</b> – Students will critically examine various societies around the world using basic cultural concepts such as language, gender, food production, economics, kinship, politics, and religion. The class is designed to foster an appreciation of the diversity present in the world, teach introductory anthropological concepts, and strengthen critical thinking skills. College-level reading is strongly advised for success in the course. 54 lecture hours.	

## 19. Course Goals and/or Major Student Outcomes

### Competencies

Communication  
Community/Global Consciousness and Responsibility  
Creative, Critical, and Analytical Thinking  
Discipline/Subject Area Specific Content Material  
Technology

### Outcome

Recognize, identify, and practice either avoiding or applying the concepts/skills of ethnocentrism, xenocentrism, and cultural relativity while critically examining and evaluating written text materials, lecture materials, classroom discussions, and visual aids such as films or internet files

### Assessment

Using discussion/presentation, written essay, use of technology/information competency, and exams by means of proper college-level anthropological and general vocabulary and grammar

### Competencies

Communication  
Creative, Critical, and Analytical Thinking  
Discipline/Subject Area Specific Content Material  
Information Competency  
Technology

### Outcome

Critically examine, evaluate, and demonstrate understanding of anthropological materials, theories, and vocabulary using written text, lecture, and visual aids such as films or internet files

### Assessment

Through classroom discussion/presentation, written essay, use of technology/information competency skills, and exams using proper anthropological and general college-level grammar and vocabulary.

## 20. Course Objectives

### Objective

- 1.) Define the scope of anthropology and discuss the role of cultural anthropology within the discipline.
- 2.) Recognize the methods, theories and perspectives used to study and understand human cultures.
- 3.) Explain the importance of the ethnographic method in the study of culture.
- 4.) Employ the relativist perspective while discussing cultural variation.
- 5.) Demonstrate an understanding of anthropological concepts including ethnicity, gender, political organization, economic systems, kinship, rituals and belief systems.
- 6.) Explain the interconnectedness of the economic, political and sociocultural forces of globalization among diverse cultural groups.
- 7.) Analyze and evaluate the ethical issues anthropologists encounter, and professional ethical obligations that must be met in the study of and application in cultural groups different from their own.

## 21. Course Outline

### Course Content

1. Anthropological theories, methods and perspectives
2. Anthropological study of human cultures in comparative perspective
3. Subsistence patterns
4. Social, political and economic organizations
5. Language and communication
6. Family and kinship
7. Belief systems
8. Art and expressive culture
9. Ethnicity and race
10. Gender and sexuality
11. Social inequality and colonialism
12. Globalization and culture change
13. Professional ethics
14. Applied anthropology

## 22. Texts & Supplemental Instructional Materials

Guest, K. J. . Cultural Anthropology; A Toolkit for the Global Age, W. W. Norton & Company, Inc., 2014. Print. , ISBN: 978-0-393-929.

Spradley, J., and McCurdy, D.W., eds. . Conformity and Conflict: Readings in Cultural Anthropology, Allyn and Bacon Publishing, 2009. Print. , ISBN: 978-020523410.

Welsch, R. L. . Cultural Anthropology: Asking Questions About Humanity, Oxford University Press , 2014. Print. , ISBN: 978-019992572.

Kottak, C. P. Cultural Anthropology: Appreciating Cultural Diversity , 15th ed. McGraw Hill, 2013. Print. , ISBN: 9780078035005.

Miller-Thayer, J. and Sorensen, K Cultures of the United States, 3rd ed. Hayden-McNeil, 2016. Print. , ISBN: 978-0-7380-7424-5.

Bonvillain, N.. Cultural Anthropology, 2nd ed. Boston: Prentice Hall, 2010. Print. 978-0-205-689

Greenwell Cunningham, M.. Cultural Anthropology A Custom Reader for Citrus College, 1st ed. Boston: Pearson, 2007. Print.

Angeloni, E.. Annual Editions: Anthropology, Dushkin/McGraw-Hill, 2015. Print.

www.myanthrolab.com. Pearson, 2010 ed. Comes bundled free with the textbook and the reader. It is the software/webpage that holds the ebook if the students want the ebook and the supplementary support materials such as practice quizzes, connected articles, videos, practice assignments, etc. CD-ROM



Miller-Thayer, J. and Sorensen, K Cultures of the United States, 3rd ed. Hayden-McNeil, 2016. E-Book format , ISBN: 978-0-7380-8252-3.

Cultural Anthropology Workbook: Assignments and Exercises for Developing Critical Thinking, 1st edition by Jennifer Miller-Thayer and Kathryn Sorensen. Macmillan Learning/Hayden-McNeil publishers, 2016. Print. ISBN: 978-0-7380-8004-8

Cultural Anthropology Workbook: Assignments and Exercises for Developing Critical Thinking, 1st edition by Jennifer Miller-Thayer and Kathryn Sorensen. Macmillan Learning/Hayden-McNeil publishers, 2016. E-Book. ISBN: 978-0-7380-9227-0.

Author: Brown, Nina, Thomas McIlwraith, and Laura Tubelle de Gonzalez

Title: Perspectives: An Open Introduction to Cultural Anthropology

Publisher: American Anthropological Association, Arlington, VA

Edition: 2nd edition, 2020

ISBN digital: 978-1-931303-66-8

ISBN Print: 978-1-931303-67-5

## **23. Key Assignments**

### **Suggested reading other than required textbook:**

Ethnographies on various cultures around the world written by anthropologists (i.e. Thunder Rides a Black Horse: Mescalero Apaches and the Mythic Present); articles and books on anthropological research, theory, and practice; etc.

### **Examples of Outside Assignments:**

1. Students will read articles based on real-world ethnographic examples of culture groups and write a two-page minimum essay based on a choice of article illustrating critical thinking skills by identifying anthropological terms and concepts and applying those terms and concepts to the assigned readings.
2. Students will complete workbook exercises that are based on the course materials and readings to strengthen their ability to apply the terms and concepts beyond the classroom setting.

### **Examples of Required Writing Assignments:**

1. Students will read articles based on real-world ethnographic examples of culture groups and write a two-page minimum essay based on a choice of article illustrating critical thinking skills by identifying anthropological terms and concepts and applying those terms and concepts to the assigned readings.
2. Students will complete workbook exercises that are based on the course materials and readings to strengthen their ability to apply the terms and concepts beyond the classroom setting.

## **24. Instructional Methods and/or Strategies**

Both individual and collaborative team activities, projects, and problems, students will problem solve as they practice common engineering principles such as problem-solving, research, and design while learning strategies for design process documentation, collaboration, and presentation.

Audio Visual Presentations

Class Activities

Class Discussions

Collaborative Group Work

Computer-aided Presentation  
Cooperative Work Experience  
Demonstrations  
Field Experience/Internship  
Group Discussions  
Guest Speakers  
Guided Instruction  
Internet Research  
Lecture  
Observation  
Reading Assignments  
Web-based Presentations

## **25. Assessment Methods and/or Tools**

**Multiple measures may include, but are not limited to, the following typical classroom assessment techniques/required assignments:**

Class Participation  
Class Work  
Competency based written and practical tests which demonstrate the students' ability to apply skills and concepts learned to minimum standards established by the instructor  
Exams/Tests  
Field Trips  
Group Projects  
Home Work  
Oral Presentation  
Papers  
Portfolios  
Projects  
Quizzes  
Research Projects  
Simulation

**Please refer to instructions**

## **26. Indicate how this honors course is different from the standard course.**

**Please refer to instructions**

## **27. Context for Course (optional)**

## **28. History of Course Development (optional)**

## Course Description

<p><b>1. Course Title:</b> Introduction to Sociology</p>	<p><b>9. Subject Area</b></p> <p>History/Social Science</p> <p>English</p> <p>Mathematics</p> <p>Laboratory Science</p> <p>Language other than English</p> <p>Visual &amp; Performing Arts (for 2003)</p> <p>X College Prep Elective</p> <p>Career Technical Education (CTE)</p>
<p><b>2. Transcript Title / Abbreviation</b></p>	
<p><b>3. Transcript Course Code / Number</b></p>	
<p><b>4. School</b> Monrovia High School</p>	
<p><b>5. District</b> Monrovia Unified School District</p>	
<p><b>6. City</b> Monrovia, CA</p>	<p><b>10. Grade Level(s)</b></p>
<p><b>7. School / District Web Site</b> <a href="http://www.monroviaschools.net">www.monroviaschools.net</a></p>	<p><b>11. Seeking "Honors" Distinction?</b> Yes    X    No</p>
<p><b>8. School Contact</b></p> <p><b>Name:</b> Dr. Paula Hart Rodas</p> <p><b>Title/Position:</b> Director, Secondary Educational Services</p> <p><b>Phone:</b> (626) 471-2034</p> <p><b>Fax:</b></p> <p><b>E-mail:</b> <a href="mailto:phartrodas@monroviaschools.net">phartrodas@monroviaschools.net</a></p>	<p><b>12. Unit Value</b></p> <p>0.5 (half year or semester equivalent)</p> <p>X 1.0 (one year equivalent)</p> <p>2.0 (two year equivalent)</p> <p>Other: _____</p>
<p><b>13. Date of School Board Approval</b></p>	
<p><b>14. Was this course previously approved by UC?</b>      Yes    X    No      If so, year removed from list? Under what course title?</p>	
<p><b>15. Is this course modeled after an UC-approved course from another school?</b>      Yes      No If so, which school(s)?</p>	
<p><b>16. Pre-Requisites</b></p>	
<p><b>17. Co-Requisites</b> none</p>	
<p><b>18. Brief Course Description</b> – An emphasis is placed on the study of the basic structure of human society, the main forces that hold groups together or weaken them, conditions that transform social life, and basic social concepts. 54 lecture hours.</p>	

## 19. Course Goals and/or Major Student Outcomes:

### Competencies

Communication

Outcome

Students will analyze and apply sociological theory to real-life situations.

### Assessment

Examinations (written and oral), essays, student projects, assignments, and student presentations.

Competencies

Community/Global Consciousness and Responsibility

### Outcome

Students will demonstrate an analytical understanding of culture and the cultural diversity that exists within society and the world.

### Assessment

Examinations (written and oral), essays, assignments, student projects, and student presentations.

### Competencies

Discipline/Subject Area Specific Content Material

SOC 201: Introduction to Sociology 3

### Outcome

Students will be able to evaluate social inequality and the factors that contribute to it.

### Assessment

Examinations (written and oral), essays, assignments, student projects, and student presentations.

## 20. Course Objectives

### Objectives

- 1.) Identify the main forces that hold groups together or weaken them and how they affect the structure of human society
- 2.) Analyze the three major theories in Sociology and use them to discuss current issues or events happening in today's society
- 3.) Identify the major components of culture in today's society and discuss their relationship to everyday life
- 4.) Identify primary and secondary groups and their importance in the study of our society
- 5.) Recognize structural inequality in society
- 6.) Identify components of deviant behavior
- 7.) Recognize social forces that can lead to deviant behavior
- 8.) List structural components of poverty in America
- 9.) Recognize differences between religions and cults

## 21. Course Outline

### Course Content

1. The Sociological Perspective  
(<http://mysoclabweb.mathxl.com/mywebs/chaptertests.asp?chapterId=1>)
2. Culture (<http://mysoclabweb.mathxl.com/mywebs/chaptertests.asp?chapterId=2>)
3. Socialization (<http://mysoclabweb.mathxl.com/mywebs/chaptertests.asp?chapterId=3>)
4. Social Structure and Social Interaction  
(<http://mysoclabweb.mathxl.com/mywebs/chaptertests.asp?chapterId=4>)
5. Social Groups and Formal Organizations  
(<http://mysoclabweb.mathxl.com/mywebs/chaptertests.asp?chapterId=5>)
6. Deviance and Social Control  
(<http://mysoclabweb.mathxl.com/mywebs/chaptertests.asp?chapterId=6>)

7. Stratification (<http://mysoclabweb.mathxl.com/mywebs/chaptertests.asp?chapterId=7>)
8. Social Class in the United States  
(<http://mysoclabweb.mathxl.com/mywebs/chaptertests.asp?chapterId=8>)
9. Race and Ethnicity (<http://mysoclabweb.mathxl.com/mywebs/chaptertests.asp?chapterId=9>)
10. Gender and Age (<http://mysoclabweb.mathxl.com/mywebs/chaptertests.asp?chapterId=10>)
11. Politics and the Economy (<http://mysoclabweb.mathxl.com/mywebs/chaptertests.asp?chapterId=11>)
12. Marriage and Family (<http://mysoclabweb.mathxl.com/mywebs/chaptertests.asp?chapterId=12>)
13. Education and Religion (<http://mysoclabweb.mathxl.com/mywebs/chaptertests.asp?chapterId=13>)
14. Population and Urbanization  
(<http://mysoclabweb.mathxl.com/mywebs/chaptertests.asp?chapterId=14>)
15. Social Change (<http://mysoclabweb.mathxl.com/mywebs/chaptertests.asp?chapterId=15>)
16. Medicine and Health (<http://mysoclabweb.mathxl.com/mywebs/chaptertests.asp?chapterId=16>)
17. The Sociology of Human Sexuality  
(<http://mysoclabweb.mathxl.com/mywebs/chaptertests.asp?chapterId=17>)

## 22. Texts & Supplemental Instructional Materials

Griffiths, et al.. Introduction to Sociology 3e, 3rd ed. OpenStax, 2021.

Ferris, K., Stein, J.. The real world: An introduction to sociology, 7th ed. New York: Norton, 2015. Print. ISBN: 97803939333.

Conley, Dalton. You May Ask Yourself - Core Edition, Core 7th ed. W. W. Norton, 2020. Print. ISBN: 978-0-393-53777-2.

## 23. Key Assignments

### Examples of Outside Assignments:

The purpose of this assignment is to give you practice in conducting internet research on a given topic.

Choose one of the three theories discussed in your book and do an internet search for student papers written on that theory. Read at least three "student written" papers, and answer the following questions.

1. What new information have you gained by reading these papers? List and be specific.
2. Did the students write in a way that was more understandable to your way of thinking? How?
3. Give a brief explanation of your particular theory.
4. Please cite your sources for the information you obtained.

### Examples of Required Writing Assignments:

The purpose of this paper assignment is to focus on a particular topic of interest and expand upon it. You will take an aspect of popular culture in the United States that interests you. You will submit a paper of 3-4 pages in length on a topic of your choice. This will include a review of literature in any area of research of particular interest to you. A minimum of three (3) outside sources must be reviewed (meaning 3 sources besides your textbook). Each source should be analyzed from a critical perspective paying particular attention to the author's main points. This paper will include research findings about your topic, as well as a demonstration of your understanding of sociological concepts and theories. Incorporate what you have learned in class and from reading the text.

## **24. Instructional Methods and/or Strategies**

Both individual and collaborative team activities, projects, and problems, students will problem-solve as they practice common engineering principles such as problem-solving, research, and design while learning strategies for design process documentation, collaboration, and presentation.

Audio Visual Presentations  
Class Activities  
Class Discussions  
Collaborative Group Work  
Computer-aided Presentation  
Demonstrations  
Group Discussions  
Guest Speakers  
Guided Instruction  
Internet Research  
Learning Modules  
Lecture  
Observation  
Reading Assignments  
Web-based Presentations

## **25. Assessment Methods and/or Tools**

**Multiple measures may include, but are not limited to, the following typical classroom assessment techniques/required assignments:**

Class Participation  
Class Work  
Exams/Tests  
Group Projects  
SOC 201: Introduction to Sociology 4  
Home Work  
Oral Presentation  
Papers  
Portfolios  
Projects  
Quizzes  
Research Projects  
Competency based written and practical tests which demonstrate the student's ability to apply skills and concepts learned to minimum standards established by the instructor

Please refer to instructions

**26. Indicate how this honors course is different from the standard course.**

Please refer to instructions

**27. Context for Course (optional)**

**28. History of Course Development (optional)**

## Course Description

<p><b>1. Course Title:</b> Introduction to Physical Anthropology</p>	<p><b>9. Subject Area</b></p> <p>History/Social Science</p> <p>English</p> <p>Mathematics</p> <p>Laboratory Science</p> <p>Language other than English</p> <p>Visual &amp; Performing Arts (for 2003)</p> <p><input checked="" type="checkbox"/> College Prep Elective</p> <p>Career Technical Education (CTE)</p>
<p><b>2. Transcript Title / Abbreviation</b></p>	
<p><b>3. Transcript Course Code / Number</b></p>	
<p><b>4. School</b> Monrovia High School</p>	
<p><b>5. District</b> Monrovia Unified School District</p>	
<p><b>6. City</b> Monrovia, CA</p>	<p><b>10. Grade Level(s)</b></p>
<p><b>7. School / District Web Site</b> <a href="http://www.monroviaschools.net">www.monroviaschools.net</a></p>	<p><b>11. Seeking "Honors" Distinction?</b></p> <p>Yes    <input checked="" type="checkbox"/>    No</p>
<p><b>8. School Contact</b></p> <p><b>Name:</b> Dr. Paula Hart Rodas</p> <p><b>Title/Position:</b> Director, Secondary Educational Services</p> <p><b>Phone:</b> (626) 471-2034</p> <p><b>Fax:</b></p> <p><b>E-mail:</b> <a href="mailto:phartrodas@monroviaschools.net">phartrodas@monroviaschools.net</a></p>	<p><b>12. Unit Value</b></p> <p>0.5 (half year or semester equivalent)</p> <p><input checked="" type="checkbox"/> 1.0 (one year equivalent)</p> <p>2.0 (two year equivalent)</p> <p>Other: _____</p>
<p><b>13. Date of School Board Approval</b></p>	
<p><b>14. Was this course previously approved by UC?</b>      Yes    <input checked="" type="checkbox"/>    No      If so, year removed from list?</p> <p>Under what course title?</p>	
<p><b>15. Is this course modeled after an UC-approved course from another school?</b>      Yes      No</p> <p>If so, which school(s)?</p>	
<p><b>16. Pre-Requisites</b></p>	
<p><b>17. Co-Requisites</b> none</p>	
<p><b>18. Brief Course Description</b> – An introductory study of the biological origin of humans. The course will emphasize the biology of humans, human evolution, primate evolution, taxonomy, pre-human fossil identification and adaption to the environment. <b>CONCURRENT ENROLLMENT WITH ANTH 212L IS REQUIRED TO RECEIVE LAB SCIENCE CREDIT.</b> College-level reading is highly recommended for success in the course. 54 lecture hours.</p>	



## 19. Course Goals and/or Major Student Outcomes

### Competencies

Communication  
Community/Global Consciousness and Responsibility  
Creative, Critical, and Analytical Thinking  
Discipline/Subject Area Specific Content Material

### Outcome

Demonstrate an understanding of Physical Anthropology concepts such as the scientific method, evolutionary theory, primate taxonomy, fossils and dating techniques, major hominin fossil groups, human phylogenies, bio-cultural adaptation, and past and present human biological diversity.

### Assessment

Through classroom discussion/presentation, written essays, and exams using college-level vocabulary and proper grammar

### Competencies

Community/Global Consciousness and Responsibility  
Creative, Critical, and Analytical Thinking  
Discipline/Subject Area Specific Content Material

### Outcome

Develop critical thinking skills to assess concepts in Physical Anthropology, and to evaluate the validity of methods, interpretations, solutions, and arguments relevant to the discipline of anthropology.

### Assessment

Through written essays, exams, and classroom discussions/presentations using college-level vocabulary and proper grammar including taxonomic Latin

## 20. Course Objectives

### Objective

- 1.) Describe the scientific method as a methodology for understanding the natural world.
- 2.) Identify the main contributors to the development of evolutionary theory.
- 3.) Demonstrate an understanding of classification, morphology and behavior of living primates.
- 4.) Summarize methods used in interpreting the fossil record, including dating techniques.
- 5.) Recognize the major groups of hominin fossils and describe alternate phylogenies for human evolution.
- 6.) Identify the biological and cultural factors responsible for human variation.

## 21. Course Outline

### Course Content

1. Introduction to Physical Anthropology
  - a. Scientific method
  - b. Anthropological perspective
2. Evolution
  - a. History/development of biological evolutionary thought
  - b. Forces of evolution
  - c. Theories of evolution – Natural Selection, Lamarck, etc.
  - d. Taxonomy
  - e. Geology important to mammal, primate, and prehuman evolution
3. Basic Human Biology

- a. Mendelian/molecular/population genetics
- b. DNA/RNA inheritance
- c. Cell structure
- d. Meiosis/meiosos
- e. Scientific revolution
- f. Principles of evolution
- 4. Dating Methods
  - a. Relative types and techniques
  - b. Absolute types and techniques
- 5. Primates
  - a. Living primates
  - b. Body size, diet, locomotion
  - c. Primate evolution
  - d. Fossil record
  - e. Bipedalism
- 6. Human Evolution
  - a. Pre australopithecine hominids
  - b. Australopithecines
  - c. Homo habilis
  - d. Homo erectus
  - e. Neanderthals
  - f. Homo sapiens
  - g. The Multiregional hypothesis vs. Replacement hypothesis vs. Partial replacement hypothesis
  - h. Bio-cultural adaptations
  - i. Culture of hominids
  - j. Modern human variation
  - k. Ancestry (race) versus ethnicity

## 22. Texts & Supplemental Instructional Materials

### **Description**

Stanford, C. Allen, J. & Anton, S.. Exploring Biological Anthropology the Essentials, 3rd ed. Boston: Prentice Hall, 2013. Print.

### **Description**

Park, M.. Biological Anthropology, 7th ed. McGraw-Hill, 2012. Print. , ISBN: 978007803495.

### **Description**

Robert Jurmain, R., Kilgore, L., Trevathan, W., Ciochon, R. L. . Introduction to Biological Anthropology, Cengage Learning, 15th Edition, 2018. Print. ISBN: 978-1-337-09982-0. Ebook: 15th Edition, 2018, ISBN: 978-1-337-66938-2.

### **Description**

Jurmain, R., Kilgore, L., Trevathan, W. . Essentials of Physical Anthropology and LMS Integrated for MindTap® Anthropology, Wadsworth Cengage Learning, 2017. Print. , ISBN: 9781337129732.

### **Description**

Larsen, C.S. . Essentials of Physical Anthropology, 4th Edition W. W. Norton & Company, Inc., 2018. Print. , ISBN: 978-0-393-69106-1.

**Description**

Jurmain, R., Kilgore, L., Trevathan, W. . Essentials of Physical Anthropology, 10th ed. Cengage Learning, 2017. Print. , ISBN: 9781305633810. Updated edition from 9th to 10th

**Description**

This is LMS Integrated MindTap® Anthropology, 1 term (6 months) Printed Access Card for Jurmain/Kilgore/Trevathan/Bartelink's Essentials of Physical Anthropology, 10th Edition.

It is listed as part of the bundled version above. It can also be bought separately so it has its own ISBN: 9781305953567 for the 10th edition.

**23. Key Assignments****Suggested reading other than required textbook:**

Scientific articles related to human and primate evolution located in scholarly databases such as those available through the library.

**Examples of Outside Assignments:**

A short paper summarizing a scientific article related to a course topic on human or primate evolution using appropriate course terms and concepts. Weekly written homework assignments designed to test knowledge and understanding of vocabulary and basic concepts. Required interaction on the discussion board or in live online meetings through programs such as Zoom or Big Blue Button or VoiceThread for online students to foster cooperative learning and meaningful student to student and student to professor interaction.

**Examples of Required Writing Assignments:**

Discussion questions in essay format based on readings, audio files, lecture, and/or video files designed to test comprehension and use of terms and concepts in appropriate formats. Critical thinking essays evaluating scientific journal articles, summarizing and connecting journals to vocabulary and concepts.

**24. Instructional Methods and/or Strategies****Methods of Instruction**

Audio Visual Presentations  
Class Activities  
Class Discussions  
Collaborative Group Work  
Computer-aided Presentation  
Cooperative Work Experience  
Demonstrations  
Field Experience/Internship  
Group Discussions  
Guest Speakers  
Guided Instruction  
Internet Research  
Laboratory  
Lecture  
Observation  
Other (Specify)  
Practicum

Reading Assignments  
Web-based Presentations

### **Other Methods**

Active discussion, presentation (such as oral, media, group, single, and/or demonstration), varied printed and visual/audio materials such as textbooks, films, articles, and internet sources, representative fossil materials. Both individual and collaborative team activities, projects, and problems, students will problem solve as they practice common engineering principles such as problem solving, research, and design while learning strategies for design process documentation, collaboration, and presentation.

## **25. Assessment Methods and/or Tools**

**Multiple measures may include, but are not limited to, the following typical classroom assessment techniques/required assignments:**

Class Participation  
Class Work  
Exams/Tests  
Field Trips  
Group Projects  
Home Work  
Standardized instrument objectively measuring student knowledge  
Lab Activities  
Oral Presentation  
Papers  
Portfolios  
Projects  
Quizzes  
Research Projects  
Simulation

### **Additional assessment information**

Written essay  
Written homework  
Exams with essay component  
Conceptual analysis  
Synchronous and asynchronous class interaction

Students will write papers based on scientific articles associated with terms and concepts learned in chapter readings, lectures, and class discussion. The papers are designed to increase their writing skills, their critical thinking skills, and their knowledge of science terms and concepts. The students will take quizzes designed to test their specific term/concept knowledge. The students will post messages and post in chat to themselves and the teacher in order to foster communication, study, understanding, and to reduce the isolation and anxiety that can be present in online classes. The students will complete essay homework questions based on readings, video, and audio files testing their comprehension skills and their time management skills.

**Please refer to instructions**

**26. Indicate how this honors course is different from the standard course.**

**Please refer to instructions**

**27. Context for Course (optional)**

**28. History of Course Development (optional)**

## Course Description

<p><b>1. Course Title:</b> Introduction to Physical Anthropology Lab</p>	<p><b>9. Subject Area</b></p> <p>History/Social Science</p> <p>English</p> <p>Mathematics</p> <p>Laboratory Science</p> <p>Language other than English</p> <p>Visual &amp; Performing Arts (for 2003)</p> <p>X College Prep Elective</p> <p>Career Technical Education (CTE)</p>
<p><b>2. Transcript Title / Abbreviation</b></p>	
<p><b>3. Transcript Course Code / Number</b></p>	
<p><b>4. School</b> Monrovia High School</p>	
<p><b>5. District</b> Monrovia Unified School District</p>	
<p><b>6. City</b> Monrovia, CA</p>	<p><b>10. Grade Level(s)</b></p>
<p><b>7. School / District Web Site</b> <a href="http://www.monroviaschools.net">www.monroviaschools.net</a></p>	<p><b>11. Seeking "Honors" Distinction?</b></p> <p>Yes    X    No</p>
<p><b>8. School Contact</b></p> <p><b>Name:</b> Dr. Paula Hart Rodas</p> <p><b>Title/Position:</b> Director, Secondary Educational Services</p> <p><b>Phone:</b> (626) 471-2034</p> <p><b>Fax:</b></p> <p><b>E-mail:</b> <a href="mailto:phartrodas@monroviaschools.net">phartrodas@monroviaschools.net</a></p>	<p><b>12. Unit Value</b></p> <p>0.5 (half year or semester equivalent)</p> <p>X 1.0 (one year equivalent)</p> <p>2.0 (two year equivalent)</p> <p>Other: _____</p>
	<p><b>13. Date of School Board Approval</b></p>
<p><b>14. Was this course previously approved by UC?</b>      Yes    X    No      If so, year removed from list?</p> <p>Under what course title?</p>	
<p><b>15. Is this course modeled after an UC-approved course from another school?</b>      Yes      No</p> <p>If so, which school(s)?</p>	
<p><b>16. Pre-Requisites</b></p>	
<p><b>17. Co-Requisites</b> none</p>	
<p><b>18. Brief Course Description</b> – This course is the lab component for Introduction to Physical Anthropology 212. In the lab, students will have an expanded opportunity to work with anatomy, skeletal identification, taxonomy, and evolutionary trends through interactive lessons. Concurrent enrollment with ANTH 212 is required. College-level reading is highly recommended for success in the course. 54 lab hours.</p>	

## 19. Course Goals and/or Major Student Outcomes

### Competencies

Communication

Creative, Critical, and Analytical Thinking

Discipline/Subject Area Specific Content Material

Information Competency

### Outcome

Demonstrate an understanding of Physical Anthropology concepts such as the scientific method, evolutionary theory and processes, the function and structure of DNA and RNA, the inheritance of human traits, primate and hominin morphology, major hominin fossil groups, bio-cultural adaptations of the genus Homo, and the features of anatomically modern humans.

### Assessment

Through classroom discussion/presentation, written lab exercises, synchronous and asynchronous communication, lab work and activities, and exams using college level vocabulary and proper grammar.

### Competencies

Creative, Critical, and Analytical Thinking

Discipline/Subject Area Specific Content Material

Information Competency

### Outcome

Develop critical thinking skills to assess concepts in Physical Anthropology, and to evaluate the validity of methods, interpretations, solutions, and arguments relevant to the discipline of anthropology.

### Assessment

Through classroom discussion/presentation, written lab exercises, synchronous and asynchronous communication, lab work and activities, and exams using college level vocabulary and proper grammar.

### Competencies

Creative, Critical, and Analytical Thinking

Discipline/Subject Area Specific Content Material

### Outcome

Compare and contrast fossil materials presented in class and in the lab to understand the placement of fossils in human evolution.

### Assessment

Through classroom discussion/presentation, written lab exercises, synchronous and asynchronous communication, lab work and activities, and exams using college level vocabulary and proper grammar.

## 20. Course Objectives

### Objective

- 1.) Demonstrate the application of scientific methods.
- 2.) Identify the outcomes of evolutionary processes.
- 3.) Compare and contrast the morphology of primates and early hominins applying physical anthropological terminology.
- 4.) Describe the function and structure of DNA and RNA.
- 5.) Demonstrate how human traits are inherited.
- 6.) Describe the biological and behavioral adaptations of the genus Homo.
- 7.) Identify the features of anatomically modern humans.

## 21. Course Outline

### Course Content

1. Introduction to Physical Anthropology
  - a. Scientific method
  - b. Anthropological perspective
2. Evolution
  - a. History/development of biological evolutionary thought
  - b. Forces of evolution
  - c. Theories of evolution – Natural Selection, Lamarck, etc.
  - d. Taxonomy
  - e. Geology important to mammal, primate, and pre human evolution
3. Basic Human Biology
  - a. Mendelian/molecular/population genetics
  - b. DNA/RNA inheritance
  - c. Cell structure
  - d. Meiosis/meiosis
  - e. Scientific revolution
  - f. Principles of evolution
4. Dating Methods
  - a. Relative types and techniques
  - b. Absolute types and techniques
5. Primates
  - a. Living primates
  - b. Body size, diet, locomotion
  - c. Primate evolution
  - d. Fossil record
  - e. Bipedalism
6. Human Evolution
  - a. Pre australopithecine hominids
  - b. Australopithecines
  - c. Homo habilis
  - d. Homo erectus
  - e. Neanderthals
  - f. Homo sapiens
  - g. The Multiregional hypothesis vs. Replacement hypothesis vs. Partial replacement hypothesis
  - h. Bio-cultural adaptations
  - i. Culture of hominids
  - j. Modern human variation
  - k. Ancestry (race) versus ethnicity

### Lab Content

1. Introduction to Physical Anthropology
  - a. Scientific method
  - b. Anthropological perspective
2. Evolution
  - a. History/development of biological evolutionary thought
  - b. Forces of evolution
  - c. Theories of evolution – Natural Selection, Lamarck, etc.
  - d. Taxonomy



- e. Geology important to mammal, primate, and pre human evolution
3. Basic Human Biology
    - a. Mendelian/molecular/population genetics
    - b. DNA/RNA inheritance
    - c. Cell structure
    - d. Meiosis/meiosos
    - e. Scientific revolution
    - f. Principles of evolution
  4. Dating Methods
    - a. Relative types and techniques
    - b. Absolute types and techniques
  5. Primates
    - a. Living primates
    - b. Body size, diet, locomotion
    - c. Primate evolution
    - d. Fossil record
    - e. Bipedalism
  6. Human Evolution
    - a. Pre australopithecine hominids
    - b. Australopithecines
    - c. Homo habilis
    - d. Homo erectus
    - e. Neanderthals
    - f. Homo sapiens
    - g. The Multiregional hypothesis vs. Replacement hypothesis vs. Partial replacement hypothesis
    - h. Bio-cultural adaptations
    - i. Culture of hominids
    - j. Modern human variation
    - k. Ancestry (race) versus ethnicity

## **22. Texts & Supplemental Instructional Materials**

Hens, S. M. . Method and Practice in Biological Anthropology: Textbook: Workbook and Laboratory Manual for Introductory Courses , Pearson Publishing , 2015. Print. , ISBN: 0133825868.

France, D. . Lab Manual and Workbook for Physical Anthropology , Wadsworth Publishing, 2010. Print. , ISBN: 978-049581085.

Walker-Pacheco. S. E.. Exploring Physical Anthropology: A Lab Manual & Workbook , 3rd ed. Morton Publishing Company, 2017. Print. , ISBN: 0895828111.

Stanford, C. Allen, J, & Anton, S.. Exploring Biological Anthropology the Essentials, 3rd ed. Boston: Prentice Hall, 2013. Print.

www.myanthrolab.com. Prentice Hall, current year ed. Online lab component to Anth 212 lecture. Required in conjunction to lecture textbook. CD-ROM

Virtual Laboratories for Physical Anthropology . Cengage Learning, 4th ed. ISBN 13: 9781111864460 CengageNOW on WebCT(TM)Instant Access Code for Kappelman's Virtual Laboratories for Physical Anthropology Online lab component to ANTH 212 lecture taught online. Required for online only sections in conjunction to lecture textbook. CD-ROM

Virtual Laboratories for Physical Anthropology . Cengage Learning, 4th ed.  
ISBN-13: 9780495009924 Online lab component to ANTH 212 lecture taught online. Required for online only sections in conjunction to lecture textbook. CD-ROM

Soluri, K. Elizabeth and Sabrina C. Agarwal, Laboratory Manual and Workbook for Biological Anthropology: Engaging with Human Evolution PUBLISHER: W.W. Norton & Company. EDITION: 1st edition, 2016 ISBN: 978-0393277340

Zihlman, Adrienne L. and Carla J. Simmons, The Human Evolution Coloring Book PUBLISHER: Harper Collins, EDITION: 2nd edition, 2001 ISBN: 978-0062737175

## **23. Key Assignments**

### **Suggested reading other than required textbook:**

The anthropology course requires access to online research materials through databases such as EBSCO host, and the textbooks on reserve and/or available in ebook format for students who cannot afford books in any other form. The students can be supported through electronic databases specifically to locate peer reviewed, anthropological, scientific journal articles related to human and primate evolution, DNA, inheritance, and other course topics.

### **Examples of Outside Assignments:**

Reading the lab manual and answering self-test questions based on that reading in preparation for the lab activity to be completed in class. Exploring links to biological anthropology websites to participate in interactive lessons that support and reinforce the course content.

### **Examples of Required Writing Assignments:**

Self-test answers based on the textbook readings provided in the assigned lab manual.  
Discussion board posts and responses to other students based on prompts from the instructor on the weekly topic covered in the course.

## **24. Instructional Methods and/or Strategies**

Both individual and collaborative team activities, projects, and problems, students will problem-solve as they practice common engineering principles such as problem-solving, research, and design while learning strategies for design process documentation, collaboration, and presentation.

Audio Visual Presentations  
Class Activities  
Class Discussions  
Collaborative Group Work  
Computer-aided Presentation  
Cooperative Work Experience  
Demonstrations  
Field Experience/Internship  
Group Discussions  
Guest Speakers  
Guided Instruction  
Internet Research  
Laboratory  
Lecture  
Observation  
Other (Specify)  
Practicum

Reading Assignments  
Web-based Presentations

## **25. Assessment Methods and/or Tools**

**Multiple measures may include, but are not limited to, the following typical classroom assessment techniques/required assignments:**

Class Participation

Class Work

Competency based written and practical tests which demonstrate the student's ability to apply skills and concepts learned to

minimum standards established by the instructor

Exams/Tests

Field Trips

Group Projects

Home Work

Standardized instrument objectively measuring student knowledge

Lab Activities

Oral Presentation

Papers

Portfolios

Projects

Quizzes

Research Projects

Simulation

### **Additional assessment information**

Written essay

Exams with essay component

Conceptual analysis

Synchronous and Asynchronous class interaction

Lab Exercises and activities that provide hands-on learning

Group Presentations

Self-tests based on lab manual readings

Practical exams with fossil materials identifying features of primates and hominids.

**Please refer to instructions**

**26. Indicate how this honors course is different from the standard course.**

**Please refer to instructions**

**27. Context for Course (optional)**

## **28. History of Course Development (optional)**

## Course Description

<p><b>1. Course Title:</b> Motion Picture Appreciation</p>	<p><b>9. Subject Area</b></p> <p>History/Social Science</p> <p>English</p> <p>Mathematics</p> <p>Laboratory Science</p> <p>Language other than English</p> <p>Visual &amp; Performing Arts (for 2003)</p> <p><input checked="" type="checkbox"/> College Prep Elective</p> <p>Career Technical Education (CTE)</p>
<p><b>2. Transcript Title / Abbreviation</b></p>	
<p><b>3. Transcript Course Code / Number</b></p>	
<p><b>4. School</b> Monrovia High School</p>	
<p><b>5. District</b> Monrovia Unified School District</p>	
<p><b>6. City</b> Monrovia, CA</p>	<p><b>10. Grade Level(s)</b></p>
<p><b>7. School / District Web Site</b> <a href="http://www.monroviaschools.net">www.monroviaschools.net</a></p>	<p><b>11. Seeking "Honors" Distinction?</b></p> <p>Yes    <input checked="" type="checkbox"/>    No</p>
<p><b>8. School Contact</b></p> <p><b>Name:</b> Dr. Paula Hart Rodas</p> <p><b>Title/Position:</b> Director, Secondary Educational Services</p> <p><b>Phone:</b> (626) 471-2034</p> <p><b>Fax:</b></p> <p><b>E-mail:</b> <a href="mailto:phartrodas@monroviaschools.net">phartrodas@monroviaschools.net</a></p>	<p><b>12. Unit Value</b></p> <p>0.5 (half year or semester equivalent)</p> <p><input checked="" type="checkbox"/> 1.0 (one year equivalent)</p> <p>2.0 (two year equivalent)</p> <p>Other: _____</p>
<p><b>13. Date of School Board Approval</b></p>	
<p><b>14. Was this course previously approved by UC?</b>    Yes    <input checked="" type="checkbox"/>    No    If so, year removed from list?</p> <p>Under what course title?</p>	
<p><b>15. Is this course modeled after an UC-approved course from another school?</b>    Yes    No</p> <p>If so, which school(s)?</p>	
<p><b>16. Pre-Requisites</b></p>	
<p><b>17. Co-Requisites</b> none</p>	
<p><b>18. Brief Course Description</b> – An introductory course in which the student will learn how to analyze films on technical, aesthetic, and thematic levels. Historically significant and diverse films will be used as source material. 54 lecture hours.</p>	

## 19. Course Goals and/or Major Student Outcomes

### Competencies

Communication  
Community/Global Consciousness and Responsibility  
Creative, Critical, and Analytical Thinking  
Discipline/Subject Area Specific Content Material

### Outcome

Examine and analyze the interrelationship between films and culture.

### Assessment

Through discussion, group work, writing assignments, quizzes and exams.

### Competencies

Communication  
Creative, Critical, and Analytical Thinking  
Discipline/Subject Area Specific Content Material

### Outcome

Interpret and critically assess the role of mise-en-scene, cinematography, editing and sound as they relate to style.

### Assessment

Through discussion, group work, writing assignments, quizzes and exams.

### Competencies

Creative, Critical, and Analytical Thinking  
Discipline/Subject Area Specific Content Material

### Outcome

Analyze the affects of film form and narrative structure.

## 20. Course Objectives

### Objective

- 1.) Analyze and explicate motion picture forms and techniques.
- 2.) Recognize and knowledgeably discuss historically significant film periods.
- 3.) Integrate an understanding of film technique and historical film development to an appreciation and interpretation of film themes and genre.
- 4.) Knowledgeably discuss issues surrounding gender, race, sexuality and film.

## 21. Course Outline

### Course Content

1. Film History and Styles
  - a. Early Cinema (Global)
    - i. Thomas Edison and Black Maria and Lumiere Brothers and the Cinematographer
    - ii. Guy-Blaché's Cabbage Fairy
    - iii. George Méliès
    - iv. German Expressionism
    - v. Soviet Russia
    - vi. American Film (Weber, Griffith, etc.)
  - b. Rise of Hollywood and the Golden Age of Hollywood
    - i. Development of the Studios
    - ii. Talkies

- iii. Paramount Decision
    - iv. Hays Code
  - c. Developments outside Hollywood
    - i. Neorealism
    - ii. New Wave
    - iii. Regional film industries
  - d. New Hollywood, Big Media and Global Entertainment
- 2. Film Industry
  - a. Film Production
    - i. Mechanics of the movies
    - ii. Modes of production
  - b. Production
  - c. Distribution
  - d. Film Criticism
- 3. Film and Society
  - a. Representation Theory
  - b. Explore gender, race and LGBTQ+ issues throughout film history
- 4. Film Form
  - a. The Significance of Film Form
    - i. Film Form Concepts
    - ii. Principles of Film Form
  - b. Narrative Form
    - i. Principles of Narrative Form
    - ii. Narration and story flow
- 5. Types of Films
  - a. Film Genres
  - b. Documentary, Experimental and Animated Films
- 6. Film Style
  - a. Mise-en-Scene
    - i. Aspects of mise-en-scene
    - ii. Narrative functions of Mise-en-Scene
  - b. Cinematography
    - i. The Photographic Image
    - ii. Framing
    - iii. Duration
  - c. Editing
    - i. Dimensions of Film Editing
    - ii. Continuity Editing
    - iii. Alternatives to Continuity Editing
  - d. Sound
    - i. Fundamentals of Sound
    - ii. Dimensions of Sound
    - iii. Functions of Sound
  - e. Style as a Formal System
    - i. Concepts of Style
    - ii. Analyzing Style

## **22. Texts & Supplemental Instructional Materials**

Bordwell, David, Thompson, Kristin and Smith, Jeff. Film Art, 13th ed. New York: McGraw-Hill, 2023. Print.

## **23. Key Assignments**

### **Suggested reading other than required textbook:**

Materials distributed by instructor or linked through the learning management system.

### **Examples of Outside Assignments:**

Watch "Citizen Kane." Write a short paper in which you argue whether it should be on a list of the top 10 list of the greatest films of all time. Be sure to reference concepts and evaluation schema from this class. Watch "North by Northwest." Write a brief paper in which you describe the shift of narration from restricted to unrestricted.

### **Examples of Required Writing Assignments:**

Analyze a film of your choice using the 5 principles of film form as a guideline. Compare and contrast two films of your choice using concepts from this class. How does Citizen Kane adhere to and deviate from the principles of classical Hollywood narrative technique?

## **24. Instructional Methods and/or Strategies**

Both individual and collaborative team activities, projects, and problems, students will problem solve as they practice common engineering principles such as problem-solving, research, and design while learning strategies for design process documentation, collaboration, and presentation.

### **Methods of Instruction**

Audio Visual Presentations  
Class Activities  
Class Discussions  
Collaborative Group Work  
Computer-aided Presentation  
Group Discussions  
Guest Speakers  
Internet Research  
Lecture  
Reading Assignments  
Web-based Presentations  
Other (Specify)

## **25. Assessment Methods and/or Tools**

**Multiple measures may include, but are not limited to, the following typical classroom assessment techniques/required assignments:**

Class Participation  
Class Work  
Exams/Tests  
Field Trips



Group Projects  
Home Work  
Oral Presentation  
Papers  
Projects  
Quizzes  
Simulation  
Standard instrument measuring student subjective opinion  
Standardized instrument objectively measuring student knowledge

**Please refer to instructions**

**26. Indicate how this honors course is different from the standard course.**

**Please refer to instructions**

**27. Context for Course (optional)**

**28. History of Course Development (optional)**

## Course Description

<p><b>1. Course Title:</b> Physical Geography</p>	<p><b>9. Subject Area</b></p> <p>History/Social Science</p> <p>English</p> <p>Mathematics</p> <p>Laboratory Science</p> <p>Language other than English</p> <p>Visual &amp; Performing Arts (for 2003)</p> <p>X College Prep Elective</p> <p>Career Technical Education (CTE)</p>
<p><b>2. Transcript Title / Abbreviation</b></p>	
<p><b>3. Transcript Course Code / Number</b></p>	
<p><b>4. School</b> Monrovia High School</p>	
<p><b>5. District</b> Monrovia Unified School District</p>	
<p><b>6. City</b> Monrovia, CA</p>	<p><b>10. Grade Level(s)</b></p>
<p><b>7. School / District Web Site</b> <a href="http://www.monroviaschools.net">www.monroviaschools.net</a></p>	<p><b>11. Seeking "Honors" Distinction?</b></p> <p>Yes    X    No</p>
<p><b>8. School Contact</b></p> <p><b>Name:</b> Dr. Paula Hart Rodas</p> <p><b>Title/Position:</b> Director, Secondary Educational Services</p> <p><b>Phone:</b> (626) 471-2034</p> <p><b>Fax:</b></p> <p><b>E-mail:</b> <a href="mailto:phartrodas@monroviaschools.net">phartrodas@monroviaschools.net</a></p>	<p><b>12. Unit Value</b></p> <p>0.5 (half year or semester equivalent)</p> <p>X 1.0 (one year equivalent)</p> <p>2.0 (two year equivalent)</p> <p>Other: _____</p>
<p><b>13. Date of School Board Approval</b></p>	
<p><b>14. Was this course previously approved by UC?</b>      Yes    X    No      If so, year removed from list?</p> <p>Under what course title?</p>	
<p><b>15. Is this course modeled after an UC-approved course from another school?</b>      Yes      No</p> <p>If so, which school(s)?</p>	
<p><b>16. Pre-Requisites</b></p>	
<p><b>17. Co-Requisites</b></p> <p>none</p>	
<p><b>18. Brief Course Description</b> – A survey of the basic elements of physical geography including maps, seasons, weather, climate, soils, natural vegetation, internal and external geologic processes, land forms, and their relationships and distribution across the face of the earth. 54 lecture hours.</p>	

## 19. Course Goals and/or Major Student Outcomes

### Competencies

Communication

### Outcome

Explain a topic related to Earth Science through visual, spoken, and/or written presentation.

### Assessment

Papers and PowerPoint (or similar) presentations.

### Competencies

Creative, Critical, and Analytical Thinking

### Outcome

Using basic physical and chemical processes, analyze and/or explain how the processes lead to landforms and physical features on the Earth.

### Assessment

Exams and in-class discussion.

### Competencies

Community/Global Consciousness and Responsibility

### Outcome

Understand human impact on the environment on both the local and global scales.

### Assessment

In class discussions, papers, PowerPoint (or similar) presentations.

## 20. Course Objectives

### Objective

- 1.) Describe the nature of the earth and recognize its place in the universe
- 2.) Compare current theories concerning the origin of the planet
- 3.) Identify and compare geologic features
- 4.) Identify and compare meteorological phenomena
- 5.) Read a topological map
- 6.) Understand the dangers of severe weather
- 7.) Explain the relationship between internal and external processes of the Earth

## 21. Course Outline

### Major Course Content

1. Maps
  - a. Map Basics
    - i. Scales
    - ii. Georeference Systems
  - b. Map projections
    - i. Equivalence vs. Conformity
    - ii. Cylindrical vs Conic vs Polar
  - c. Topographic maps
    - i. Symbols
    - ii. Contour Lines
    - iii. Reading USGS Topos
2. Meteorology

- a. Atmospheric Composition
  - i. Naturally occurring gases and particles
  - ii. Anthropogenic gases and particles
- b. Solar radiation
  - i. Short wave vs Long wave
  - ii. Variation
- c. Air temperatures
  - i. Physical properties
  - ii. Variation causes
  - iii. Relationship to Humidity
- d. Air pressure and winds
  - i. Driving forces
  - ii. Reading barometric maps
- e. Clouds and precipitation
  - i. Cloud types
  - ii. Precipitation types
- f. Storms
  - i. Thunderstorms
  - ii. Hurricanes
  - iii. Tornados
  - iv. Impact on Humans
- 3. Climatology
  - a. Equatorial
  - b. Tropical
  - c. Climatic regimes
  - d. Middle latitude
  - e. Polar and arctic
- 4. Internal Processes
  - a. Plate Tectonics
    - i. Development of modern theory
    - ii. Plate boundary types and locations
  - b. Volcanism
    - i. Types of volcanoes
    - ii. Other volcanic activity
    - iii. Ejected materials
  - 1. liquid/magma/lava
  - 2. gases
  - 3. solids
  - iv. Impact on Humans
  - c. Earthquakes
    - i. P & S waves
    - ii. Magnitude Scales
    - iii. Impact on Humans
- 5. Hydrology
  - a. Surface Water
    - i. Fluvial Surface features
    - ii. Water quality & human impact
  - b. Sub-surface Water

- i. Aquifer types
- ii. Anthropogenic Groundwater contamination
- 6. Geomorphology - Description and formation of various surface features
  - a. Glacial
  - b. Karst & Cave
  - c. Desert
  - d. Coastal

## **22. Texts & Supplemental Instructional Materials**

### **Description**

Hess, D.. McKnight's Physical Geography, a Landscape Appreciation. 12th ed., Prentice Hall, 2017.

## **23. Key Assignments**

### **Suggested reading other than required textbook:**

Geography internet sources  
Scholarly geography journals

### **Examples of Outside Assignments:**

Assess geologic hazards and personal preparedness around your house/city.  
Assess climate conditions around the globe to find desirable alternative places to live.

### **Examples of Required Writing Assignments:**

3-4 page paper or 20-slide PowerPoint presentation on a natural disaster.

## **24. Instructional Methods and/or Strategies**

Both individual and collaborative team activities, projects, and problems, students will problem solve as they practice common engineering principles such as problem solving, research, and design while learning strategies for design process documentation, collaboration, and presentation.

Audio Visual Presentations  
Class Activities  
Class Discussions  
Collaborative Group Work  
Computer-aided Presentation  
Guest Speakers  
Internet Research  
Lecture  
Reading Assignments

## **25. Assessment Methods and/or Tools**

**Multiple measures may include, but are not limited to, the following typical classroom assessment techniques/required assignments:**

Exams/Tests  
Field Trips  
Group Projects  
Home Work  
Oral Presentation  
Papers  
Projects  
Quizzes  
Research Projects

### **Additional assessment information**

Paper is expected to be in the 3-5 page range plus bibliography in APA or MLA format (instructor's preference).

Group Project may be a paper, a PowerPoint (or similar) Presentation (may just be turned in for evaluation or may be presented to the class, 10-20 minutes in length).

**Please refer to instructions**

## **26. Indicate how this honors course is different from the standard course.**

**Please refer to instructions**

## **27. Context for Course (optional)**

## **28. History of Course Development (optional)**

## Course Description

<p><b>1. Course Title:</b> Introduction to Psychology</p>	<p><b>9. Subject Area</b></p> <p>History/Social Science</p> <p>English</p> <p>Mathematics</p> <p>Laboratory Science</p> <p>Language other than English</p> <p>Visual &amp; Performing Arts (for 2003)</p> <p><input checked="" type="checkbox"/> College Prep Elective</p> <p>Career Technical Education (CTE)</p>
<p><b>2. Transcript Title / Abbreviation</b></p>	
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<p><b>4. School</b> Monrovia High School</p>	
<p><b>5. District</b> Monrovia Unified School District</p>	
<p><b>6. City</b> Monrovia, CA</p>	<p><b>10. Grade Level(s)</b></p>
<p><b>7. School / District Web Site</b> <a href="http://www.monroviaschools.net">www.monroviaschools.net</a></p>	<p><b>11. Seeking "Honors" Distinction?</b></p> <p>Yes      <input checked="" type="checkbox"/>      No</p>
<p><b>8. School Contact</b></p> <p><b>Name:</b> Dr. Paula Hart Rodas</p> <p><b>Title/Position:</b> Director, Secondary Educational Services</p> <p><b>Phone:</b> (626) 471-2034</p> <p><b>Fax:</b></p> <p><b>E-mail:</b> <a href="mailto:phartrodas@monroviaschools.net">phartrodas@monroviaschools.net</a></p>	<p><b>12. Unit Value</b></p> <p>0.5 (half year or semester equivalent)</p> <p><input checked="" type="checkbox"/> 1.0 (one year equivalent)</p> <p>2.0 (two year equivalent)</p> <p>Other: _____</p>
<p><b>13. Date of School Board Approval</b></p>	
<p><b>14. Was this course previously approved by UC?</b>      Yes      <input checked="" type="checkbox"/>      No      If so, year removed from list?</p> <p>Under what course title?</p>	
<p><b>15. Is this course modeled after an UC-approved course from another school?</b>      Yes      No</p> <p>If so, which school(s)?</p>	
<p><b>16. Pre-Requisites</b></p>	
<p><b>17. Co-Requisites</b> none</p>	
<p><b>18. Brief Course Description</b> – The course is an introduction to psychology as an empirical science involving a synthesis of theory and research within the domains of behavior, cognition, and affect. Students are expected to work and participate using critical thinking skills, thoughtful analysis/ synthesis of readings, presentations, and discussions within the class environment. 54 lecture hours.</p>	

## **19. Course Goals and/or Major Student Outcomes**

### **Competencies**

Communication

Creative, Critical, and Analytical Thinking

### **Outcome**

Draw logical and objections conclusions about behavior and mental processes by evaluating past psychological research.

### **Assessment**

Through challenging questions/thoughtful answers, written essays, oral presentations, and examinations.

### **Competencies**

Communication

Creative, Critical, and Analytical Thinking

### **Outcome**

Define and explain basic psychological concepts.

### **Assessment**

Through discussion, written assignments (especially those that require thought and significance), and examinations.

### **Competencies**

Discipline/Subject Area Specific Content Material

### **Outcome**

Apply psychological principles to aspects of one's own everyday life.

### **Assessment**

Through textbook and other readings, discussions, written analyses, oral presentations, and/or examinations.

## **20. Course Objectives**

### **Objective**

- 1.) Assess the scope, research findings, and major societal, professional, and theoretical issues found in the field of psychology.
- 2.) Measure the importance of the scientific values of research methodologies and objective analyses applied during the process of investigating behavior, cognition, and affect.
- 3.) Value the personal empowerment derived through an understanding of our individual beliefs and actions as well as the beliefs and actions of others in an extremely diverse world.
- 4.) Consider the crucial importance of preparation and involvement in further study of the multifaceted discipline of psychology.
- 5.) Recognize and appraise the significance of perceiving and judging others by virtue of race, ethnicity, religion, and culture.

## **21. Course Outline**

### **Major Course Content**

1. Psychology as an Empirical Science/Research Methods and Statistics
2. Historical Foundations and Modern Perspectives
3. Neuroanatomy/Physiology and Behavior
4. States of Consciousness/Sleep and Sleep Disorders
5. Developmental Processes: Cognitive/Physical Change over Time
6. Sensation and Perception/Meaning and Ambiguity
7. Learning: Associative, Operant, Insight and Observational



8. Memory: Tasks/Stages/Kinds
9. Cognition and Intelligence
10. Emotion and Motivation
11. Health and Stress: Intervention/Prevention
12. Personality: The Essence of our Nature
13. Psychological Disorders and Therapies
14. Social Influence: Power and Persuasion

## **22. Texts & Supplemental Instructional Materials**

Various. Psychology, OpenStax College (Rice University), 2014. Print. ISBN: 9781938168352.

Grison, S., Heatherton, T., & Gazzaniga, M.. Psychology In Your Life, Norton, 2014. Print.

Breedlove, S. M. (2015) Principles of Psychology, New York, NY: Oxford University Press. ISBN: 978-0199329366

## **23. Key Assignments**

### **Suggested reading other than required textbook:**

Professional journal articles.

### **Examples of Outside Assignments:**

Read chapter 1

Write a brief response to the following questions:

- 1 Define psychology.
- 2 What are pseudosciences? Give several examples. How can these in general negatively affect legitimate sciences?
- 3 List four founders of early schools of psychology and state how their ideologies primarily differed from one another's.
- 4 In what general settings do most modern psychologists work?
- 5 State five problems in society that could be of great interest to a psychologist from the biological, behavioral, cognitive, developmental, and social perspectives, respectively.

### **Examples of Required Writing Assignments:**

**RESEARCH PAPER:** An eight-page, double-spaced typewritten research paper on a topic relevant to PSY 101 is required. It is about "researching" original peer-reviewed scientific research found ONLY in professional journal articles; you then distill the information, in your OWN words, following the American Psychological Association's (APA) format for writing a scientific, as opposed to a literary paper. The research paper is due no later than one week before the final exam.

## **24. Instructional Methods and/or Strategies**

Both individual and collaborative team activities, projects, and problems, students will problem-solve as they practice common engineering principles such as problem-solving, research, and design while learning strategies for design process documentation, collaboration, and presentation.

### **Methods of Instruction**

Audio Visual Presentations  
Class Discussions  
Computer-aided Presentation  
Group Discussions  
Guest Speakers  
Lecture

## **25. Assessment Methods and/or Tools**

**Multiple measures may include, but are not limited to, the following typical classroom assessment techniques/required assignments:**

Class Work  
Exams/Tests  
Group Projects  
Home Work  
Oral Presentation  
Papers  
Quizzes

Please refer to instructions

**26. Indicate how this honors course is different from the standard course.**

Please refer to instructions

**27. Context for Course (optional)**

## **28. History of Course Development (optional)**

## Course Description

<b>1. Course Title:</b> Marriage, Family, and Intimate Relations	<b>9. Subject Area</b>  History/Social Science  English  Mathematics  Laboratory Science  Language other than English  Visual & Performing Arts (for 2003)  <input checked="" type="checkbox"/> College Prep Elective  Career Technical Education (CTE)
<b>2. Transcript Title / Abbreviation</b>	
<b>3. Transcript Course Code / Number</b>	
<b>4. School</b> Monrovia High School	
<b>5. District</b> Monrovia Unified School District	
<b>6. City</b> Monrovia, CA	<b>10. Grade Level(s)</b>
<b>7. School / District Web Site</b> <a href="http://www.monroviaschools.net">www.monroviaschools.net</a>	<b>11. Seeking "Honors" Distinction?</b> Yes <input checked="" type="checkbox"/> No
<b>8. School Contact</b>  <b>Name:</b> Dr. Paula Hart Rodas  <b>Title/Position:</b> Director, Secondary Educational Services  <b>Phone:</b> (626) 471-2034  <b>Fax:</b>  <b>E-mail:</b> <a href="mailto:phartrodas@monroviaschools.net">phartrodas@monroviaschools.net</a>	<b>12. Unit Value</b>  0.5 (half year or semester equivalent) <input checked="" type="checkbox"/> 1.0 (one year equivalent) 2.0 (two year equivalent) Other: _____
	<b>13. Date of School Board Approval</b>
<b>14. Was this course previously approved by UC?</b> Yes <input checked="" type="checkbox"/> No      If so, year removed from list? Under what course title?	
<b>15. Is this course modeled after an UC-approved course from another school?</b> Yes      No If so, which school(s)?	
<b>16. Pre-Requisites</b>	
<b>17. Co-Requisites</b> none	
<b>18. Brief Course Description</b> – A consideration of the sociological and psychological factors that influence marriages and relationships. The course includes seminar discussions oriented toward understanding these influences as they relate to the individual. 54 lecture hours.	

## 19. Course Goals and/or Major Student Outcomes

### Competencies

Creative, Critical, and Analytical Thinking

### Outcome

Critically examine the family structures and dynamics using current academic research

### Assessment

through classroom discussion/presentation, written essays, and exams using college-level vocabulary and proper grammar

### Competencies

Community/Global Consciousness and Responsibility

### Outcome

Develop an awareness of changes and cultural variations in the family and the social forces that affect the family and relationships

### Assessment

through classroom discussion/presentation, written essays, and exams using college-level vocabulary and proper grammar

### Competencies

Discipline/Subject Area Specific Content Material

### Outcome

Analyze and apply sociological concepts to understanding the structure and dynamics of marriages, families, and relationships

### Assessment

completion of assignments, essays, exercises, and presentations

## 20. Course Objectives

### Objective

- 1.) Analyze and identify the psychological factors relative to a successful marriage and family life
- 2.) Analyze and describe the sociological factors relative to a successful marriage and family life
- 3.) Critically analyze and develop an understanding of the physical and economic factors related to a successful marriage and family life and to pass a comprehensive examination of the identifiable factors

## 21. Course Outline

### Course Content

1. Background for Marriage
  - a. The paired relation in a mass society
  - b. Learning to love
  - c. Love in marriage
  - d. Human sexuality: basic responses, attitudes and behavior
2. Mate Selection: Factors Contributing to Marital Success and Failure
3. The Married Couple
  - a. Character of the institution of marriage and the peculiarities of the American marriage
  - b. Role behavior in marriage
  - c. Sources of conflict in marriage and adjustive responses
  - d. Alternative lifestyles
  - e. Economics of marriage
4. Nature of the Family

- a. Changing character of the family
- b. Pregnancy and childbirth
- c. Sequence of the child's behavioral development
- d. Socialization of the child

## **22. Texts & Supplemental Instructional Materials**

Seccombe, K, Exploring Marriages and Families (3rd ed.), Pearson, 2018.  
The book is available as an Ebook.

## **23. Key Assignments**

### **Examples of Outside Assignments:**

Read chapters 3 and 4

Write a brief response to the following questions:

1. (Ch 3) Discuss family structure during the Colonial Period in America.
2. (Ch 3) Discuss the terms matrilineal and patrilineal as they apply to early Native American Families in North America
3. (Ch 3) Analyze gender roles during the "Golden" Fifties in the United States.
4. (Ch 4) Define and discuss what is meant by the terms "prejudice" and "discrimination".

### **Examples of Required Writing Assignments:**

The purpose of this paper assignment is to focus on a particular topic of interest and expand upon it. You will take an aspect of family life in the United States that is of interest to you. This might be a problem within the structure of the family, or problems in society that in turn cause stress on the family, etc. You will submit a paper of 3-4 pages in length on a topic of your choice. This will include a review of literature in any area of research of particular interest to you. A minimum of three (3) outside sources must be reviewed (meaning 3 sources besides your textbook). Each source should be analyzed from a critical perspective paying particular attention to the author's main points.

This paper will include research findings about your topic, as well as a demonstration of your understanding of sociological concepts and theories. Incorporate what you have learned in class and from reading the text.

## **24. Instructional Methods and/or Strategies**

Both individual and collaborative team activities, projects, and problems, students will problem-solve as they practice common engineering principles such as problem-solving, research, and design while learning strategies for design process documentation, collaboration, and presentation.

### **Methods of Instruction**

Audio Visual Presentations  
Class Activities  
Class Discussions  
Collaborative Group Work  
Computer-aided Presentation  
Group Discussions  
Guest Speakers  
Internet Research  
Learning Modules

Lecture  
Observation  
Reading Assignments  
Web-based Presentations

## **25. Assessment Methods and/or Tools**

**Multiple measures may include, but are not limited to, the following typical classroom assessment techniques/required assignments:**

Class Participation  
Class Work  
Exams/Tests  
Group Projects  
Home Work  
Oral Presentation  
Papers  
Projects  
Quizzes  
Research Projects

Please refer to instructions

## **26. Indicate how this honors course is different from the standard course.**

Please refer to instructions

## **27. Context for Course (optional)**

## **28. History of Course Development (optional)**

# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### 6. 23/24-1093 - NEW COURSE OFFERING FOR HIGH SCHOOL STUDENTS - ENTREPRENEURSHIP 2

## RECOMMENDATION

The Board of Education is requested to approve Entrepreneurship 2 as a new course at Monrovia High School.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_  
Board Member Gholar\_\_, Board Member Lockerbie\_\_, Board Member Travanti\_\_,  
Board Member Hammond\_\_, Board President Anderson\_\_.

## Rationale:

As part of MUSD's mission to increase access to higher-level courses, raise the number of students who successfully complete high school, and become college—and career-ready, the listed course is being presented for approval. This Monrovia High School course provides additional elective options for students and is the capstone course for the Entrepreneurship Career Technical Education pathway.

## Background:

The Entrepreneurship 2 course description has been adopted from the Network for Teaching Entrepreneurship's (NFTE) Entrepreneurship 2 course description. The NFTE year-long courses will earn Monrovia Unified School District students ten units of elective credit at Monrovia High School. NFTE aligns with Career Technical Education's focus, giving students the opportunity to build skills, confidence, and know-how to succeed in postsecondary education, advanced career training, or immediate entry into jobs with a meaningful career path. Young people who complete NFTE's entrepreneurship programs are more likely to engage in learning, achieve their educational and career goals, launch businesses, have increased lifetime earnings, and feel greater job satisfaction.

## Budget Implication (\$ Amount):

The total cost for teacher training for the NFTE course and course licensure for 32 students is approximately \$6,200. All textbook, curriculum, and training costs will be paid from the Career Technical Education Incentive Grant Round 7.

## Additional Information:

A copy of the new course description is attached.

## ATTACHMENTS

- [Course Description\\_ Entrepreneurship 2.pdf](#)





## Course Description

<b>1. Course Title</b>	<b>9. Subject Area</b> History/Social Science English Mathematics Laboratory Science Language other than English Visual & Performing Arts (for 2003) <input checked="" type="checkbox"/> College Prep Elective Career Technical Education (CTE)
<b>2. Transcript Title / Abbreviation</b>	
<b>3. Transcript Course Code / Number</b>	
<b>4. School</b> Monrovia High School	
<b>5. District</b> Monrovia Unified School District	
<b>6. City</b> Monrovia, CA	<b>10. Grade Level(s)</b>
<b>7. School / District Web Site</b> <a href="http://www.monroviaschools.net">www.monroviaschools.net</a>	<b>11. Seeking "Honors" Distinction?</b> Yes <input checked="" type="checkbox"/> No
<b>8. School Contact</b> Name: Dr. Paula Hart Rodas Title/Position: Director, Secondary Educational Services Phone: (626) 471-2034 Fax: E-mail: <a href="mailto:phartrodas@monroviaschools.net">phartrodas@monroviaschools.net</a>	<b>12. Unit Value</b> 0.5 (half year or semester equivalent) <input checked="" type="checkbox"/> 1.0 (one year equivalent) 2.0 (two year equivalent) Other: _____
	<b>13. Date of School Board Approval</b>
<b>14. Was this course previously approved by UC?</b> Yes <input checked="" type="checkbox"/> No    If so, year removed from list? Under what course title?	
<b>15. Is this course modeled after an UC-approved course from another school?</b> Yes    No If so, which school(s)?	
<b>16. Pre-Requisites</b>	
<b>17. Co-Requisites</b> none	
<b>18. Brief Course Description –</b> In NFTE's Entrepreneurship 2 course, students use their entrepreneurial skills and mindset to develop and test business concepts and design validated business model canvases. Students conduct customer interviews and work with industry mentors to iterate on their business models until they have demonstrated customer acquisition. Students also develop marketing campaigns and financial and operational plans in preparation for launching their businesses. Towards the end of the school year, students have opportunities to pitch their business concepts to potential investors locally, regionally, and nationally.	

## 19. Course Goals and/or Major Student Outcomes

## 20. Course Objectives

### 21. Course Outline

Introduction: Growing Your Entrepreneurial Mindset: Leadership & Team Work

At the start of the year, students have an opportunity to go through an engaging review of entrepreneurship content and entrepreneurial mindset domains from their first-year Entrepreneurship course. Students participate in a series of progressively more complex design challenges that require them to work as a team to solve. Then, using these experiences, students have an opportunity to assemble teams with classmates from these group challenges.

To assist with the grouping process, students also participate in a gallery walk of business plans for the first year course and professional networking event around their complimentary skills and interests.

Estimated # of Class Periods: 15

Unit 1: Achieving Product-Market Fit

Students work collaboratively to develop an MVP. They get out of the building and conduct A/B testing with potential customers to validate product-market fit. Students also work on product development and positioning.

Estimated # of Class Periods: 25

Testing a Market

Business Plan Project Deliverable: Product-Market Fit Outline

Entrepreneurial Mindset Weekly Focus: Opportunity Recognition

NFTE Entrepreneurial Investigation: Classroom Marketplace

Learning Objectives:

- Recognize the importance of determining product-market fit as a first step in starting a business.
- Understand the Lean Startup Product cycle and how it will allow them to get quick feedback and iterate on their business hypothesis.
- Follow a customer discovery process to better understand customers' problems.
- Develop a preliminary outline for their PMF test plan.

Certiport ESB Exam Standards Addressed:

- Given a scenario, recognize a business opportunity.
- Given a scenario, analyze the demand for the good or service and opportunities in an environment.

## Product Positioning

Business Plan Project Deliverable: Customer Persona and Value Proposition

Entrepreneurial Mindset Weekly Focus: Flexibility and Adaptability

NFTE Entrepreneurial Investigation: Customer Archetype

Learning Objectives:

- Recognize that businesses need to identify and understand their target customer.
- Recognize the importance of designing their product/service to meet customer needs (to create a unique value proposition).
- Explain the role that building a customer profile and customer interviews play in building a value proposition.
- Determine their product/service's Unique Value Proposition based on the problem it solves to meet potential customer needs.

Certiport ESB Exam Standards Addressed:

- Given a scenario, identify the customers or potential customers for a business.
- Given a scenario, recognize a value proposition.

## Building a MVP

Business Plan Project Deliverable: MVP Draft

Entrepreneurial Mindset Weekly Focus: Creativity and Innovation

NFTE Entrepreneurial Investigation: 20 Minute MVP

Learning Objectives:

- Recognize that an effective way to quickly and inexpensively test product-market fit is by building and testing an MVP.
- Recognize that an MVP is a testing tool, not the first version of the product/service.
- Recognize that an MVP is only as good as the questions that accompany it for testing.
- Design an MVP and a set of test questions for their own business.

Certiport ESB Exam Standards Addressed:

- Given a scenario, recognize a business opportunity.
- Given a scenario, analyze the demand for the good or service and opportunities in an environment.

## A/B Testing

Business Plan Project Deliverable: A/B Test Plan for MVP

Entrepreneurial Mindset Weekly Focus: Critical Thinking and Problem Solving

NFTE Entrepreneurial Investigation: Shoe Store A/B Testing

Learning Objectives:

- Describe A/B testing.
- Explain how A/B testing can be an effective tool for business opportunity validation.
- Build an A/B test for an MVP of a product or service.

Certiport ESB Exam Standards Addressed:

- Given a scenario, recognize a business opportunity.
- Given a scenario, analyze the demand for the good or service and opportunities in an environment.

## Implementing a Product-Market Fit Test

Business Plan Project Deliverable: Market Test Summation, MVP

Lean Canvas Sections: Problem, Solution, Unique Value Proposition, and Unfair Advantage

NFTE Entrepreneurial Investigation: Achieving Product-Market Fit Lab Time

Learning Objectives:

- Complete the following deliverables around the business plan:
  - o Updated Lean Canvas: Problem, Solution, Unique Value Proposition, Unfair Advantage
  - o Business Plan Artifact: Market Testing Summation
  - o MVP

## Unit 2: Designing a Business Model

Students conduct online research and get out of the building to learn about supply chains, distribution channels, key internal/external resources, and strategic partnerships that could benefit their business. Students also learn about and consider how to structure their business model strategically in order to optimize performance of key activities that need to be in place to deliver value to customers over time.

Estimated # of Class Periods: 25

## Key Resources

Business Plan Project Deliverable: Key Resources & IP Considerations

Entrepreneurial Mindset Weekly Focus: Comfort with Risk

NFTE Entrepreneurial Investigation: 50 Resources Challenge

Learning Objectives:

- Identify and classify the four categories of internal and external resources for their business.
- Discuss the way entrepreneurs can leverage key resources to lessen uncertainty and risk at launch
- Identify ways to keep key resources protected.
- Visualize and map out the interdependent nature of key resources.

Certiport ESB Exam Standards Addressed:

- Given a scenario, recognize a business opportunity.
- Given a scenario, identify intellectual property issues of trademarks, copyrights and patents.

## Supply Chains

Business Plan Project Deliverable: Supply Chain and Vendors

Entrepreneurial Mindset Weekly Focus: Initiative and Self-Reliance

NFTE Entrepreneurial Investigation: Paper Airplane Production Company

Learning Objectives:

- Describe the progression of goods through supply channels.
- List considerations for managing supply chain relationships.
- Recognize the factors in choosing vendors and managing vendor relationships as part of the supply chain for their business.

Certiport ESB Exam Standards Addressed:

- Given a scenario, identify a supply chain (e.g. clear commitments, active communication, and negotiated costs.)

## Key Activities

Business Plan Project Deliverable: Key Activities & Customer Journey Map

Entrepreneurial Mindset Weekly Focus: Future Orientation

NFTE Entrepreneurial Investigation: Master Toaster

Learning Objectives:

- Understand the value in creating a customer journey map to understand one's business.
- Describe the key activities businesses need to perform to provide value to customers over time.
- Create a customer journey map for his or her businesses.

Certiport ESB Exam Standards Addressed:

- Given a scenario, identify how to retain customers and develop a relationship with repeat customers.

## Partnerships

Business Plan Project Deliverable: Key Partners and Distribution Channels

Entrepreneurial Mindset Weekly Focus: Communication and Collaboration

NFTE Entrepreneurial Investigation: Partnership Game

Learning Objectives:

- Identify the advantages these partnerships would provide to their business (by relieving pain points).
- Identify the risks involved with partnerships.
- Identify joint ventures as a form of partnership.
- Describe distribution channels and vendors as key partners.

Certiport ESB Exam Standards Addressed:

- Given a scenario, recognize a business opportunity.
- Given a scenario, identify a supply chain (e.g. clear commitments, active communication, and negotiated costs.)

## Assembling a Business Model

Business Plan Project Deliverable: Business Model Infographic, Revised MVP

Lean Canvas Sections: Channels and Key Metrics

NFTE Entrepreneurial Investigation: Designing a Business Model Lab Time

Learning Objectives:

- Complete the following deliverables around the business plan:
  - o Updated Lean Canvas: Key Metrics, Channels
  - o Business Plan Artifact: Business Model Infographic
  - o Revised MVP

## Unit 3: Utilizing Digital Marketing & Sales

Students learn about effective selling and branding strategies. They learn about strategies for web-based tools for promoting and selling products or services. They develop a website and social media campaign to market their business and, as appropriate, sell their products.

Estimated # of Class Periods: 20

Effective Selling

Business Plan Project Deliverable: Sales Strategy & Customer Needs-Based Pitch

Entrepreneurial Mindset Weekly Focus: Flexibility and Adaptability

NFTE Entrepreneurial Investigation: Personal Selling Challenge

Learning Objectives:

- Explain the importance of empathy in personal selling and understanding customers' needs.
- List effective sales techniques for communicating a business's value proposition to customers.
- Identify the purpose and structure of an effective sales pitch.
- Understand the difference between face to face and digital sales techniques.

Certiport ESB Exam Standards Addressed:

- Given a scenario, develop a sales strategy and identify characteristics of a successful sale.
- Given a scenario, identify how to retain customers and develop a relationship with repeat customers.

Digital Marketing

Business Plan Project Deliverable: Social Media Plan

Entrepreneurial Mindset Weekly Focus: Critical Thinking and Problem Solving

NFTE Entrepreneurial Investigation: Digital Marketing WebQuest

Learning Objectives:

- Recognize that all business websites exist to drive awareness or purchase.
- Compare and contrast planning and budgeting for traditional marketing with digital marketing.
- List the elements a business must implement to maintain a positive web presence with its website and other various social media sites.
- Evaluate websites based on the number of effective and ineffective marketing elements.

Certiport ESB Exam Standards Addressed:

- Given a scenario, determine value and methods of communication including: Web sites, brochures, social media, and advertising.
- Given a scenario, identify how to retain customers and develop a relationship with repeat customers.

Digital Sales Channels

Business Plan Project Deliverable: eCommerce Plan

Entrepreneurial Mindset Weekly Focus: Opportunity Recognition

NFTE Entrepreneurial Investigation: High-Tech/Low-Tech Contest

Learning Objectives:

- Compare and contrast traditional sales channels with online selling/eCommerce.
- List considerations for selling products and services online; including the implications of global sales.
- Understand when it is appropriate to pursue analog or digital sales channels.
- Use a tool to develop a website to market one's business, and, as appropriate, sell one's products.

Certiport ESB Exam Standards Addressed:

- Given a scenario, identify and analyze the cost/benefits of finding customers.

#### Building a Web Presence

Business Plan Project Deliverable: Digital Marketing & Sales Plan, Revised MVP

Lean Canvas Sections: Customer Segments and Channels

NFTE Entrepreneurial Investigation: Utilizing Digital Marketing & Sales Lab Time

Learning Objectives:

- Complete the following deliverables around the business plan:
  - o Updated Lean Canvas: Customer Segments, Channels
  - o Business Plan Artifact: Digital Marketing and Sales Plan
  - o Revised MVP

#### Unit 4: Planning for Business Operations

Students learn about different facets of managing business operations that need to be in place as the business launches. They do an analysis of the human resources they will need and put together an acquisition strategy to find talent that will best support the business goals. Students also learn about the importance of managing operations, expenses, and best practices around accounting and recordkeeping. Students end the unit with a plan for operations that will help the business be successful on day one.

Estimated # of Class Periods: 25

#### Building and Managing a Team

Business Plan Project Deliverable: Hiring Needs and Org-Structure at Launch

Entrepreneurial Mindset Weekly Focus: Communication and Collaboration

NFTE Entrepreneurial Investigation: Employee Fantasy Draft

Learning Objectives:

- Explain the advantages and disadvantages in hiring staff for a new business.
- Determine when it is appropriate for a founder of a new business to hire its first employee.
- Given a scenario, determine value and methods of communication including: Web sites, brochures, social media, and advertising.
- Given a scenario, identify how to retain customers and develop a relationship with repeat customers.

#### Digital Sales Channels

Business Plan Project Deliverable: eCommerce Plan

Entrepreneurial Mindset Weekly Focus: Opportunity Recognition

NFTE Entrepreneurial Investigation: High-Tech/Low-Tech Contest

Learning Objectives:

- Compare and contrast traditional sales channels with online selling/eCommerce.
- List considerations for selling products and services online; including the implications of global sales.
- Understand when it is appropriate to pursue analog or digital sales channels.
- Use a tools to develop a website to market one's business, and, as appropriate, sell one's products.

Certiport ESB Exam Standards Addressed:



- Given a scenario, identify and analyze the cost/benefits of finding customers.

#### Building a Web Presence

Business Plan Project Deliverable: Digital Marketing & Sales Plan, Revised MVP

Lean Canvas Sections: Customer Segments and Channels

NFTE Entrepreneurial Investigation: Utilizing Digital Marketing & Sales Lab Time

Learning Objectives:

- Complete the following deliverables around the business plan:
  - o Updated Lean Canvas: Customer Segments, Channels
  - o Business Plan Artifact: Digital Marketing and Sales Plan
  - o Revised MVP

#### Unit 4: Planning for Business Operations

Students learn about different facets of managing business operations that need to be in place as the business launches. They do an analysis of the human resources they will need and put together an acquisition strategy to find talent that will best support the business goals. Students also learn about the importance of managing operations, expenses, and best practices around accounting and recordkeeping. Students end the unit with a plan for operations that will help the business be successful on day one.

Estimated # of Class Periods: 25

#### Building and Managing a Team

Business Plan Project Deliverable: Hiring Needs and Org-Structure at Launch

Entrepreneurial Mindset Weekly Focus: Communication and Collaboration

NFTE Entrepreneurial Investigation: Employee Fantasy Draft

Learning Objectives:

- Explain the advantages and disadvantages in hiring staff for a new business.
- Determine when it is appropriate for a founder of a new business to hire its first employee.

#### Lean Canvas Sections: Cost Structure and Key Metrics

NFTE Entrepreneurial Investigation: Planning for Business Operations Lab Time

Learning Objectives:

- Complete the following deliverables around the business plan:
  - o Updated Lean Canvas: Key Metrics, Cost Structure
  - o Business Plan Artifact: Operations Plan
  - o Revised MVP

#### Unit 5: Financing a Startup

Students learn how to put together a comprehensive strategy for financing their startup. Students learn how to calculate startup expenditures at launch and investigate the benefits of delaying all expenditures as part of a lean launch. They learn about the advantages and disadvantages of various sources of obtaining financing, including leveraging non-traditional crowdsourcing websites. Students end the unit with building a yearly projected income statement around their main revenue streams to show potential investors their return on investment.

Estimated # of Class Periods: 25

## Startup Expenditures

Business Plan Project Deliverable: Startup Investment at Launch (30/60/90 Days)

Entrepreneurial Mindset Weekly Focus: Comfort with Risk

NFTE Entrepreneurial Investigation: "What's for Launch?"

Learning Objectives:

- List various startup expenditure needs that a business might incur.
- Describe additional considerations that a business might account for in its startup investment plan.
- Weigh the pros and cons of a high startup investment versus a leaner startup investment plan.
- Determine which expenditures are absolutely necessary at launch, and which can be purchased post-launch.

Certiport ESB Exam Standards Addressed:

- Given a scenario, calculate the amount of money (cash and credit) needed to start a business.

## Sources of Startup Funding

Business Plan Project Deliverable: Sources of Funding

Entrepreneurial Mindset Weekly Focus: Initiative and Self-Reliance

NFTE Entrepreneurial Investigation: The Great Shark Tank Debate

Learning Objectives:

- Identify debt and equity options entrepreneurs can pursue to gain financing.
- List ways to leverage technology as alternative means to finance a business (crowdsourcing, microloans).
- Describe low-cost startup investment strategies such as bootstrapping and lean startup models.
- Rank and order the sources of startup funding for a new business by ease of obtaining and level of risk.

Certiport ESB Exam Standards Addressed:

- Identify the benefits and drawbacks of various sources of start-up funding: Equity (Friends/Family, Angels, Venture), Debt (Bank, credit cards, personal loans), and Grants (government, foundation, corporate).

## Revenue Streams & Sales Projections

Business Plan Project Deliverable: Revenue Streams & Sales Projections

Entrepreneurial Mindset Weekly Focus: Opportunity Recognition

NFTE Entrepreneurial Investigation: Movie Theater CEO

Learning Objectives:

- List ways a business can bring in revenue.
- Identify ways for businesses to add additional revenue streams.
- Explain the process for forecasting sales for a future period of time.

Certiport ESB Exam Standards Addressed:

- Given a scenario, analyze the demand for the good or service and opportunities in an environment.

### Financial Statements & Analysis

Business Plan Project Deliverable: Income Statement & Return on Investment

Entrepreneurial Mindset Weekly Focus: Flexibility and Adaptability

NFTE Entrepreneurial Investigation: Income Statement Card Game

### Learning Objectives:

- Describe the parts and function of a financial statement.
- Describe how financial statements are used for financial analysis.
- Explain what financial ratios mean to an entrepreneur and/or investor.
- Explain how taxes impact the net profit on a financial statement.

### Certiport ESB Exam Standards Addressed:

- Given a scenario, interpret basic financial statements such as income statements and balance sheets.

### Financing a Business

Business Plan Project Deliverable: Financing Strategy, P&L, Revised MVP

Lean Canvas Sections: Cost Structure and Revenue Streams

NFTE Entrepreneurial Investigation: Financing a Startup Lab Time

### Learning Objectives:

- Complete the following deliverables around the business plan:
  - o Updated Lean Canvas: Cost Structure, Revenue Streams
  - o Business Plan Artifact: Financing Strategy/P&L
  - o Revised MVP

### Student Demonstration: Investor Pitch Competition

Students use their lean canvas, business plan artifacts, and MVP to put together an investor pitch deck. Students prepare and pitch to investors in competitions.

Estimated # of Class Periods: 15

### Lean Canvas

- Problem
- Solution
- Unique Value Proposition
- Unfair Advantage
- Customer Segments
- Key Metrics
- Channels
- Cost Structure
- Revenue Streams

### Investor Pitch Deck

- Title
- Problem/Opportunity

- Value Proposition
- Underlying Magic
- Business Model
- Go-To-Market Plan
- Competitive Analysis
- Management Team
- Financial Projections
- Current Status & Future Plans

#### Business Plan Artifacts (Investor Pitch Supplements)

- Market Testing Summation
- Business Model Infographic
- Digital Marketing & Sales Plan
- Operational Plan
- Financing Strategy/P&L

#### Unit 6: Managing a Small Business

After investor pitches, students have a unit that covers topics around managing a small business that will bring them to the starting line for launching their business. Topics include important information around obtaining licenses, permits, and registering the business to be operational. Students end the unit learning about growth and exit strategies before putting together a long-term plan for their business to have on day one of business operations.

Estimated # of Class Periods: 20\*

\*This unit is also designed to prepare students for content around small business management that is found on the Certiport ESB exam. As this unit's deliverables do not directly support the investor pitch competition, teachers have the discretion to forgo weekly lab time to formally prepare students for the Certiport ESB exam instead.

#### Legal Structures & Taxes

Business Plan Project Deliverable\*: Legal Business Structure & Tax Implications

Entrepreneurial Mindset Weekly Focus: Future Orientation

NFTE Entrepreneurial Investigation: Civic City

#### Learning Objectives:

- Explain how the government uses tax money and the purposes of business taxes.
- Identify ways that businesses can use tax credits and deductions to maximize profitability.
- Describe the advantages, disadvantages, and tax implications of common legal structures.
- List steps to take in choosing and setting up a legal structure.

#### Certiport ESB Exam Standards Addressed:

- Identify the appropriate legal structure, benefits and drawbacks for different legal structures for a business.
- Given a scenario, identify the taxes that are required.

#### Government Regulations & Licenses

Business Plan Project Deliverable\*: Regulations Compliance Plan & Required Licenses  
Entrepreneurial Mindset Weekly Focus: Comfort with Risk  
NFTE Entrepreneurial Investigation: Walk the Line

Learning Objectives:

- Understand the role of government regulation.
- Identify laws that impact business operations.
- Describe government resources that help small businesses comply with regulations.
- Identify local and national licenses that a small business must obtain.

Certiport ESB Exam Standards Addressed:

- Given a scenario, identify different types of licenses and regulations that are required.
- Given a scenario, identify support that is available for the business on a local, state, and federal level.

Growth & Exit Strategies

Business Plan Project Deliverable\*: Growth & Exit Strategies  
Entrepreneurial Mindset Weekly Focus: Initiative & Self-Reliance  
Business Plan Project Deliverable: Entrepreneur Vision Board

Learning Objectives:

- Investigate business growth strategies and the practical challenges of growth.
- Describe the advantages/disadvantages of using credit to grow a business and impact it has on personal credit.
- Explore opportunities for franchising and licensing a business.
- Study methods for valuing a business and building wealth.
- Investigate exit strategies for business owners.

Certiport ESB Exam Standards Addressed:

- Given a scenario, identify the factors that influence credit ratings and the importance of a positive credit rating.
- Given a scenario, identify milestones as part of a growth strategy.
- Identify potential exit strategies for a business.

Launching and Growing a Business

Business Plan Project Deliverable\*: Launch & Growth Strategy  
NFTE Entrepreneurial Investigation\*: Managing a Small Business Lab Time

Learning Objectives:

- Complete the following deliverables around the business plan:
  - o Updated Lean Canvas: Cost Structure, Revenue Streams
  - o Business Plan Artifact: Financing Strategy/P&L
  - o Revised MVP

Assessment

- Online formative assessments and grading tools
- Unit content and performance assessments
- Diagnostic and summative assessments

- o Business model pitch competitions
- o Entrepreneurial Mindset Index
- o Certiport Advanced Entrepreneurship & Small Business Exam

#### Certification

By the end of the course, students are prepared to take Certiport's Advanced Entrepreneurship & Small Business Management certification exam.

The following are learning objectives from NFTE's Entrepreneurship 2 course that will be assessed on the Certiport Advanced Entrepreneurship & Small Business Management certification exam.

- Given a scenario, recognize a business opportunity.
- Given a scenario, analyze the demand for the good or service and opportunities in an environment.
- Given a scenario, identify the customers or potential customers for a business.
- Given a scenario, recognize a value proposition.
- Given a scenario, identify how to retain customers and develop a relationship with repeat customers.
- Given a scenario, determine value and methods of communication including: Web sites, brochures, social media, and advertising.
- Given a scenario, identify and analyze the cost/benefits of finding customers.
- Identify the appropriate legal structure, benefits and drawbacks for different legal structures for a business.
- Given a scenario, identify different types of licenses and regulations that are required.
- Identify the benefits and drawbacks of various sources of start-up funding: Equity (Friends/Family, Angels, Venture), Debt (Bank, credit cards, personal loans), and Grants (government, foundation, corporate)
- Given a scenario, identify support that is available for the business on a local, state, and federal level.
- Identify potential exit strategies for a business.
- Given a scenario, identify key positions and human capital needs (including compensation and benefits).
- Given a scenario, identify the taxes that are required.
- Given a scenario, identify intellectual property issues of trademarks, copyrights and patents.
- Given a scenario, identify standard operating procedures (e.g., setup, conduct, internal controls, separation of duties.)
- Given a scenario, identify a supply chain (e.g. clear commitments, active communication, negotiated costs.)
- Given a scenario, identify milestones as part of a growth strategy.
- Given a scenario, develop a sales strategy and identify characteristics of a successful sale.
- Given a Given a scenario, interpret basic financial statements such as income statements and balance sheets
- Given a scenario, identify the factors that influence credit ratings and the importance of a positive credit rating
- Given a scenario, identify and analyze cash flow including: accounts receivable, accounts payable, inventory, and debt.

- Given a scenario, create a cash flow budget.

This course will also cover many of the skills measured on the Microsoft Office Specialist certification exams for Microsoft Word, Excel, and PowerPoint. Unit guides include suggested resources to help teachers and students address the skills and standards not addressed by the NFTE course.

#### Teacher Training & Professional Development

- 5 days of pre-service curriculum training
- Over 20 hours of ongoing professional development
- Access to Canvas, a repository of curriculum and student resources
- Online diagnostic, formative, and summative assessment tools
- NFTE's Entrepreneurial Teacher Corps, a network of educators where teachers will have opportunities to develop their leadership skills, improve their practice and receive recognition for exceptional performance

### **22. Texts & Supplemental Instructional Materials**

Owning Your Future textbook, published by Pearson

### **23. Key Assignments**

### **24. Instructional Methods and/or Strategies**

### **25. Assessment Methods and/or Tools**

Please refer to instructions

### **26. Indicate how this honors course is different from the standard course.**

Please refer to instructions

### **27. Context for Course (optional)**

### **28. History of Course Development (optional)**

# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### 7. 23/24-1094 - NEW COURSE OFFERING FOR HIGH SCHOOL STUDENTS - PERSONAL FINANCE

#### RECOMMENDATION

The Board of Education is requested to approve Personal Finance as a new course offering for Canyon Oaks High School students.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Gholar \_\_, Board Member Lockerbie \_\_, Board Member Travanti \_\_, Board Member Hammond \_\_, Board President Anderson \_\_.

#### Rationale:

As part of MUSD's mission to increase access to higher-level courses to raise the number of students who successfully complete high school and become both college and career-ready, the listed course is being presented for approval. This Canyon Oaks High School course provides additional elective options for students.

#### Background:

The Personal Finance course description has been adopted from the Edgenuity platform's Personal Finance course description. The Canyon Oaks semester-long courses will earn Monrovia Unified School District students (five) 5 units of elective credit at Canyon Oaks High School.

#### Budget Implication (\$ Amount):

The Personal Finance course for Canyon Oaks does not incur any additional costs as it is included in MUSD's existing Edgenuity Platform contract.

#### Additional Information:

A copy of the new course description is attached.

## ATTACHMENTS

- [Course Description\\_Personal Finance.pdf](#)



## Course Description

<b>1. Course Title</b> Personal Finance	<b>9. Subject Area</b>  History/Social Science  English  X Mathematics  Laboratory Science  Language other than English  Visual & Performing Arts (for 2003)  X College Prep Elective  Career Technical Education (CTE)
<b>2. Transcript Title / Abbreviation</b>	
<b>3. Transcript Course Code / Number</b>	
<b>4. School</b> Canyon Oaks High School	
<b>5. District</b> Monrovia Unified School District	
<b>6. City</b> Monrovia, CA	<b>10. Grade Level(s)</b> 11-12
<b>7. School / District Web Site</b> <a href="http://www.monroviaschools.net">www.monroviaschools.net</a>	<b>11. Seeking "Honors" Distinction?</b> Yes    X    No
<b>8. School Contact</b>  Name: Dr. Paula Hart Rodas  Title/Position: Director, Secondary Educational Services  Phone: (626) 471-2034  Fax:  E-mail: <a href="mailto:phartrodas@monroviaschools.net">phartrodas@monroviaschools.net</a>	<b>12. Unit Value</b> X    0.5 (half year or semester equivalent) 1.0 (one year equivalent) 2.0 (two year equivalent) Other: _____
	<b>13. Date of School Board Approval</b>
<b>14. Was this course previously approved by UC?</b> Yes    X    No    If so, year removed from list? Under what course title?	
<b>15. Is this course modeled after an UC-approved course from another school?</b> Yes    No If so, which school(s)?	
<b>16. Pre-Requisites</b> none	
<b>17. Co-Requisites</b> none	
<b>18. Brief Course Description –</b>  This one-semester elective prepares students to navigate personal finance with confidence. The course opens with a study of what it means to be financially responsible, engaging students in budgeting, planning, and being a smart consumer. Students learn about the relationship between education, employment, income, and net worth, and they plan for the cost of college. Students then broaden their study to include banking, spending, investing, and other money management concepts before exploring credit and debt. In the final unit of the course, students study microeconomics and entrepreneurship, with an overview of economic systems, supply and demand, consumer behavior and incentives, and profit principles. The course concludes with an in-depth case study about starting a business	

## 19. Course Goals and/or Major Student Outcomes

### Student Expectations

- Interactive lessons that include a mixture of instructional videos and tasks
- Assignments in which students apply and extend learning
- Assessments, including quizzes, tests, and cumulative exams

## 20. Course Objectives

### Course Objectives

Throughout the course, students will meet the following goals:

- Understand what it means to be financially literate
- Plan for daily and long-term expenditures
- Understand the cost of credit and the differences between consumer credit and other debt
- Relate incomes and career choices, understanding the implications of choices you make today on your long-term financial health
- Learn how to manage your money, including the benefits and risks of investing
- Gain a basic familiarity with the principles of economics and entrepreneurship

## 21. Course Outline

**Unit 1:** Financial Responsibility and Budgeting

**Unit 2:** Relating Income and Careers

**Unit 3:** Managing Money

**Unit 4:** Credit and Debt

**Unit 5:** Microeconomics & Entrepreneurship

## 22. Texts & Supplemental Instructional Materials

Edgenuity online platform

## 23. Key Assignments

N/A

## 24. Instructional Methods and/or Strategies

Through the Edgenuity platform, teachers will communicate with students regularly through discussions, email, chat, and system announcements. Students will also communicate with classmates, either via online tools or face to face, as they collaborate on projects, ask and answer

questions in peer groups, and develop speaking and listening skills.

## 25. Assessment Methods and/or Tools

The weighting for each category of graded activity is listed below.

Grading Category	Weight
Quiz	20%
Test	30%
Exam	20%
Assignment	10%
Additional	0%
Project	20%

Please refer to instructions

## 26. Indicate how this honors course is different from the standard course.

N/A

Please refer to instructions

## 27. Context for Course (optional)

N/A

## 28. History of Course Development (optional)

N/A

# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### 8. 23/24-1095 - MEMORANDUM OF UNDERSTANDING WITH CHARTER OAK UNIFIED SCHOOL DISTRICT FOR THE STRONG WORKFORCE PROGRAM GRANT ROUND 6

#### RECOMMENDATION

The Board of Education is requested to approve a Memorandum of Understanding (MOU) between Charter Oak Unified School District and Monrovia Unified School District concerning the award, allocation, and required use of funds confirmed in the K-12 Strong Workforce Program Grant Round 6.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Gholar \_\_, Board Member Lockerbie \_\_, Board Member Travanti \_\_, Board Member Hammond \_\_, Board President Anderson \_\_.

#### Rationale:

The California legislature introduced the K-12 Strong Workforce Program as an ongoing statewide funding opportunity. It is designed to support K-12 local education agencies and community colleges collaborating to create, improve, and expand career technical education courses, course sequences, programs of study, and pathways for students transitioning from secondary education and postsecondary education to living-wage employment. This grant proposal focuses on expanding our Early College program into our Career Technical Education (CTE) pathways, providing new opportunities for students to earn free college credit while improving their employable skills for their future careers. The grant will cover infrastructure and technology improvements necessary to raise our CTE instruction to the level Citrus College requires, professional development to prepare our CTE teachers and instructional materials needed for the expansion. Additionally, this grant will aim for greater opportunities for work-based learning, including increasing our capacity for CTE guest speakers, job site visits, and student internships.

#### Background:

Charter Oak Unified School District (COUSD) has been elected to be the fiscal lead by the Foothill Consortium, a designated group of districts that includes Azusa Unified School District, Charter Oak Unified School District, Duarte Unified School District, and Monrovia Unified School District. COUSD has been assigned the sole responsibility to acquire, manage, and report all uses of Grant funds in compliance with the K-12 Strong Workforce Program Grant. All districts participating in the program have agreed to deliver to all terms and conditions set forth in this MOU so that COUSD can fully comply with all program eligibility requirements. The K-12 Strong Workforce Program Round 6 grant term began on January 1, 2024. The grant term is tied to the associated legislation and state budget term that provided the funds for the grant. This K-12 Strong Workforce Program funding round occurred during the 2023/24 fiscal year. The actual distribution of funds will occur in

approximately June 2024. Local Educational Agencies (LEAs) have until June 30, 2025, to expend all funds for this grant term.

**Budget Implication (\$ Amount):**

For the grant term ending June 30, 2026, the Foothill Consortium has been awarded \$895,992, a portion of which shall be made available to Monrovia Unified School District according to the Budget Allocation of the MOU (\$211,012).

**Legal References:**

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

**Additional Information:**

Copies of the Memorandum of Understanding and Foothill Consortium Budget are attached.

**ATTACHMENTS**

- [MUSD STRONG WORKFORCE PROGRAM 6 MOU.pdf](#)
- [Foothill Consortium Budget Allocation - K12SWP Round 6.pdf](#)

K12 Strong Workforce Program  
A Memorandum of Understanding

The following is a Memorandum of Understanding (MOU) Between Charter Oak Unified School District (hereinafter referred to as COUSD), and Monrovia Unified School District (hereinafter referred to as "District") concerning the award, allocation and required use of funds confirmed in the K12 Strong Workforce Program (K12 SWP6).

**I. Background**

The California legislature introduced the K12 Strong Workforce Program (K12 SWP) as an ongoing statewide funding opportunity. It is designed to support K-12 local education agencies (LEAs) in creating, improving, and expanding career technical education (CTE) courses, course sequences, programs of study, and pathways for students transitioning from secondary education to postsecondary education to living-wage employment.

COUSD has been elected to be the fiscal lead by the Foothill Consortium, a designated group of districts that include COUSD, Azusa, Duarte, and Monrovia Unified School Districts, and has been assigned the sole responsibility to acquire, manage and report all uses of Grant funds in compliance with the K12 SWP. All districts participating in the Program have agreed to adhere to all terms and conditions set forth in this Memorandum in order for COUSD to fully comply with all Program eligibility requirements.

**II. Duration of Memorandum of Understanding**

The duration of the MOU will be for the duration of the grant funding term of January 1, 2024 - June 30, 2026 for K12 SWP Round 6 (allocation of funds will begin approximately June, 2024), unless otherwise modified or terminated by either party 30 days following the effective date of such written notice.

**III. Amount Awarded**

For K12 SWP Round 6, the Foothill Consortium has been awarded **\$895,992.00**, a portion of which shall be made available to District (see attachment). The grant payment will be disbursed to the K12 Foothill Consortium Fiscal Lead pursuant to receipt of fully executed Memoranda of Understanding from all members of the Consortium and a signed Grant Award Notification (GAN). All funds must be expended within the dates designated and for not more than the maximum amount indicated on the GAN.

**IV.**

**Responsibilities of the Parties**

**District:**

- Identify one district office individual and one site contact from each participating school to work with COUSD staff in the implementation of career pathways at participating schools.
- Report a 2:1 match for any funding received as follows: two dollars (\$2) for every one dollar (\$1) received [EC § 88828, (c)(1)(A)(B)].
- Submit necessary documents and fiscal reporting, such as financial match report, into NOVA or designated reporting website/system.
- Provide assurance that all funds received shall be used only for the development and maintenance of CTE programs.
- Report and be prepared to show that all local educational agency (LEA) CTE expended funds under accounting goal codes 3800 (Vocational Education) or 6000 Regional Occupational Center and Programs (ROCPs).

**COUSD:**

COUSD shall assure that all districts participating under this MOU will meet all of the grant requirements as delineated in the RFA, with the primary objectives to be the following:

- Submit necessary documents and fiscal reporting, including expenditure reports and financial match reports, into NOVA or designated reporting website/system.
- To support essential collaboration across education systems between the K-12 sector and community colleges, with involvement from industry, businesses, and organizations in strengthening CTE programs and pathways aligned with regional workforce needs
- To support LEAs in developing and implementing high-quality, K-14 CTE course sequences, programs, and pathways that:

- Facilitate K-12 student exploration and selection of learning opportunities leading to career paths.
- Build foundational career path skills and knowledge essential to subsequent success in college and early career exploration.
- Enable a seamless and successful transition from secondary to postsecondary education within the same or related career paths.
- Lead to completion of industry-valued certificates, degrees, or transfers to four-year university or college.
- Prepare students upon completion of education to enter into employment in occupations for which there is documented demand and which pay a livable wage.
- Contribute toward meeting the projected need for one million completers of CTE programs aligned with the state's labor markets.

V. **Additional Provisions**

- A. The duly authorized officials of each respective party enter into this MOU.
- B. It is understood by both parties that each will fulfill its responsibility under the MOU in accordance with the provisions of law and regulations that govern their activities.
- C. Nothing in this MOU is intended to negate or otherwise render ineffective any previous agreements.
- D. This MOU may be amended by the mutual written consent of the parties.
- E. No amendment, modification or alteration in the terms of the MOU shall be binding on either party unless submitted in writing.

Approved By

Monrovia Unified School District

Charter Oak Unified School District

\_\_\_\_\_  
Print Name

Danny Kim, Ed.D.  
Print Name

\_\_\_\_\_  
Title

Assistant Superintendent, Educational Services  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## K12 Strong Workforce Program

### Foothill Consortium

The **K12 SWP Round 6** grant term begins January 1, 2024. The grant term is tied to the associated legislation and state budget term that provided the funding for the grant. This round of K12 SWP funding occurred during the 2023-2024 fiscal year. LEAs have until June 30, 2026 to expend all funds for this grant term.

Based on the Budget confirmed herein, all expenditures made by District, and all participating districts, are not to exceed agreed upon budgeted amounts without prior approval of COUSD. All services rendered, materials and products acquired, and all activities falling within budgeted parameters, shall be reported to COUSD quarterly. Districts will receive 70% of their allocation once funds have been released to the fiscal lead by submitting an invoice, with the remaining balance distributed 3 months prior to closeout or once initial funds have been spent, whichever comes first.

	<b>Allocation of funds for term of grant:</b>
	<b>\$895,992</b>
<b>Consortium Expenses</b>	
Foothill Consortium Grant Coordinator \$50K	\$50,000
Admin / Indirect Cost to COUSD Fiscal Lead (estimate 4%)	\$34,406
<b>Total Consortium Expenses</b>	<b>\$84,406</b>
<b>District Member Allocation: Percentage based on district ADA. District member allocation is calculated after Consortium Expenses.</b>	<b>\$811,586</b>
Azusa Unified School District (33%)	\$267,823
Charter Oak Unified School District (25%)	\$202,897
Duarte Unified School District (16%)	\$129,854
Monrovia Unified School District (26%)	\$211,012
<b>Total</b>	<b>\$895,992</b>



# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### 9. 23/24-1096 - MEMORANDUM OF UNDERSTANDING WITH CHARTER OAK UNIFIED SCHOOL DISTRICT FOR THE CALIFORNIA CAREER TECHNICAL EDUCATION INCENTIVE GRANT ROUND 9

#### RECOMMENDATION

The Board of Education is requested to approve a Memorandum of Understanding (MOU) between Charter Oak Unified School District and Monrovia Unified School District for the award, allocation, and required use of funds confirmed in the California Career Technical Education Incentive Grant (CTEIG) Round 9.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Gholar \_\_, Board Member Lockerbie \_\_, Board Member Travanti \_\_, Board Member Hammond \_\_, Board President Anderson \_\_.

#### Rationale:

The California Career Technical Education Incentive Grant Program is a state education, economic, and workforce development initiative to provide students with the knowledge and skills necessary to transition to employment and post-secondary education. The purpose of this program is to encourage and maintain the delivery of career technical education programs by the Monrovia Unified School District, which is acting as a participating district for this grant, during the implementation of the Local Control Funding Formula (LCFF).

#### Background:

Charter Oak Unified School District (COUSD) has been elected to be the fiscal lead by the Foothill Consortium, a designated group of districts that includes Azusa Unified School District, Charter Oak Unified School District, Duarte Unified School District, and Monrovia Unified School District. COUSD is responsible for acquiring, managing, and reporting all uses of grant funds in compliance with the California Career Technical Education Incentive Grant Program. All districts participating in the program have agreed to deliver to all terms and conditions set forth in the MOU for COUSD to comply fully with all program eligibility requirements. The Career Technical Education Incentive Grant Program Round 9 grant term begins on July 1, 2024. The grant term is tied to the associated legislation and state budget term that provided the funds for the grant. This Career Technical Education Incentive Grant Program funding round should occur during the 2023/24 fiscal year. The actual distribution of funds will occur in approximately June 2024. Local Educational Agencies (LEAs) have until December 31, 2025, to expend all funds for this grant term.

#### Budget Implication (\$ Amount):

For the grant term ending December 31, 2025, the Foothill Consortium has been awarded \$1 million, a portion of which shall be made available to the District according to the Budget Allocation of the MOU (\$231,651.94).

**Legal References:**

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

**Additional Information:**

Copies of the MOU and budget allocation are attached.

**ATTACHMENTS**

- [Monrovia CTEIG 9 MOU.pdf](#)
- [Foothill Consortium Budget Allocations - CTEIG Round 9.pdf](#)

California Career Technical Education Incentive Grant (CTEIG)  
A Memorandum of Understanding

The following is a Memorandum of Understanding (MOU) Between Charter Oak Unified School District (hereinafter referred to as COUSD), and Monrovia Unified School District (hereinafter referred to as "District") concerning the award, allocation and required use of funds confirmed in the California Career Technical Education Incentive Grant (CTEIG 9).

I. **Background**

The California Career Technical Education Incentive Grant Program is established as a state education, economic, and workforce development initiative with the goal of providing pupils in kindergarten through grade twelve, inclusive, with the knowledge and skills necessary to transition to employment and postsecondary education. The purpose of this program is to encourage and maintain the delivery of career technical education (CTE) programs.

Education Code (EC) sections 53070-53076.4

COUSD has been elected to be the fiscal lead by the Foothill Consortium, a designated group of districts that includes COUSD, Azusa, Duarte, and Monrovia Unified School Districts, and has been assigned the sole responsibility to acquire, manage and report all uses of Grant funds in compliance with the California Career Technical Education Incentive Grant Program. All districts participating in the Program have agreed to adhere to all terms and conditions set forth in this Memorandum in order for COUSD to fully comply with all Program eligibility requirements.

II. **Duration of Memorandum of Understanding**

The duration of the MOU will be for the duration of the CTEIG 9 grant funding term of July 1, 2024 - December 31, 2025, unless otherwise modified or terminated by either party 30 days following the effective date of such written notice.

III. **Amount Awarded**

For the Grant Term ending December 31, 2025, the Foothill Consortium has been awarded \$1,000,000, a portion of which shall be made available to District, per allocation attachment. The grant payment will be dispersed to the K12 Foothill Consortium pursuant to receipt of fully executed Memoranda of Understanding from all members of the Consortium and a signed Grant Award Notification (GAN). All funds must be expended within the dates designated and for not more than the maximum amount indicated on the GAN. Funding for subsequent Grant Term(s) will be subject to performance data and CDE review.

IV. **Responsibilities of the Parties**

**District:**

- A. Identify one district office individual and one site contact from each participating school to work with COUSD staff in the implementation of career pathways at participating schools.
- B. Report a 2:1 match for any funding received as follows: two dollars (\$2) for every one dollar (\$1) received from the 2023-2024 fiscal year [EC §53071(a)(1)(D)(ii)].
- C. Provide assurance that all funds received shall be used only for the development and maintenance of CTE programs.
- D. Report and be prepared to show that all local educational agency (LEA) CTE expended funds under accounting goal codes 3800 (Vocational Education) or 6000 Regional Occupational Center and Programs (ROCPs).

**COUSD:**

COUSD shall assure that all districts participating under this MOU will meet all of the grant requirements as delineated in the RFA as follows:

- A. Offer high quality curriculum and instruction aligned with California Career Technical Education Model Curriculum Standards.
- B. Offer CTE pathway(s) that provide a coherent sequence of courses, are reported in CALPADS as CTE, and enable pupils to transition to postsecondary education programs that lead to a career pathway or attain employment upon graduation from high school.
- C. Provide career exploration and guidance opportunities for all pathway learners.
- D. Provide support services for students, including counseling.
- E. Embed student leadership development into career pathway teaching and learning.
- F. Provide for system alignment, coherence, and articulation, including ongoing and structural regional or local partnership with postsecondary educational institutions.
- G. Form ongoing and meaningful industry and labor partnerships through participation on advisory committees and collaboration with business and labor organizations to provide opportunities for pupils.
- H. Provide opportunities for pupils to gain access to pre-apprenticeships, internships, industry certifications, and work-based learning opportunities for industry to provide input to the career technical education programs and curriculum.
- I. Provide opportunities for pupils to participate in after school, extended day, and out-of-school internships, competitions, leadership development, career technical student organizations, and other work-based learning opportunities.
- J. Reflect regional or local labor market demands and focus on current and emerging high-skill, high-wage, high-demand occupations.
- K. Provide programs that lead to an industry-recognized credential or certificate, or appropriate postsecondary training or employment.
- L. Provide skilled teachers with appropriate credentials, as well as skilled administrators and support staff members.
- M. Dedicate resources for professional development for CTE pathway teachers, including educator externships with industry.
- N. Provide opportunities for pupils who are individuals with exceptional needs to participate in all programs
- O. Report data as a program participation requirement to allow for evaluation of the program.

**V. Additional Provisions**

- A. The duly authorized officials of each respective party enter into this MOU.
- B. It is understood by both parties that each will fulfill its responsibility under the MOU in accordance with the provisions of law and regulations that govern their activities.
- C. Nothing in this MOU is intended to negate or otherwise render ineffective any previous agreements.
- D. This MOU may be amended by the mutual written consent of the parties.
- E. No amendment, modification or alteration in the terms of the MOU shall be binding on either party unless submitted in writing.

Approved By

Monrovia Unified School District

Charter Oak Unified School District

\_\_\_\_\_  
Print Name

Danny Kim, Ed.D.  
Print Name

\_\_\_\_\_  
Title

Assistant Superintendent, Educational Services  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## CTEIG Round 9 (FY 2023-24)

### K-12 Foothill Consortium

The CTEIG Round 9 grant term begins July 1, 2024. The grant term is tied to the associated legislation and state budget term that provided the funding for the grant. This round of CTEIG funding occurred during the 2023-2024 fiscal year. Actual distribution of funds does not occur until approximately June 2024. LEAs have until December 31, 2025 to expend all funds for this grant term.

Based on the Budget confirmed herein, all expenditures made by District, and all participating districts, are not to exceed agreed upon budgeted amounts without prior approval of COUSD. All services rendered, materials and products acquired, and all activities falling within budgeted parameters, shall be reported to COUSD quarterly. Districts will receive 70% of their allocation once funds have been released to the fiscal lead by submitting an invoice, with the remaining balance distributed 3 months prior to closeout or once initial funds have been spent, whichever comes first.

Total grant allocation	<b>\$1,000,000.00</b>
<b>Consortium Expenses</b>	
Foothill Consortium Grant Coordinator \$50K	\$50,000.00
Admin / Indirect Cost to COUSD Fiscal Lead (estimate 6.30%)	\$59,031.00
<b>Total Consortium Expenses</b>	<b>\$109,031.00</b>
<b>Remaining Funds Allocated to Districts</b>	<b>\$890,969.00</b>
<b>Azusa USD Allocation (33%)</b>	\$294,019.77
<b>Charter Oak USD Allocation (25%)</b>	\$222,742.25
<b>Duarte USD Allocation (16%)</b>	\$142,555.04
<b>Monrovia USD Allocation (26%)</b>	\$231,651.94
<b>Total CTEIG 9 Allocation</b>	<b>\$1,000,000.00</b>

\*Allocations may change based on indirect percentage and actual amount funded.

# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### 10. 23/24-2128 - DISTRICTWIDE VERKADA SECURITY CAMERA AND VAPE SENSOR IMPLEMENTATION

#### RECOMMENDATION

The Board of Education is requested to approve the purchase of Verkada security cameras, vape sensors, materials for installation, installation, service agreement, and software licenses for multiple sites districtwide.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Gholar \_\_, Board Member Lockerbie \_\_, Board Member Travanti \_\_, Board Member Hammond \_\_, Board President Anderson \_\_.

#### Rationale:

After the successful implementation of Verkada security cameras and vape sensors at Monrovia High School last year, the Board of Education has requested that the use of the Verkada system be expanded district-wide. The implementation of this security system is in accordance with the District's commitment to improving school security systems and student safety, as outlined in Measure MM. Site walks were conducted at all sites with the contracting vendor, NIC Partners, who was responsible for installation and setup at Monrovia High School, and a competitive proposal was created on a piggybackable California Multiple Awards Schedule (CMAS) contract.

#### Background:

Agreement terms include a five (5) year software use license, ten (10) year separate warranty of equipment, and one (1) year installation/ craftsmanship warranty.

#### Budget Implication (\$ Amount):

The cost for equipment, software license, warranty, and installation is \$872,069.91, to be paid from Measure MM funds.

#### Legal References:

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

#### Additional Information:

A copy of the contract is attached.

## ATTACHMENTS

- [BA Item 2128 Districtwide Verkada Security Camera and Vape Sensor Implementation Proposal 49864 Monrovia USD 4.17.2024.pdf](#)

NIC Partners Inc.  
11981 Jack Benny Drive, Ste. 103  
Rancho Cucamonga, CA 91739

BILL TO		JOB LOCATION	
COMPANY: <b>Monrovia Unified School District</b>	COMPANY: <b>Monrovia Unified School District</b>	DATE: <b>April 2, 2024</b>	
ADDRESS: <b>325 E. Huntington Dr.</b>	ADDRESS: <b>325 E. Huntington Dr.</b>	EXPIRY DATE: <b>May 2, 2024</b>	
<b>Monrovia, CA 91016-3585</b>	<b>Monrovia, CA 91016-3585</b>	SALES REP: <b>NILKANTH RADADIA</b>	
		PHONE: <b>(909)919-2836</b>	
CONTACT: <b>Arin Golestani</b>	CONTACT: <b>Arin Golestani</b>	EMAIL: <b>nradadia@nicpartnersinc.com</b>	
PHONE: <b>(626) 471 2000</b>	PHONE: <b>(626) 471 2000</b>		

TITLE
Monrovia USD - Verkada - District Wide Project (Summary)
SCOPE OF WORK

CMAS Contracts:  
3-17-70-2473Y (Cabling Material)  
3-10-70-2473P (Cisco Systems)  
3-23-01-1017 (Verkada)  
3-19-70-2473AE (Labor)

PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
	<b>Cabling Material - CMAS 3-17-70-2473Y</b>			
	Cabling Materials	1.00	\$20,826.80	\$20,826.80
	<b>NSP (Not Specifically Priced Items)</b>			
	Cabling Materials	1.00	\$26,270.67	\$26,270.67
	<b>Verkada CMAS 3-23-01-1017</b>			
	Verkada Equipment	1.00	\$276,257.96	\$276,257.96
	<b>Verkada CMAS 3-23-01-1017 (Non taxable)</b>			
	Verkada Licenses	1.00	\$144,291.97	\$144,291.97
	<b>Cisco Systems CMAS 3-10-70-2473P (Non taxable)</b>			
	Cisco Licenses	1.00	\$25,099.50	\$25,099.50

Non-Taxable Material:	\$169,391.47
Taxable Material:	\$323,355.43
Tax:	\$33,143.93
Labor:	\$346,179.08
Service/Maintenance:	\$0.00
Shipping:	\$0.00
Other Services:	\$0.00
<b>Total:</b>	<b>\$872,069.91</b>

**Authorized Signature**

By: \_\_\_\_\_  
Name: Flint Fertig, Interim Superintendent  
Date: 4/17/2024

By signing this proposal, you acknowledge that you are authorized to enter into a binding agreement on behalf of your company/organization, and (unless governed by public sector purchasing contract/agreement) you agree to the terms and conditions below.

**STANDARD TERMS & CONDITIONS**

QUOTE: The Prices included in this Proposal are valid for 30 days LABOR RATES: Prevailing Wage/Labor Rates quoted and adhered to as mandated by the State of California are subject to change per California State Requirements PAYMENT TERMS: Invoices shall be submitted twice a month, normally on the first and fifteenth. Bills are due and payable when submitted. A late payment charge of 1-1/2% per month (18% annually) may be applied to amounts outstanding ten days (10) days after the date of the statement. EQUIPMENT PAYMENT TERMS: Established accounts, Educational Institutions and Government Agencies are net 30 days. All others are payment in full prior to shipping. Customer agrees to pay finance charge on all over due balances. INTEREST: If payment is not received by NIC PARTNERS within 30 calendar days of the invoice date, the Customer shall pay as interest an additional charge of one-and-one-half (1.5) percent (or the maximum allowable by law, whichever is lower) of the PAST DUE amount per month. Payment hereafter shall first be applied to accrued interest and then to the unpaid principal. TAXES: Prices shown may not include all sales or other taxes imposed on the sale of goods and services. Taxes now or here after imposed upon sales or shipments shall be added to the purchase price. Buyer agrees to reimburse Seller for any such tax or provide Seller with acceptable tax exemption. COLLECTION COSTS: In the event legal action is necessary to enforce the payment provisions of this Agreement, NIC PARTNERS shall be entitled to collect from the Customer any judgment or settlement sums due, reasonable attorneys' fees, court costs and expenses incurred by NIC PARTNERS in connection therewith and, in addition, the reasonable value of NIC PARTNERS time and expenses spent in connection with such collection action, computed at NIC PARTNERS prevailing fee schedule and expense policies. SUSPENSION OF SERVICES: If the Customer fails to make payments when due or otherwise is in breach of this Agreement, NIC PARTNERS may suspend performance of services upon five (5) calendar days' notice to the Customer. NIC PARTNERS shall have no liability whatsoever to the Customer for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Customer. TERMINATION OF SERVICES: If the Customer fails to make payment to NIC PARTNERS in accordance with the payment terms herein, this shall constitute a material breach of this agreement and shall be cause for termination by NIC PARTNERS. SET-OFFS, BACKCHARGES, DISCOUNTS: Payment of invoices is in no case subject to unilateral discounting or set-offs by the Customer, and payment is due regardless of suspension or termination of this Agreement by either party. INDEMNITY AND INSURANCE: Each party shall be responsible for and hold the other party harmless from any loss sustained by such party relating to death, bodily injury, or damage to tangible physical property which is caused by the negligent acts or omissions of the party's agents or employees. NIC PARTNERS shall obtain and keep in force at all times liability insurance coverage for bodily injury, death, and property damage in an amount not less than One Million Dollars (\$1,000,000.00) BOND: Costs of Performance and Payment bond is not included. If required, NIC PARTNERS shall furnish Customer, in a form satisfactory to Customer, full and duly executed Performance and Payment Bonds, underwritten by a surety or sureties satisfactory to the Customer, in the full amount of this Agreement. Cost of such bonds to be paid directly by Customer. ARBITRATION: All claims, disputes, and other matters in question arising out of, or relating to, this Contract or the breach thereof, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining unless the parties mutually agree otherwise. This agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Notice of the demand for arbitration shall be filed in writing with the other party and with the American Arbitration Association. The demand for arbitration shall be made within a reasonable time after the claim, dispute, or other matter in question has arisen, but in no event shall it be made after substantial completion of the project for which this Contract is awarded. LIABILITY: NIC PARTNERS shall not, in any event be liable to customer for incidental or consequential damages, including without limitation, lost business, profit or unavailability of all or part of the system. The pricing granted elsewhere in this agreement is based upon and is in partial consideration for this limitation on remedies. WARRANTY (Limited): NIC PARTNERS warrants the products installed under this agreement against defects in material and workmanship from a period of one year from project completion. NIC PARTNERS shall repair or replace defective product during the warranty period with new or like new parts. Returned product becomes the property of NIC PARTNERS when replaced. This warranty is void if installed product is abused, misused or altered. This warranty is exclusive and is Customer's only remedy. Without limiting the generality of the foregoing limitations and disclaimers, while the system is not designed, sold, or intended to be used to detect, intercept, transmit or record oral or other communications of any kind, NIC PARTNERS cannot control how the system and its components are used and, accordingly, NIC PARTNERS does not warrant or represent, expressly or implicitly, that use of the software, licensed materials derived there from will comply and conform to the requirements of Federal, State and or Local statutes, ordinances and laws, or that the use of the system will not violate the privacy rights of the third parties. You shall be solely responsible for using the system you the system in full compliance with applicable law and the rights of third persons. Further, regardless of any prior statements, representations, or course of dealings by any NIC PARTNERS representatives, NIC PARTNERS does not warrant or represent, expressly or implicitly, that the software, licensed materials, or use of any of the same will: result in the prevention of crime or hostile enemy action, apprehension or conviction of any perpetrator of any crime, military prosecution of any enemy force, or detection or neutralization of any criminal, combatant or threat; prevent any loss, death, injury, or damage to property due to the discharge of a firearm or other weapon; in all cases detect and plot the location of all firearm discharges within the designated coverage area; the supplied network will remain in operation at all times or under all conditions. Any and all warranties, express or implied, of fitness for high risk purposes requiring fail-safe performance are hereby expressly disclaimed. You and NIC PARTNERS each acknowledge and agree that the software, license materials, and the system are not consumer goods, and are not intended for sale to or use by or for personal, family or household use. OWNERSHIP: NIC Partners shall retain ownership of all materials supplied until the customer takes possession of the materials at their facilities. Upon receipt the customer assumes the risks and ownership of all materials. NIC Partners has the right to restore ownership of the materials to NIC Partners if the customer fails to pay for the materials under the terms of the contract. Once ownership has been restored to NIC Partners due to non-payment, NIC Partners may retrieve from the Customer's premises any material supplied where payment has not been tendered. The Uniform Commercial Code of California shall govern this sale and this order shall not be assignable, but shall bind the representative and successors of the parties and their benefits. LIENS: Seller may file a lien within 90 days after furnishing labor, materials, or services to a project as long as preliminary lien notice is sent to Buyer under the provisions of the Construction Lien Law of the state where services are rendered. The lien notice is no way intended to reflect the financial stability of the Buyer, but simply advises the Buyer of Seller's rights to file the lien if required. RETURNS: All Sales are Final. Manufacturer Policies have changed due to Supply Chain Conditions. Any exceptions for RMA's will be solely at the discretion of the Manufacturer and subject to their acceptance terms. DELAYS: Seller is not responsible for delays in delivery or installation occasioned by acts of God or other circumstances over which the Seller has no control. MISCELLANEOUS: This Agreement constitutes the entire understanding of the parties with respect to the subject matter of this Agreement and merges all prior communications, representations, and agreements. This Agreement may be modified only by a written agreement signed by the parties. If any provision of this Agreement is held to be unenforceable for any reason, such provision shall be reformed only to the extent necessary to make it enforceable. This Agreement shall be construed under the laws of the state where services are rendered, excluding rules regarding conflicts of law RENEWALS: Automatic renewal billing for Licenses, Subscriptions or Warranties will be Final unless advanced notice is provided 45 Days prior to the renewal date, Subject to Vendor Approval.



BILL TO		JOB LOCATION	
COMPANY: <b>Monrovia Unified School District</b>	COMPANY: <b>Monrovia Unified School District</b>	DATE: <b>March 29, 2024</b>	
ADDRESS: <b>325 E. Huntington Dr.</b>	ADDRESS: <b>325 E. Huntington Dr.</b>	EXPIRY DATE: <b>April 28, 2024</b>	
<b>Monrovia, CA 91016-3585</b>	<b>Monrovia, CA 91016-3585</b>	SALES REP: <b>NILKANTH RADADIA</b>	
CONTACT: <b>Arin Golestani</b>	CONTACT: <b>Arin Golestani</b>	PHONE: <b>(909)919-2836</b>	
PHONE: <b>(626) 471 2000</b>	PHONE: <b>(626) 471 2000</b>	EMAIL: <b>nradadia@nicpartnersinc.com</b>	

**TITLE**  
Monrovia USD - Verkada - District Wide Project(Bradoaks)

**SCOPE OF WORK**

CMAS Contracts:  
3-17-70-2473Y (Cabling material)  
3-10-70-2473P (Cisco Systems)  
3-23-01-1017 (Verkada)  
3-19-70-2473AE (Labor)

Monrovia USD - Bradoaks ES Verkada Cameras

NIC Partners will provide and install the following:

- 1.) One (1) Verkada CD62 Indoor Dome camera to location plotted on map.
- 2.) Twenty (20) Verkada CD62-E Outdoor Dome camera to locations plotted on map.
- 3.) Twenty (20) Verkada ACC-MNT-2 Arm Mount for Dome cameras.
- 4.) Eight (8) Commscope Uniprise 24 port patch panels.
- 5.) Thirteen (13) Commscope Uniprise Cat6 cable runs for cameras.
- 6.) Eight (8) Commscope Uniprise Cat6 Outdoor Plenum cable runs for cameras.
- 7.) All cables shall be terminated, tested, labeled and supported as per TIA/BICSI standards.

Notes:

- 1.) Provide access to work area in a timely manner.
- 2.) All pathways are assumed to be free and clear.
- 3.) All work is to be performed during 2nd shift hours.
- 4.) Painting and patching are not included in this quote.
- 5.) Customer to provide open ports on network switches.

1. Provide and install EMT, fittings, and supports.
2. Provide and install roof blocks for roof mounted conduits.
3. Provide and install boxes and install associated covers.
4. Provide and install surface mounted wiremold where required.
5. Coring existing walls and sealant.
6. Labor is based on swing shift so we do not disrupt staff and students. California prevailing wages, inside wireman and state indentured apprentices.
7. Taxes and freight.
8. Service Truck and tools.

This quote excludes the following:

1. Premium, overtime.

2. Project labor agreements (PLA), PSA, or other Union agreements.
3. Low voltage cabling, specialty back boxes, cameras, terminations.
4. Lift equipment (based on access with a ladder).
5. Painting exposed conduits.
6. Concealing conduits in existing walls.
7. Bonds (if required add 2%).
8. Temporary fencing, power, toilets, water, etc.
9. Anything associated with power.
10. Access Doors.
11. Roof penetrations, patch, jacks, pitch pockets, etc.
12. X-raying/ GPR walls.

PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
<b>Cabling Material - CMAS 3-17-70-2473Y</b>				
UN874049914/10	UN874047284/30 Cable, Cat 6, UTP, Plenum	2,000.00	\$0.31	\$619.60
CS34P-IO BLK C6 4/23 U/UTP RL 1K	UN874029604/10 Cable, Cat 6, UTP, Indoor/Outdoor Plenum	2,000.00	\$0.82	\$1,644.00
<b>NSP (Not Specifically Priced Items)</b>				
UNJU600-YL	Telecommunications Outlet Category 6, UTP	42.00	\$7.70	\$323.19
CPP-UDDM-M-1U-24	Standard Patch Panel, Cat 6, UTP	8.00	\$64.11	\$512.88
UNC6-YL-5F	Patch Cord, Cat 6, UTP, RJ-45 - RJ-45	42.00	\$9.48	\$397.98
M101SMB-B-262	Faceplates, Surface Mount	21.00	\$3.34	\$70.17
CAT124Z34	CableCat 3/4" Loop	84.00	\$3.05	\$256.10
88273110	Conduit Nipple, Rigid/IMC, Galvanized Steel, 1/2 x 12 in.	16.00	\$10.30	\$164.88
7513K311	Conduit Fitting Steel Sealing-Locknut, Size 1/2 Pkg 2ea	8.00	\$3.67	\$29.37
7513K221	Raintight Reducing Washer, 3/4 to 1/2 Trade Size	16.00	\$10.74	\$171.90
MISC-MAT PR	Misc Hardware	1.00	\$256.10	\$256.10
C195X040Y1T	1 Gang Faceplate Label	21.00	\$0.10	\$2.05
C061X030YPT	Patch Panel Labels	21.00	\$0.07	\$1.54
S100X150VA1Y	Wire Wrap Labels	84.00	\$0.13	\$11.26
<b>Verkada CMAS 3-23-01-1017</b>				
CD62-30-HW	CD62 Indoor Dome Camera, 512GB, 30 Days Max	1.00	\$822.62	\$822.62
CD62-30E-HW	CD62-E Outdoor Dome Camera, 512GB, 30 Days Max	20.00	\$932.38	\$18,647.56
ACC-MNT-8	Pendant cap mount kit	20.00	\$37.87	\$757.32
ACC-MNT-2	Mounting arm kit for pendant cap (ACC-MNT-8)	20.00	\$48.84	\$976.83
LIC-5Y	5Year Camera License	21.00	\$493.35	\$10,360.43
<b>Cisco Systems CMAS 3-10-70-2473P</b>				
LIC-MS225-48LP-5YR	Meraki MS225-48LP Enterprise License 5YR (First Year On Us)	2.00	\$1,254.97	\$2,509.95
SUBCONTRACTOR	RDM Electrical	1.00	\$2,928.12	\$2,928.12

NIC Partners Inc.  
11981 Jack Benny Drive, Ste. 103  
Rancho Cucamonga, CA 91739

**Authorized Signature**

By: \_\_\_\_\_  
 Name: Flint Fertig, Interim Superintendent  
 Date: 4/17/2024

Non-Taxable Material:	\$12,870.38
Taxable Material:	\$25,665.35
Tax:	\$2,630.70
Labor:	\$26,644.69
Service/Maintenance:	\$0.00
Shipping:	\$0.00
Other Services:	\$0.00
<b>Total:</b>	<b>\$67,811.12</b>

By signing this proposal, you acknowledge that you are authorized to enter into a binding agreement on behalf of your company/organization, and (unless governed by public sector purchasing contract/agreement) you agree to the terms and conditions below.

**STANDARD TERMS & CONDITIONS**

QUOTE: The Prices included in this Proposal are valid for 30 days LABOR RATES: Prevailing Wage/Labor Rates quoted and adhered to as mandated by the State of California are subject to change per California State Requirements PAYMENT TERMS: Invoices shall be submitted twice a month, normally on the first and fifteenth. Bills are due and payable when submitted. A late payment charge of 1-1/2% per month (18% annually) may be applied to amounts outstanding ten days (10) days after the date of the statement. EQUIPMENT PAYMENT TERMS: Established accounts, Educational Institutions and Government Agencies are net 30 days. All others are payment in full prior to shipping. Customer agrees to pay finance charge on all over due balances. INTEREST: If payment is not received by NIC PARTNERS within 30 calendar days of the invoice date, the Customer shall pay as interest an additional charge of one-and-one-half (1.5) percent (or the maximum allowable by law, whichever is lower) of the PAST DUE amount per month. Payment hereafter shall first be applied to accrued interest and then to the unpaid principal. TAXES: Prices shown may not include all sales or other taxes imposed on the sale of goods and services. Taxes now or here after imposed upon sales or shipments shall be added to the purchase price. Buyer agrees to reimburse Seller for any such tax or provide Seller with acceptable tax exemption. 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TERMINATION OF SERVICES: If the Customer fails to make payment to NIC PARTNERS in accordance with the payment terms herein, this shall constitute a material breach of this agreement and shall be cause for termination by NIC PARTNERS. SET-OFFS, BACKCHARGES, DISCOUNTS: Payment of invoices is in no case subject to unilateral discounting or set-offs by the Customer, and payment is due regardless of suspension or termination of this Agreement by either party. INDEMNITY AND INSURANCE: Each party shall be responsible for and hold the other party harmless from any loss sustained by such party relating to death, bodily injury, or damage to tangible physical property which is caused by the negligent acts or omissions of the party's agents or employees. NIC PARTNERS shall obtain and keep in force at all times liability insurance coverage for bodily injury, death, and property damage in an amount not less than One Million Dollars (\$1,000,000.00) BOND: Costs of Performance and Payment bond is not included. If required, NIC PARTNERS shall furnish Customer, in a form satisfactory to Customer, full and duly executed Performance and Payment Bonds, underwritten by a surety or sureties satisfactory to the Customer, in the full amount of this Agreement. Cost of such bonds to be paid directly by Customer. ARBITRATION: All claims, disputes, and other matters in question arising out of, or relating to, this Contract or the breach thereof, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining unless the parties mutually agree otherwise. This agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Notice of the demand for arbitration shall be filed in writing with the other party and with the American Arbitration Association. The demand for arbitration shall be made within a reasonable time after the claim, dispute, or other matter in question has arisen, but in no event shall it be made after substantial completion of the project for which this Contract is awarded. LIABILITY: NIC PARTNERS shall not, in any event be liable to customer for incidental or consequential damages, including without limitation, lost business, profit or unavailability of all or part of the system. The pricing granted elsewhere in this agreement is based upon and is in partial consideration for this limitation on remedies. WARRANTY (Limited): NIC PARTNERS warrants the products installed under this agreement against defects in material and workmanship from a period of one year from project completion. NIC PARTNERS shall repair or replace defective product during the warranty period with new or like new parts. Returned product becomes the property of NIC PARTNERS when replaced. This warranty is void if installed product is abused, misused or altered. This warranty is exclusive and is Customer's only remedy. Without limiting the generality of the foregoing limitations and disclaimers, while the system is not designed, sold, or intended to be used to detect, intercept, transmit or record oral or other communications of any kind, NIC PARTNERS cannot control how the system and its components are used and, accordingly, NIC PARTNERS does not warrant or represent, expressly or implicitly, that use of the software, licensed materials derived there from will comply and conform to the requirements of Federal, State and or Local statutes, ordinances and laws, or that the use of the system will not violate the privacy rights of the third parties. You shall be solely responsible for using the system you the system in full compliance with applicable law and the rights of third persons. Further, regardless of any prior statements, representations, or course of dealings by any NIC PARTNERS representatives, NIC PARTNERS does not warrant or represent, expressly or implicitly, that the software, licensed materials, or use of any of the same will: result in the prevention of crime or hostile enemy action, apprehension or conviction of any perpetrator of any crime, military prosecution of any enemy force, or detection or neutralization of any criminal, combatant or threat; prevent any loss, death, injury, or damage to property due to the discharge of a firearm or other weapon; in all cases detect and plot the location of all firearm discharges within the designated coverage area; the supplied network will remain in operation at all times or under all conditions. Any and all warranties, express or implied, of fitness for high risk purposes requiring fail-safe performance are hereby expressly disclaimed. You and NIC PARTNERS each acknowledge and agree that the software, license materials, and the system are not consumer goods, and are not intended for sale to or use by or for personal, family or household use. OWNERSHIP: NIC Partners shall retain ownership of all materials supplied until the customer takes possession of the materials at their facilities. Upon receipt the customer assumes the risks and ownership of all materials. NIC Partners has the right to restore ownership of the materials to NIC Partners if the customer fails to pay for the materials under the terms of the contract. Once ownership has been restored to NIC Partners due to non-payment, NIC Partners may retrieve from the Customer's premises any material supplied where payment has not been tendered. The Uniform Commercial Code of California shall govern this sale and this order shall not be assignable, but shall bind the representative and successors of the parties and their benefits. LIENS: Seller may file a lien within 90 days after furnishing labor, materials, or services to a project as long as preliminary lien notice is sent to Buyer under the provisions of the Construction Lien Law of the state where services are rendered. The lien notice is no way intended to reflect the financial stability of the Buyer, but simply advises the Buyer of Seller's rights to file the lien if required. RETURNS: All Sales are Final. Manufacturer Policies have changed due to Supply Chain Conditions. Any exceptions for RMA's will be solely at the discretion of the Manufacturer and subject to their acceptance terms. DELAYS: Seller is not responsible for delays in delivery or installation occasioned by acts of God or other circumstances over which the Seller has no control. MISCELLANEOUS: This Agreement constitutes the entire understanding of the parties with respect to the subject matter of this Agreement and merges all prior communications, representations, and agreements. This Agreement may be modified only by a written agreement signed by the parties. If any provision of this Agreement is held to be unenforceable for any reason, such provision shall be reformed only to the extent necessary to make it enforceable. This Agreement shall be construed under the laws of the state where services are rendered, excluding rules regarding conflicts of law RENEWALS: Automatic renewal billing for Licenses, Subscriptions or Warranties will be Final unless advanced notice is provided 45 Days prior to the renewal date, Subject to Vendor Approval.

NIC Partners Inc.  
11981 Jack Benny Drive, Ste. 103  
Rancho Cucamonga, CA 91739

BILL TO		JOB LOCATION	
COMPANY: <b>Monrovia Unified School District</b>	COMPANY: <b>Monrovia Unified School District</b>	DATE: <b>March 29, 2024</b>	
ADDRESS: <b>325 E. Huntington Dr.</b>	ADDRESS: <b>325 E. Huntington Dr.</b>	EXPIRY DATE: <b>April 28, 2024</b>	
<b>Monrovia, CA 91016-3585</b>	<b>Monrovia, CA 91016-3585</b>	SALES REP: <b>NILKANTH RADADIA</b>	
CONTACT: <b>Arin Golestani</b>	CONTACT: <b>Arin Golestani</b>	PHONE: <b>(909)919-2836</b>	
PHONE: <b>(626) 471 2000</b>	PHONE: <b>(626) 471 2000</b>	EMAIL: <b>nradadia@nicpartnersinc.com</b>	

TITLE
Monrovia USD - Verkada - District Wide Project(Canyon)

**SCOPE OF WORK**

CMAS Contracts:  
3-17-70-2473Y (Cabling material)  
3-10-70-2473P (Cisco Systems)  
3-23-01-1017 (Verkada)  
3-19-70-2473AE (Labor)

Monrovia USD - Canyon Early Learning Center Verkada Cameras

NIC Partners will provide and install the following:

- 1.) Three (3) Verkada CD62 Indoor Dome Cameras to locations plotted on map.
- 2.) Ten (10) Verkada CD62-E Outdoor Dome camera to locations plotted on map.
- 3.) Ten(10) Verkada ACC-MNT-2 Arm Mount for Dome cameras.
- 4.) One (1) Verkada CF81-E Outdoor Fisheye camera to locations plotted on map.
- 5.) One (1) Verkada ACC-MNT-7 Angle Mount for Fisheye camera.
- 6.) Three (3) Commscope Uniprise 24 port patch panels.
- 7.) Thirteen (13) Commscope Uniprise Cat6 cable runs for cameras.
- 8.) One (1) Commscope Uniprise Cat6 Indoor/Outdoor Plenum cable runs for cameras.
- 9.) All cables shall be terminated, tested, labeled and supported as per TIA/BICSI standards.

Notes:

- 1.) Provide access to work area in a timely manner.
- 2.) All pathways are assumed to be free and clear.
- 3.) All work is to be performed during 2nd shift hours.
- 4.) Painting and patching are not included in this quote.
- 5.) Customer shall provide open ports on network switches

PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
<b>Cabling Material - CMAS 3-17-70-2473Y</b>				
UN874049914/10	UN874047284/30 Cable, Cat 6, UTP, Plenum	3,000.00	\$0.31	\$929.40
CS34P-IO BLK C6 4/23 U/UTP RL 1K	UN874029604/10 Cable, Cat 6, UTP, Indoor/Outdoor Plenum	1,000.00	\$0.82	\$822.00
<b>NSP (Not Specifically Priced Items)</b>				
UNJU600-YL	Telecommunications Outlet Category 6, UTP	28.00	\$7.70	\$215.46
CPP-UDDM-M-1U-24	Standard Patch Panel, Cat 6, UTP	3.00	\$64.11	\$192.33
UNC6-YL-5F	Patch Cord, Cat 6, UTP, RJ-45 - RJ-45	28.00	\$9.48	\$265.32

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PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
M101SMB-B-262	Faceplates, Surface Mount	14.00	\$3.34	\$46.78
CAT124Z34	CableCat 3/4" Loop	56.00	\$3.05	\$170.73
88273110	Conduit Nipple, Rigid/IMC, Galvanized Steel, 1/2 x 12 in.	11.00	\$10.30	\$113.35
7513K311	Conduit Fitting Steel Sealing-Locknut, Size 1/2 Pkg 2ea	6.00	\$3.67	\$22.02
7513K221	Raintight Reducing Washer, 3/4 to 1/2 Trade Size	11.00	\$10.74	\$118.18
MISC-MAT PR	Misc Hardware	1.00	\$170.73	\$170.73
C195X040Y1T	1 Gang Faceplate Label	14.00	\$0.10	\$1.37
C061X030YPT	Patch Panel Labels	14.00	\$0.07	\$1.02
S100X150VA1Y	Wire Wrap Labels	56.00	\$0.13	\$7.51

**Verkada CMAS 3-23-01-1017**

CD62-30-HW	CD62 Indoor Dome Camera, 512GB, 30 Days Max	3.00	\$822.62	\$2,467.87
CD62-30E-HW	CD62-E Outdoor Dome Camera, 512GB, 30 Days Max	10.00	\$932.38	\$9,323.78
ACC-MNT-8	Pendant cap mount kit	10.00	\$37.87	\$378.66
ACC-MNT-2	Mounting arm kit for pendant cap (ACC-MNT-8)	10.00	\$48.84	\$488.42
ACC-MNT-7	Angle Mount	1.00	\$81.77	\$81.77
LIC-5Y	5Year Camera License	14.00	\$493.35	\$6,906.95
CF81-30E-HW	Immersive Coverage in 360 with digital pantiltzoom Fisheye 30 Day	1.00	\$1,097.01	\$1,097.01
ACC-CAM-SHIELD-1	Camera Weather Shield	1.00	\$43.35	\$43.35

**Cisco Systems CMAS 3-10-70-2473P**

LIC-MS225-48LP-5YR	Meraki MS225-48LP Enterprise License 5YR (First Year On Us)	2.00	\$1,254.97	\$2,509.95
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**Authorized Signature**

By: \_\_\_\_\_  
Name: Flint Fertig, Interim Superintendent  
Date: 4/17/2024

Non-Taxable Material:	\$9,897.68
Taxable Material:	\$16,476.28
Tax:	\$1,688.82
Labor:	\$18,355.32
Service/Maintenance:	\$0.00
Shipping:	\$0.00
Other Services:	\$0.00
<b>Total:</b>	<b>\$46,418.10</b>

By signing this proposal, you acknowledge that you are authorized to enter into a binding agreement on behalf of your company/organization, and (unless governed by public sector purchasing contract/agreement) you agree to the terms and conditions below.

**STANDARD TERMS & CONDITIONS**

QUOTE: The Prices included in this Proposal are valid for 30 days LABOR RATES: Prevailing Wage/Labor Rates quoted and adhered to as mandated by the State of California are subject to change per California State Requirements PAYMENT TERMS: Invoices shall be submitted twice a month, normally on the first and fifteenth. Bills are due and payable when submitted. A late payment charge of 1-1/2% per month (18% annually) may be applied to amounts outstanding ten days (10) days after the date of the statement. EQUIPMENT PAYMENT TERMS: Established accounts, Educational Institutions and Government Agencies are net 30 days. All others are payment in full prior to shipping. Customer agrees to pay finance charge on all over due balances. INTEREST: If payment is not received by NIC PARTNERS within 30 calendar days of the invoice date, the Customer shall pay as interest an additional charge of one-and-one-half (1.5) percent (or the maximum allowable by law, whichever is lower) of the PAST DUE amount per month. Payment hereafter shall first be applied to accrued interest and then to the unpaid principal. TAXES: Prices shown may not include all sales or other taxes imposed on the sale of goods and services. Taxes now or here after imposed upon sales or shipments shall be added to the purchase price. Buyer agrees to reimburse Seller for any such tax or provide Seller with acceptable tax exemption. COLLECTION COSTS: In the event legal action is necessary to enforce the payment provisions of this Agreement, NIC PARTNERS shall be entitled to collect from the Customer any judgment or settlement sums due, reasonable attorneys' fees, court costs and expenses incurred by NIC PARTNERS in connection therewith and, in addition, the reasonable value of NIC PARTNERS time and expenses spent in connection with such collection action, computed at NIC PARTNERS prevailing fee schedule and expense policies. SUSPENSION OF SERVICES: If the Customer fails to make payments when due or otherwise is in breach of this Agreement, NIC PARTNERS may suspend performance of services upon five (5) calendar days' notice to the Customer. NIC PARTNERS shall have no liability whatsoever to the Customer for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Customer. TERMINATION OF SERVICES: If the Customer fails to make payment to NIC PARTNERS in accordance with the payment terms herein, this shall constitute a material breach of this agreement and shall be cause for termination by NIC PARTNERS. SET-OFFS, BACKCHARGES, DISCOUNTS: Payment of invoices is in no case subject to unilateral discounting or set-offs by the Customer, and payment is due regardless of suspension or termination of this Agreement by either party. INDEMNITY AND INSURANCE: Each party shall be responsible for and hold the other party harmless from any loss sustained by such party relating to death, bodily injury, or damage to tangible physical property which is caused by the negligent acts or omissions of the party's agents or employees. NIC PARTNERS shall obtain and keep in force at all times liability insurance coverage for bodily injury, death, and property damage in an amount not less than One Million Dollars (\$1,000,000.00) BOND: Costs of Performance and Payment bond is not included. If required, NIC PARTNERS shall furnish Customer, in a form satisfactory to Customer, full and duly executed Performance and Payment Bonds, underwritten by a surety or sureties satisfactory to the Customer, in the full amount of this Agreement. Cost of such bonds to be paid directly by Customer. ARBITRATION: All claims, disputes, and other matters in question arising out of, or relating to, this Contract or the breach thereof, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining unless the parties mutually agree otherwise. This agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Notice of the demand for arbitration shall be filed in writing with the other party and with the American Arbitration Association. The demand for arbitration shall be made within a reasonable time after the claim, dispute, or other matter in question has arisen, but in no event shall it be made after substantial completion of the project for which this Contract is awarded. LIABILITY: NIC PARTNERS shall not, in any event be liable to customer for incidental or consequential damages, including without limitation, lost business, profit or unavailability of all or part of the system. The pricing granted elsewhere in this agreement is based upon and is in partial consideration for this limitation on remedies. WARRANTY (Limited): NIC PARTNERS warrants the products installed under this agreement against defects in material and workmanship from a period of one year from project completion. NIC PARTNERS shall repair or replace defective product during the warranty period with new or like new parts. Returned product becomes the property of NIC PARTNERS when replaced. This warranty is void if installed product is abused, misused or altered. This warranty is exclusive and is Customer's only remedy. Without limiting the generality of the foregoing limitations and disclaimers, while the system is not designed, sold, or intended to be used to detect, intercept, transmit or record oral or other communications of any kind, NIC PARTNERS cannot control how the system and its components are used and, accordingly, NIC PARTNERS does not warrant or represent, expressly or implicitly, that use of the software, licensed materials derived there from will comply and conform to the requirements of Federal, State and or Local statutes, ordinances and laws, or that the use of the system will not violate the privacy rights of the third parties. You shall be solely responsible for using the system you the system in full compliance with applicable law and the rights of third persons. Further, regardless of any prior statements, representations, or course of dealings by any NIC PARTNERS representatives, NIC PARTNERS does not warrant or represent, expressly or implicitly, that the software, licensed materials, or use of any of the same will: result in the prevention of crime or hostile enemy action, apprehension or conviction of any perpetrator of any crime, military prosecution of any enemy force, or detection or neutralization of any criminal, combatant or threat; prevent any loss, death, injury, or damage to property due to the discharge of a firearm or other weapon; in all cases detect and plot the location of all firearm discharges within the designated coverage area; the supplied network will remain in operation at all times or under all conditions. Any and all warranties, express or implied, of fitness for high risk purposes requiring fail-safe performance are hereby expressly disclaimed. You and NIC PARTNERS each acknowledge and agree that the software, license materials, and the system are not consumer goods, and are not intended for sale to or use by or for personal, family or household use. OWNERSHIP: NIC Partners shall retain ownership of all materials supplied until the customer takes possession of the materials at their facilities. Upon receipt the customer assumes the risks and ownership of all materials. NIC Partners has the right to restore ownership of the materials to NIC Partners if the customer fails to pay for the materials under the terms of the contract. Once ownership has been restored to NIC Partners due to non-payment, NIC Partners may retrieve from the Customer's premises any material supplied where payment has not been tendered. The Uniform Commercial Code of California shall govern this sale and this order shall not be assignable, but shall bind the representative and successors of the parties and their benefits. LIENS: Seller may file a lien within 90 days after furnishing labor, materials, or services to a project as long as preliminary lien notice is sent to Buyer under the provisions of the Construction Lien Law of the state where services are rendered. The lien notice is no way intended to reflect the financial stability of the Buyer, but simply advises the Buyer of Seller's rights to file the lien if required. RETURNS: All Sales are Final. Manufacturer Policies have changed due to Supply Chain Conditions. Any exceptions for RMA's will be solely at the discretion of the Manufacturer and subject to their acceptance terms. DELAYS: Seller is not responsible for delays in delivery or installation occasioned by acts of God or other circumstances over which the Seller has no control. MISCELLANEOUS: This Agreement constitutes the entire understanding of the parties with respect to the subject matter of this Agreement and merges all prior communications, representations, and agreements. This Agreement may be modified only by a written agreement signed by the parties. If any provision of this Agreement is held to be unenforceable for any reason, such provision shall be reformed only to the extent necessary to make it enforceable. This Agreement shall be construed under the laws of the state where services are rendered, excluding rules regarding conflicts of law RENEWALS: Automatic renewal billing for Licenses, Subscriptions or Warranties will be Final unless advanced notice is provided 45 Days prior to the renewal date, Subject to Vendor Approval.

BILL TO		JOB LOCATION	
COMPANY: <b>Monrovia Unified School District</b>	COMPANY: <b>Monrovia Unified School District</b>	DATE: <b>March 29, 2024</b>	
ADDRESS: <b>325 E. Huntington Dr.</b>	ADDRESS: <b>325 E. Huntington Dr.</b>	EXPIRY DATE: <b>April 28, 2024</b>	
<b>Monrovia, CA 91016-3585</b>	<b>Monrovia, CA 91016-3585</b>	SALES REP: <b>NILKANTH RADADIA</b>	
CONTACT: <b>Arin Golestani</b>	CONTACT: <b>Arin Golestani</b>	PHONE: <b>(909)919-2836</b>	
PHONE: <b>(626) 471 2000</b>	PHONE: <b>(626) 471 2000</b>	EMAIL: <b>nradadia@nicpartnersinc.com</b>	

TITLE
Monrovia USD - Verkada - District Wide Project(Canyon Oaks)

**SCOPE OF WORK**

CMAS Contracts:  
 3-17-70-2473Y (Cabling material)  
 3-10-70-2473P (Cisco Systems)  
 3-23-01-1017 (Verkada)  
 3-19-70-2473AE (Labor)

Monrovia USD - Canyon Oaks Adult School Verkada Cameras and Sensors

NIC Partners will provide and install the following:

- 1.) Eleven (11) Verkada CD62 Indoor Dome camera to locations plotted on map.
- 2.) Twelve (12) Verkada CD62-E Outdoor Dome Cameras to locations plotted on map.
- 3.) Two (2) Verkada SV23 Environmental Sensors to locations plotted on map.
- 3.) Twelve (12) Verkada ACC-MNT-2 Arm Mount for Dome cameras.
- 4.) One (1) Commscope Uniprise 24 port patch panel.
- 6.) Two (2) Commscope Uniprise 48 port patch panels.
- 5.) Twenty-Five (25) Commscope Uniprise Cat6 cable runs for cameras and sensors.
- 6.) All cables shall be terminated, tested, labeled and supported as per TIA/BICSI standards.

Notes:

- 1.) Provide access to work area in a timely manner.
- 2.) All pathways are assumed to be free and clear.
- 3.) All work is to be performed during 2nd shift hours.
- 4.) Painting and patching are not included in this quote.
- 5.) Customer will provide open ports on network switches.

PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
<b>Cabling Material - CMAS 3-17-70-2473Y</b>				
UN874049914/10	UN874047284/30 Cable, Cat 6, UTP, Plenum	5,000.00	\$0.31	\$1,549.00
<b>NSP (Not Specifically Priced Items)</b>				
UNJU600-YL	UN874029604/10 Cable, Cat 6, UTP, Indoor/Outdoor Plenum	50.00	\$7.70	\$384.76
CPP-UDDM-M-1U-24	Standard Patch Panel, Cat 6, UTP	1.00	\$64.11	\$64.11
CPP-UDDM-M-2U-48	Standard Patch Panel, Cat 6, UTP	2.00	\$102.40	\$204.80
UNC6-YL-5F	Patch Cord, Cat 6, UTP, RJ-45 - RJ-45	50.00	\$9.48	\$473.78
M101SMB-B-262	Faceplates, Surface Mount	25.00	\$3.34	\$83.54
CAT124Z34	CableCat 3/4" Loop	100.00	\$3.05	\$304.88



NIC Partners Inc.  
11981 Jack Benny Drive, Ste. 103  
Rancho Cucamonga, CA 91739

PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
88273110	Conduit Nipple, Rigid/IMC, Galvanized Steel, 1/2 x 12 in.	11.00	\$10.30	\$113.35
7513K311	Conduit Fitting Steel Sealing-Locknut, Size 1/2 Pkg 2ea	6.00	\$3.67	\$22.02
7513K221	Raintight Reducing Washer, 3/4 to 1/2 Trade Size	11.00	\$10.74	\$118.18
MISC-MAT PR	Misc Hardware	1.00	\$304.88	\$304.88
C195X040Y1T	1 Gang Faceplate Label	25.00	\$0.10	\$2.44
C061X030YPT	Patch Panel Labels	25.00	\$0.07	\$1.83
S100X150VA1Y	Wire Wrap Labels	100.00	\$0.13	\$13.41

**Verkada CMAS 3-23-01-1017**

CD62-30-HW	CD62 Indoor Dome Camera, 512GB, 30 Days Max	12.00	\$822.62	\$9,871.46
CD62-30E-HW	CD62-E Outdoor Dome Camera, 512GB, 30 Days Max	11.00	\$932.38	\$10,256.16
ACC-MNT-8	Pendant cap mount kit	11.00	\$37.87	\$416.52
ACC-MNT-2	Mounting arm kit for pendant cap (ACC-MNT-8)	11.00	\$48.84	\$537.26
LIC-5Y	5Year Camera License	23.00	\$493.35	\$11,347.14
SV23-HW	SV23 Environmental Sensor	2.00	\$548.23	\$1,096.46
LIC-SV-5Y	5-Year SV23 License	2.00	\$548.23	\$1,096.46

**Cisco Systems CMAS 3-10-70-2473P**

LIC-MS225-48LP-5YR	Meraki MS225-48LP Enterprise License 5YR (First Year On Us)	2.00	\$1,254.97	\$2,509.95
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**Authorized Signature**

By: \_\_\_\_\_  
 Name: Flint Fertig, Interim Superintendent  
 Date: 4/17/2024

Non-Taxable Material:	\$14,953.55
Taxable Material:	\$25,818.84
Tax:	\$2,646.43
Labor:	\$25,898.18
Service/Maintenance:	\$0.00
Shipping:	\$0.00
Other Services:	\$0.00
<b>Total:</b>	<b>\$69,317.00</b>

By signing this proposal, you acknowledge that you are authorized to enter into a binding agreement on behalf of your company/organization, and (unless governed by public sector purchasing contract/agreement) you agree to the terms and conditions below.

**STANDARD TERMS & CONDITIONS**

QUOTE: The Prices included in this Proposal are valid for 30 days LABOR RATES: Prevailing Wage/Labor Rates quoted and adhered to as mandated by the State of California are subject to change per California State Requirements PAYMENT TERMS: Invoices shall be submitted twice a month, normally on the first and fifteenth. Bills are due and payable when submitted. A late payment charge of 1-1/2% per month (18% annually) may be applied to amounts outstanding ten days (10) days after the date of the statement. EQUIPMENT PAYMENT TERMS: Established accounts, Educational Institutions and Government Agencies are net 30 days. All others are payment in full prior to shipping. Customer agrees to pay finance charge on all over due balances. INTEREST: If payment is not received by NIC PARTNERS within 30 calendar days of the invoice date, the Customer shall pay as interest an additional charge of one-and-one-half (1.5) percent (or the maximum allowable by law, whichever is lower) of the PAST DUE amount per month. Payment hereafter shall first be applied to accrued interest and then to the unpaid principal. TAXES: Prices shown may not include all sales or other taxes imposed on the sale of goods and services. Taxes now or here after imposed upon sales or shipments shall be added to the purchase price. Buyer agrees to reimburse Seller for any such tax or provide Seller with acceptable tax exemption. COLLECTION COSTS: In the event legal action is necessary to enforce the payment provisions of this Agreement, NIC PARTNERS shall be entitled to collect from the Customer any judgment or settlement sums due, reasonable attorneys' fees, court costs and expenses incurred by NIC PARTNERS in connection therewith and, in addition, the reasonable value of NIC PARTNERS time and expenses spent in connection with such collection action, computed at NIC PARTNERS prevailing fee schedule and expense policies. SUSPENSION OF SERVICES: If the Customer fails to make payments when due or otherwise is in breach of this Agreement, NIC PARTNERS may suspend performance of services upon five (5) calendar days' notice to the Customer. NIC PARTNERS shall have no liability whatsoever to the Customer for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Customer. TERMINATION OF SERVICES: If the Customer fails to make payment to NIC PARTNERS in accordance with the payment terms herein, this shall constitute a material breach of this agreement and shall be cause for termination by NIC PARTNERS. SET-OFFS, BACKCHARGES, DISCOUNTS: Payment of invoices is in no case subject to unilateral discounting or set-offs by the Customer, and payment is due regardless of suspension or termination of this Agreement by either party. INDEMNITY AND INSURANCE: Each party shall be responsible for and hold the other party harmless from any loss sustained by such party relating to death, bodily injury, or damage to tangible physical property which is caused by the negligent acts or omissions of the party's agents or employees. NIC PARTNERS shall obtain and keep in force at all times liability insurance coverage for bodily injury, death, and property damage in an amount not less than One Million Dollars (\$1,000,000.00) BOND: Costs of Performance and Payment bond is not included. If required, NIC PARTNERS shall furnish Customer, in a form satisfactory to Customer, full and duly executed Performance and Payment Bonds, underwritten by a surety or sureties satisfactory to the Customer, in the full amount of this Agreement. Cost of such bonds to be paid directly by Customer. ARBITRATION: All claims, disputes, and other matters in question arising out of, or relating to, this Contract or the breach thereof, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining unless the parties mutually agree otherwise. This agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Notice of the demand for arbitration shall be filed in writing with the other party and with the American Arbitration Association. The demand for arbitration shall be made within a reasonable time after the claim, dispute, or other matter in question has arisen, but in no event shall it be made after substantial completion of the project for which this Contract is awarded. LIABILITY: NIC PARTNERS shall not, in any event be liable to customer for incidental or consequential damages, including without limitation, lost business, profit or unavailability of all or part of the system. The pricing granted elsewhere in this agreement is based upon and is in partial consideration for this limitation on remedies. WARRANTY (Limited): NIC PARTNERS warrants the products installed under this agreement against defects in material and workmanship from a period of one year from project completion. NIC PARTNERS shall repair or replace defective product during the warranty period with new or like new parts. Returned product becomes the property of NIC PARTNERS when replaced. This warranty is void if installed product is abused, misused or altered. This warranty is exclusive and is Customer's only remedy. Without limiting the generality of the foregoing limitations and disclaimers, while the system is not designed, sold, or intended to be used to detect, intercept, transmit or record oral or other communications of any kind, NIC PARTNERS cannot control how the system and its components are used and, accordingly, NIC PARTNERS does not warrant or represent, expressly or implicitly, that use of the software, licensed materials derived there from will comply and conform to the requirements of Federal, State and or Local statutes, ordinances and laws, or that the use of the system will not violate the privacy rights of the third parties. You shall be solely responsible for using the system you the system in full compliance with applicable law and the rights of third persons. Further, regardless of any prior statements, representations, or course of dealings by any NIC PARTNERS representatives, NIC PARTNERS does not warrant or represent, expressly or implicitly, that the software, licensed materials, or use of any of the same will: result in the prevention of crime or hostile enemy action, apprehension or conviction of any perpetrator of any crime, military prosecution of any enemy force, or detection or neutralization of any criminal, combatant or threat; prevent any loss, death, injury, or damage to property due to the discharge of a firearm or other weapon; in all cases detect and plot the location of all firearm discharges within the designated coverage area; the supplied network will remain in operation at all times or under all conditions. Any and all warranties, express or implied, of fitness for high risk purposes requiring fail-safe performance are hereby expressly disclaimed. You and NIC PARTNERS each acknowledge and agree that the software, license materials, and the system are not consumer goods, and are not intended for sale to or use by or for personal, family or household use. OWNERSHIP: NIC Partners shall retain ownership of all materials supplied until the customer takes possession of the materials at their facilities. Upon receipt the customer assumes the risks and ownership of all materials. NIC Partners has the right to restore ownership of the materials to NIC Partners if the customer fails to pay for the materials under the terms of the contract. Once ownership has been restored to NIC Partners due to non-payment, NIC Partners may retrieve from the Customer's premises any material supplied where payment has not been tendered. The Uniform Commercial Code of California shall govern this sale and this order shall not be assignable, but shall bind the representative and successors of the parties and their benefits. LIENS: Seller may file a lien within 90 days after furnishing labor, materials, or services to a project as long as preliminary lien notice is sent to Buyer under the provisions of the Construction Lien Law of the state where services are rendered. The lien notice is no way intended to reflect the financial stability of the Buyer, but simply advises the Buyer of Seller's rights to file the lien if required. RETURNS: All Sales are Final. Manufacturer Policies have changed due to Supply Chain Conditions. Any exceptions for RMA's will be solely at the discretion of the Manufacturer and subject to their acceptance terms. DELAYS: Seller is not responsible for delays in delivery or installation occasioned by acts of God or other circumstances over which the Seller has no control. MISCELLANEOUS: This Agreement constitutes the entire understanding of the parties with respect to the subject matter of this Agreement and merges all prior communications, representations, and agreements. This Agreement may be modified only by a written agreement signed by the parties. If any provision of this Agreement is held to be unenforceable for any reason, such provision shall be reformed only to the extent necessary to make it enforceable. This Agreement shall be construed under the laws of the state where services are rendered, excluding rules regarding conflicts of law RENEWALS: Automatic renewal billing for Licenses, Subscriptions or Warranties will be Final unless advanced notice is provided 45 Days prior to the renewal date, Subject to Vendor Approval.

BILL TO		JOB LOCATION	
COMPANY: <b>Monrovia Unified School District</b>	COMPANY: <b>Monrovia Unified School District</b>	DATE: <b>March 29, 2024</b>	
ADDRESS: <b>325 E. Huntington Dr.</b>	ADDRESS: <b>325 E. Huntington Dr.</b>	EXPIRY DATE: <b>April 28, 2024</b>	
<b>Monrovia, CA 91016-3585</b>	<b>Monrovia, CA 91016-3585</b>	SALES REP: <b>NILKANTH RADADIA</b>	
CONTACT: <b>Arin Golestani</b>	CONTACT: <b>Arin Golestani</b>	PHONE: <b>(909)919-2836</b>	
PHONE: <b>(626) 471 2000</b>	PHONE: <b>(626) 471 2000</b>	EMAIL: <b>nradadia@nicpartnersinc.com</b>	

TITLE
Monrovia USD - Verkada - District Wide Project(Clifton)

**SCOPE OF WORK**

CMAS Contracts:  
 3-17-70-2473Y (Cabling material)  
 3-10-70-2473P (Cisco Systems)  
 3-23-01-1017 (Verkada)  
 3-19-70-2473AE (Labor)

Monrovia USD - Clifton MS Verkada Cameras and Sensors

NIC Partners will provide and install the following:

- 1.) Nineteen (19) Verkada CD62-E Outdoor Dome camera to locations plotted on map.
- 2.) Nineteen (19) Verkada ACC-MNT-2 Arm Mount for Dome cameras.
- 3.) Three (3) Verkada CH52-E MultiSonsor Cameras to locations plotted on map.
- 4.) Three (3) Verkada ACC-MNT-XLARM-1 Large Arm Mount for MultiSensor cameras.
- 5.) Three (3) Verkada CF81-E Fisheye Cameras to locations plotted on map.
- 6.) Three (3) Verkada ACC-MNT-7 Angle Mount for Fisheye cameras.
- 7.) One (1) Verkada CB62-TE TelePhoto Bullet Camera to location plotted on map.
- 8.) Four (4) Verkada SV23 Environmental Sensors to locations plotted on map.
- 9.) Nine (9) Commscope Uniprise 24 port patch panels.
- 10.) Thirty (30) Commscope Uniprise Cat6 cable runs for cameras and sensors.
- 11.) All cables shall be terminated, tested, labeled and supported as per TIA/BICSI standards.

Notes:

- 1.) Provide access to work area in a timely manner.
- 2.) All pathways are assumed to be free and clear.
- 3.) All work is to be performed during 2nd shift hours.
- 4.) Painting and patching are not included in this quote.
- 5.) Customer to provide open ports on network switches.

1. Provide and install EMT, fittings, and supports.
2. Provide and install roof blocks for roof mounted conduits.
3. Provide and install boxes and install associated covers.
4. Provide and install surface mounted wiremold where required.
5. Coring existing walls and sealant.
6. Labor is based on swing shift so we do not disrupt staff and students. California prevailing wages, inside wireman and state indentured apprentices.
7. Taxes and freight.
8. Service Truck and tools.

This quote excludes the following:

1. Premium, overtime.
2. Project labor agreements (PLA), PSA, or other Union agreements.
3. Low voltage cabling, specialty back boxes, cameras, terminations.
5. Lift equipment (based on access with a ladder).
6. Painting exposed conduits.
7. Concealing conduits in existing walls.
8. Bonds (if required add 2%).
9. Temporary fencing, power, toilets, water, etc.
10. Anything associated with power.
11. Access Doors.
12. Roof penetrations, patch, jacks, pitch pockets, etc.
13. X-raying/ GPR walls.

PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
<b>Cabling Material - CMAS 3-17-70-2473Y</b>				
UN874047284/30	UN874047284/30 Cable, Cat 6, UTP, Plenum	6,000.00	\$0.31	\$1,858.80
<b>NSP (Not Specifically Priced Items)</b>				
UNJU600-YL	Telecommunications Outlet Category 6, UTP	60.00	\$7.70	\$461.71
CPP-UDDM-M-1U-24	Standard Patch Panel, Cat 6, UTP	9.00	\$64.11	\$576.99
UNC6-YL-5F	Patch Cord, Cat 6, UTP, RJ-45 - RJ-45	63.00	\$9.48	\$596.96
M101SMB-B-262	Faceplates, Surface Mount	30.00	\$3.34	\$100.25
CAT124Z34	CableCat 3/4" Loop	120.00	\$3.05	\$365.86
88273110	Conduit Nipple, Rigid/IMC, Galvanized Steel, 1/2 x 12 in.	22.00	\$10.30	\$226.71
7513K311	Conduit Fitting Steel Sealing-Locknut, Size 1/2 Pkg 2ea	11.00	\$3.67	\$40.38
7127K3	Liquid-Tight Flexible Metal Conduit, 3/4 Trade Size 25 ft Gray	10.00	\$6.00	\$60.00
7119K73	Liquid-Tight Metal Conduit Fitting, Straight, Zinc, 3/4 Trade Size	6.00	\$5.76	\$34.54
7219K67	2 Gang Industry Designation Blank Cover for Weatherproof Outlet Box	2.00	\$5.50	\$11.00
7219K26	Weatherproof Outlet Box with 3 Connections, for 2 Devices, 3/4 Conduit Trade Size	2.00	\$24.73	\$49.46
7513K221	Raintight Reducing Washer, 3/4 to 1/2 Trade Size	22.00	\$10.74	\$236.37
MISC-MAT PR	Misc Hardware	1.00	\$365.85	\$365.85
C195X040Y1T	1 Gang Faceplate Label	30.00	\$0.10	\$2.93
C061X030YPT	Patch Panel Labels	30.00	\$0.07	\$2.20
S100X150VA1Y	Wire Wrap Labels	120.00	\$0.13	\$16.09
<b>Verkada CMAS 3-23-01-1017</b>				
CD62-30E-HW	CD62-E Outdoor Dome Camera, 512GB, 30 Days Max	19.00	\$932.38	\$17,715.18
CH52-1TB-E-HW	CH52 Outdoor Multi-sensor dome Camera, 1TB, 30 Days Max	3.00	\$1,975.06	\$5,925.18
ACC-MNT-8	Pendant cap mount kit	22.00	\$37.87	\$833.05
ACC-MNT-2	Mounting arm kit for pendant cap (ACC-MNT-8)	19.00	\$48.84	\$927.99
ACC-MNT-10	Corner Mount	3.00	\$109.21	\$327.62
ACC-MNT-7	Angle Mount	3.00	\$81.77	\$245.30
ACC-POE-60W	PoE++ (802.3bt-2018) Injector, GigE	3.00	\$81.77	\$245.30

NIC Partners Inc.  
11981 Jack Benny Drive, Ste. 103  
Rancho Cucamonga, CA 91739

PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
ACC-MNT-11	Square Junction Box Mount	1.00	\$48.84	\$48.84
LIC-5Y	5Year Camera License	23.00	\$493.35	\$11,347.14
LIC-CH52-5Y	5-Year CH52 Multisensor Camera License	3.00	\$1,481.16	\$4,443.48
CF81-30E-HW	Immersive Coverage in 360 with digital pantiltzoom Fisheye 30 Day	3.00	\$1,097.01	\$3,291.04
CB61-30TE-HW	CB61-TE Outdoor Bullet Camera, 384GB, 30 Days Max	1.00	\$1,042.13	\$1,042.13
SV23-HW	SV23 Environmental Sensor	4.00	\$548.23	\$2,192.93
LIC-SV-5Y	5-Year SV23 License	4.00	\$548.23	\$2,192.93
ACC-CAM-SHIELD-1	Camera Weather Shield	3.00	\$43.35	\$130.06
ACC-MNT-XLARM-1	Large Arm Mount	3.00	\$106.65	\$319.94

**Cisco Systems CMAS 3-10-70-2473P**

LIC-MS225-48LP-5YR	Meraki MS225-48LP Enterprise License 5YR (First Year On Us)	2.00	\$1,254.97	\$2,509.95
SUBCONTRACTOR	RDM Electrical	1.00	\$9,036.36	\$9,036.36

Non-Taxable Material:	\$20,493.50
Taxable Material:	\$38,250.66
Tax:	\$3,920.69
Labor:	\$45,417.78
Service/Maintenance:	\$0.00
Shipping:	\$0.00
Other Services:	\$0.00
<b>Total:</b>	<b>\$108,082.63</b>

**Authorized Signature**

By: \_\_\_\_\_  
 Name: Flint Fertig, Interim Superintendent  
 Date: 4/17/2024

By signing this proposal, you acknowledge that you are authorized to enter into a binding agreement on behalf of your company/organization, and (unless governed by public sector purchasing contract/agreement) you agree to the terms and conditions below.

**STANDARD TERMS & CONDITIONS**

QUOTE: The Prices included in this Proposal are valid for 30 days LABOR RATES: Prevailing Wage/Labor Rates quoted and adhered to as mandated by the State of California are subject to change per California State Requirements PAYMENT TERMS: Invoices shall be submitted twice a month, normally on the first and fifteenth. Bills are due and payable when submitted. A late payment charge of 1-1/2% per month (18% annually) may be applied to amounts outstanding ten days (10) days after the date of the statement. EQUIPMENT PAYMENT TERMS: Established accounts, Educational Institutions and Government Agencies are net 30 days. All others are payment in full prior to shipping. Customer agrees to pay finance charge on all over due balances. INTEREST: If payment is not received by NIC PARTNERS within 30 calendar days of the invoice date, the Customer shall pay as interest an additional charge of one-and-one-half (1.5) percent (or the maximum allowable by law, whichever is lower) of the PAST DUE amount per month. Payment hereafter shall first be applied to accrued interest and then to the unpaid principal. TAXES: Prices shown may not include all sales or other taxes imposed on the sale of goods and services. Taxes now or here after imposed upon sales or shipments shall be added to the purchase price. Buyer agrees to reimburse Seller for any such tax or provide Seller with acceptable tax exemption. COLLECTION COSTS: In the event legal action is necessary to enforce the payment provisions of this Agreement, NIC PARTNERS shall be entitled to collect from the Customer any judgment or settlement sums due, reasonable attorneys' fees, court costs and expenses incurred by NIC PARTNERS in connection therewith and, in addition, the reasonable value of NIC PARTNERS time and expenses spent in connection with such collection action, computed at NIC PARTNERS prevailing fee schedule and expense policies. SUSPENSION OF SERVICES: If the Customer fails to make payments when due or otherwise is in breach of this Agreement, NIC PARTNERS may suspend performance of services upon five (5) calendar days' notice to the Customer. NIC PARTNERS shall have no liability whatsoever to the Customer for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Customer. TERMINATION OF SERVICES: If the Customer fails to make payment to NIC PARTNERS in accordance with the payment terms herein, this shall constitute a material breach of this agreement and shall be cause for termination by NIC PARTNERS. SET-OFFS, BACKCHARGES, DISCOUNTS: Payment of invoices is in no case subject to unilateral discounting or set-offs by the Customer, and payment is due regardless of suspension or termination of this Agreement by either party. INDEMNITY AND INSURANCE: Each party shall be responsible for and hold the other party harmless from any loss sustained by such party relating to death, bodily injury, or damage to tangible physical property which is caused by the negligent acts or omissions of the party's agents or employees. NIC PARTNERS shall obtain and keep in force at all times liability insurance coverage for bodily injury, death, and property damage in an amount not less than One Million Dollars (\$1,000,000.00) BOND: Costs of Performance and Payment bond is not included. If required, NIC PARTNERS shall furnish Customer, in a form satisfactory to Customer, full and duly executed Performance and Payment Bonds, underwritten by a surety or sureties satisfactory to the Customer, in the full amount of this Agreement. Cost of such bonds to be paid directly by Customer. ARBITRATION: All claims, disputes, and other matters in question arising out of, or relating to, this Contract or the breach thereof, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining unless the parties mutually agree otherwise. This agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Notice of the demand for arbitration shall be filed in writing with the other party and with the American Arbitration Association. The demand for arbitration shall be made within a reasonable time after the claim, dispute, or other matter in question has arisen, but in no event shall it be made after substantial completion of the project for which this Contract is awarded. LIABILITY: NIC PARTNERS shall not, in any event be liable to customer for incidental or consequential damages, including without limitation, lost business, profit or unavailability of all or part of the system. The pricing granted elsewhere in this agreement is based upon and is in partial consideration for this limitation on remedies. WARRANTY (Limited): NIC PARTNERS warrants the products installed under this agreement against defects in material and workmanship from a period of one year from project completion. NIC PARTNERS shall repair or replace defective product during the warranty period with new or like new parts. Returned product becomes the property of NIC PARTNERS when replaced. This warranty is void if installed product is abused, misused or altered. This warranty is exclusive and is Customer's only remedy. Without limiting the generality of the foregoing limitations and disclaimers, while the system is not designed, sold, or intended to be used to detect, intercept, transmit or record oral or other communications of any kind, NIC PARTNERS cannot control how the system and its components are used and, accordingly, NIC PARTNERS does not warrant or represent, expressly or implicitly, that use of the software, licensed materials derived there from will comply and conform to the requirements of Federal, State and or Local statutes, ordinances and laws, or that the use of the system will not violate the privacy rights of the third parties. You shall be solely responsible for using the system you the system in full compliance with applicable law and the rights of third persons. 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You and NIC PARTNERS each acknowledge and agree that the software, license materials, and the system are not consumer goods, and are not intended for sale to or use by or for personal, family or household use. OWNERSHIP: NIC Partners shall retain ownership of all materials supplied until the customer takes possession of the materials at their facilities. Upon receipt the customer assumes the risks and ownership of all materials. NIC Partners has the right to restore ownership of the materials to NIC Partners if the customer fails to pay for the materials under the terms of the contract. Once ownership has been restored to NIC Partners due to non-payment, NIC Partners may retrieve from the Customer's premises any material supplied where payment has not been tendered. The Uniform Commercial Code of California shall govern this sale and this order shall not be assignable, but shall bind the representative and successors of the parties and their benefits. 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This Agreement may be modified only by a written agreement signed by the parties. If any provision of this Agreement is held to be unenforceable for any reason, such provision shall be reformed only to the extent necessary to make it enforceable. This Agreement shall be construed under the laws of the state where services are rendered, excluding rules regarding conflicts of law RENEWALS: Automatic renewal billing for Licenses, Subscriptions or Warranties will be Final unless advanced notice is provided 45 Days prior to the renewal date, Subject to Vendor Approval.

BILL TO		JOB LOCATION	
COMPANY: <b>Monrovia Unified School District</b>	COMPANY: <b>Monrovia Unified School District</b>	DATE: <b>March 29, 2024</b>	
ADDRESS: <b>325 E. Huntington Dr.</b>	ADDRESS: <b>325 E. Huntington Dr.</b>	EXPIRY DATE: <b>April 28, 2024</b>	
<b>Monrovia, CA 91016-3585</b>	<b>Monrovia, CA 91016-3585</b>	SALES REP: <b>NILKANTH RADADIA</b>	
CONTACT: <b>Arin Golestani</b>	CONTACT: <b>Arin Golestani</b>	PHONE: <b>(909)919-2836</b>	
PHONE: <b>(626) 471 2000</b>	PHONE: <b>(626) 471 2000</b>	EMAIL: <b>nradadia@nicpartnersinc.com</b>	

**TITLE**

Monrovia USD - Verkada - District Wide Project(Mayflower)

**SCOPE OF WORK**

CMAS Contracts:  
3-17-70-2473Y (Cabling material)  
3-10-70-2473P (Cisco Systems)  
3-23-01-1017 (Verkada)  
3-19-70-2473AE (Labor)

Monrovia USD - Mayflower ES Verkada Cameras

NIC Partners will provide and install the following:

- 1.) One (1) Verkada CB62-TE Outdoor TelePhoto camera to location plotted on map.
- 2.) Twenty-Two (22) Verkada CD62-E Outdoor Dome camera to locations plotted on map.
- 3.) Twenty-Two (22) Verkada ACC-MNT-2 Arm Mount for Dome cameras.
- 4.) One (1) Verkada CH52-E MultiSensor Camera to location plotted on map.
- 5.) One (1) Verkada ACC-MNT-XLARM-1 Large Arm Mount for MultiSensor camera.
- 6.) Six (6) Verkada CF81-E Outdoor Fisheye camera to locations plotted on map.
- 7.) Six (6) Verkada ACC-MNT-7 Angle Mount for Fisheye cameras.
- 8.) Eight (9) Commscope Uniprise 24 port patch panels.
- 9.) Twenty-Five (25) Commscope Uniprise Cat6 cable runs for cameras.
- 10.) Five (5) Commscope Uniprise Cat6 Indoor/Outdoor Plenum cable runs for cameras.
- 11.) All cables shall be terminated, tested, labeled and supported as per TIA/BICSI standards.

Notes:

- 1.) Provide access to work area in a timely manner.
- 2.) All pathways are assumed to be free and clear.
- 3.) All work is to be performed during 2nd shift hours.
- 4.) Painting and patching are not included in this quote.
- 5.) Customer to provide open ports on network switches.

PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
<b>Cabling Material - CMAS 3-17-70-2473Y</b>				
UN874047284/30	UN874047284/30 Cable, Cat 6, UTP, Plenum	5,000.00	\$0.31	\$1,549.00
UN874029604/10	UN874029604/10 Cable, Cat 6, UTP, Indoor/Outdoor Plenum	1,000.00	\$0.82	\$822.00
<b>NSP (Not Specifically Priced Items)</b>				
UNJU600-YL	Telecommunications Outlet Category 6, UTP	60.00	\$7.70	\$461.71
CPP-UDDM-M-1U-24	Standard Patch Panel, Cat 6, UTP	9.00	\$64.11	\$576.99
UNC6-YL-5F	Patch Cord, Cat 6, UTP, RJ-45 - RJ-45	61.00	\$9.48	\$578.01

PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
M101SMB-B-262	Faceplates, Surface Mount	30.00	\$3.34	\$100.25
CAT124Z34	CableCat 3/4" Loop	120.00	\$3.05	\$365.86
88273110	Conduit Nipple, Rigid/IMC, Galvanized Steel, 1/2 x 12 in.	29.00	\$10.30	\$298.84
7513K311	Conduit Fitting Steel Sealing-Locknut, Size 1/2 Pkg 2ea	15.00	\$3.67	\$55.06
7127K3	Liquid-Tight Flexible Metal Conduit, 3/4 Trade Size 25 ft Gray	5.00	\$6.00	\$30.00
7119K73	Liquid-Tight Metal Conduit Fitting, Straight, Zinc, 3/4 Trade Size	2.00	\$5.76	\$11.51
7219K67	2 Gang Industry Designation Blank Cover for Weatherproof Outlet Box	1.00	\$5.50	\$5.50
7219K26	Weatherproof Outlet Box with 3 Connections, for 2 Devices, 3/4 Conduit Trade Size	1.00	\$24.73	\$24.73
7513K221	Raintight Reducing Washer, 3/4 to 1/2 Trade Size	29.00	\$10.74	\$311.57
1841T12	Thin-Wall Steel Conduit Zinc Compression Adapter, 3/4 Size w/o-Ring & Locknut	2.00	\$6.90	\$13.80
7126K2	Thin-Wall Steel Conduit (EMT) 3/4 Trade Size, 0.82" ID, 0.92" OD, 10' Length	1.00	\$24.94	\$24.94
8897T22	3/4" One Hole strap 304 Stainless Steel, for 1 Line, 15/16" ID Outdoor Pkg 5	1.00	\$25.37	\$25.37
7526K27 Ivory	Nylon Wall Plate Blank, Single Device Ivory	8.00	\$1.55	\$12.39
MISC-MAT PR	Misc Hardware	1.00	\$365.85	\$365.85
C195X040Y1T	1 Gang Faceplate Label	30.00	\$0.10	\$2.93
C061X030YPT	Patch Panel Labels	30.00	\$0.07	\$2.20
S100X150VA1Y	Wire Wrap Labels	120.00	\$0.13	\$16.09
<b>Verkada CMAS 3-23-01-1017</b>				
CD62-30E-HW	CD62-E Outdoor Dome Camera, 512GB, 30 Days Max	22.00	\$932.38	\$20,512.32
CH52-1TBE-HW	CH52 Outdoor Multi-sensor dome Camera, 1TB, 30 Days Max	1.00	\$1,975.06	\$1,975.06
ACC-MNT-8	Pendant cap mount kit	23.00	\$37.87	\$870.92
ACC-MNT-2	Mounting arm kit for pendant cap (ACC-MNT-8)	22.00	\$48.84	\$1,074.51
ACC-MNT-10	Corner Mount	1.00	\$109.21	\$109.21
ACC-MNT-7	Angle Mount	6.00	\$81.77	\$490.61
ACC-POE-60W	PoE++ (802.3bt-2018) Injector, GigE	1.00	\$81.77	\$81.77
ACC-MNT-11	Square Junction Box Mount	1.00	\$48.84	\$48.84
LIC-5Y	5Year Camera License	29.00	\$493.35	\$14,307.26
LIC-CH52-5Y	5-Year CH52 Multisensor Camera License	1.00	\$1,481.16	\$1,481.16
CF81-30E-HW	Immersive Coverage in 360 with digital pantiltzoom Fisheye 30 Day	6.00	\$1,097.01	\$6,582.07
CB61-30TE-HW	CB61-TE Outdoor Bullet Camera, 384GB, 30 Days Max	1.00	\$1,042.13	\$1,042.13
ACC-CAM-SHIELD-1	Camera Weather Shield	6.00	\$43.35	\$260.12
ACC-MNT-XLARM-1	Large Arm Mount	1.00	\$87.26	\$87.26
2800L8	2800L8 1 Piece Latch Duct	4.00	\$17.95	\$71.80
2886	2886 Drop Ceiling Fitting	8.00	\$2.06	\$16.49
NM2044	NM2044 Extra deep Single Gang Box Ivory	8.00	\$12.24	\$97.95
<b>Cisco Systems CMAS 3-10-70-2473P</b>				
LIC-MS225-48LP-5YR	Meraki MS225-48LP Enterprise License 5YR (First Year On Us)	2.00	\$1,254.97	\$2,509.95



NIC Partners Inc.  
11981 Jack Benny Drive, Ste. 103  
Rancho Cucamonga, CA 91739

**Authorized Signature**

By: \_\_\_\_\_  
 Name: Flint Fertig, Interim Superintendent  
 Date: 4/17/2024

Non-Taxable Material:	\$18,298.37
Taxable Material:	\$38,975.66
Tax:	\$3,995.01
Labor:	\$38,330.18
Service/Maintenance:	\$0.00
Shipping:	\$0.00
Other Services:	\$0.00
<b>Total:</b>	<b>\$99,599.22</b>

By signing this proposal, you acknowledge that you are authorized to enter into a binding agreement on behalf of your company/organization, and (unless governed by public sector purchasing contract/agreement) you agree to the terms and conditions below.

**STANDARD TERMS & CONDITIONS**

QUOTE: The Prices included in this Proposal are valid for 30 days LABOR RATES: Prevailing Wage/Labor Rates quoted and adhered to as mandated by the State of California are subject to change per California State Requirements PAYMENT TERMS: Invoices shall be submitted twice a month, normally on the first and fifteenth. Bills are due and payable when submitted. A late payment charge of 1-1/2% per month (18% annually) may be applied to amounts outstanding ten days (10) days after the date of the statement. EQUIPMENT PAYMENT TERMS: Established accounts, Educational Institutions and Government Agencies are net 30 days. All others are payment in full prior to shipping. Customer agrees to pay finance charge on all over due balances. INTEREST: If payment is not received by NIC PARTNERS within 30 calendar days of the invoice date, the Customer shall pay as interest an additional charge of one-and-one-half (1.5) percent (or the maximum allowable by law, whichever is lower) of the PAST DUE amount per month. Payment hereafter shall first be applied to accrued interest and then to the unpaid principal. TAXES: Prices shown may not include all sales or other taxes imposed on the sale of goods and services. Taxes now or here after imposed upon sales or shipments shall be added to the purchase price. Buyer agrees to reimburse Seller for any such tax or provide Seller with acceptable tax exemption. COLLECTION COSTS: In the event legal action is necessary to enforce the payment provisions of this Agreement, NIC PARTNERS shall be entitled to collect from the Customer any judgment or settlement sums due, reasonable attorneys' fees, court costs and expenses incurred by NIC PARTNERS in connection therewith and, in addition, the reasonable value of NIC PARTNERS time and expenses spent in connection with such collection action, computed at NIC PARTNERS prevailing fee schedule and expense policies. SUSPENSION OF SERVICES: If the Customer fails to make payments when due or otherwise is in breach of this Agreement, NIC PARTNERS may suspend performance of services upon five (5) calendar days' notice to the Customer. NIC PARTNERS shall have no liability whatsoever to the Customer for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Customer. TERMINATION OF SERVICES: If the Customer fails to make payment to NIC PARTNERS in accordance with the payment terms herein, this shall constitute a material breach of this agreement and shall be cause for termination by NIC PARTNERS. SET-OFFS, BACKCHARGES, DISCOUNTS: Payment of invoices is in no case subject to unilateral discounting or set-offs by the Customer, and payment is due regardless of suspension or termination of this Agreement by either party. INDEMNITY AND INSURANCE: Each party shall be responsible for and hold the other party harmless from any loss sustained by such party relating to death, bodily injury, or damage to tangible physical property which is caused by the negligent acts or omissions of the party's agents or employees. NIC PARTNERS shall obtain and keep in force at all times liability insurance coverage for bodily injury, death, and property damage in an amount not less than One Million Dollars (\$1,000,000.00) BOND: Costs of Performance and Payment bond is not included. If required, NIC PARTNERS shall furnish Customer, in a form satisfactory to Customer, full and duly executed Performance and Payment Bonds, underwritten by a surety or sureties satisfactory to the Customer, in the full amount of this Agreement. Cost of such bonds to be paid directly by Customer. ARBITRATION: All claims, disputes, and other matters in question arising out of, or relating to, this Contract or the breach thereof, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining unless the parties mutually agree otherwise. This agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Notice of the demand for arbitration shall be filed in writing with the other party and with the American Arbitration Association. The demand for arbitration shall be made within a reasonable time after the claim, dispute, or other matter in question has arisen, but in no event shall it be made after substantial completion of the project for which this Contract is awarded. LIABILITY: NIC PARTNERS shall not, in any event be liable to customer for incidental or consequential damages, including without limitation, lost business, profit or unavailability of all or part of the system. The pricing granted elsewhere in this agreement is based upon and is in partial consideration for this limitation on remedies. WARRANTY (Limited): NIC PARTNERS warrants the products installed under this agreement against defects in material and workmanship from a period of one year from project completion. NIC PARTNERS shall repair or replace defective product during the warranty period with new or like new parts. Returned product becomes the property of NIC PARTNERS when replaced. This warranty is void if installed product is abused, misused or altered. This warranty is exclusive and is Customer's only remedy. Without limiting the generality of the foregoing limitations and disclaimers, while the system is not designed, sold, or intended to be used to detect, intercept, transmit or record oral or other communications of any kind, NIC PARTNERS cannot control how the system and its components are used and, accordingly, NIC PARTNERS does not warrant or represent, expressly or implicitly, that use of the software, licensed materials derived there from will comply and conform to the requirements of Federal, State and or Local statutes, ordinances and laws, or that the use of the system will not violate the privacy rights of the third parties. You shall be solely responsible for using the system you the system in full compliance with applicable law and the rights of third persons. Further, regardless of any prior statements, representations, or course of dealings by any NIC PARTNERS representatives, NIC PARTNERS does not warrant or represent, expressly or implicitly, that the software, licensed materials, or use of any of the same will: result in the prevention of crime or hostile enemy action, apprehension or conviction of any perpetrator of any crime, military prosecution of any enemy force, or detection or neutralization of any criminal, combatant or threat; prevent any loss, death, injury, or damage to property due to the discharge of a firearm or other weapon; in all cases detect and plot the location of all firearm discharges within the designated coverage area; the supplied network will remain in operation at all times or under all conditions. Any and all warranties, express or implied, of fitness for high risk purposes requiring fail-safe performance are hereby expressly disclaimed. You and NIC PARTNERS each acknowledge and agree that the software, license materials, and the system are not consumer goods, and are not intended for sale to or use by or for personal, family or household use. OWNERSHIP: NIC Partners shall retain ownership of all materials supplied until the customer takes possession of the materials at their facilities. Upon receipt the customer assumes the risks and ownership of all materials. NIC Partners has the right to restore ownership of the materials to NIC Partners if the customer fails to pay for the materials under the terms of the contract. Once ownership has been restored to NIC Partners due to non-payment, NIC Partners may retrieve from the Customer's premises any material supplied where payment has not been tendered. The Uniform Commercial Code of California shall govern this sale and this order shall not be assignable, but shall bind the representative and successors of the parties and their benefits. LIENS: Seller may file a lien within 90 days after furnishing labor, materials, or services to a project as long as preliminary lien notice is sent to Buyer under the provisions of the Construction Lien Law of the state where services are rendered. The lien notice is no way intended to reflect the financial stability of the Buyer, but simply advises the Buyer of Seller's rights to file the lien if required. RETURNS: All Sales are Final. Manufacturer Policies have changed due to Supply Chain Conditions. Any exceptions for RMA's will be solely at the discretion of the Manufacturer and subject to their acceptance terms. DELAYS: Seller is not responsible for delays in delivery or installation occasioned by acts of God or other circumstances over which the Seller has no control. MISCELLANEOUS: This Agreement constitutes the entire understanding of the parties with respect to the subject matter of this Agreement and merges all prior communications, representations, and agreements. This Agreement may be modified only by a written agreement signed by the parties. If any provision of this Agreement is held to be unenforceable for any reason, such provision shall be reformed only to the extent necessary to make it enforceable. This Agreement shall be construed under the laws of the state where services are rendered, excluding rules regarding conflicts of law RENEWALS: Automatic renewal billing for Licenses, Subscriptions or Warranties will be Final unless advanced notice is provided 45 Days prior to the renewal date, Subject to Vendor Approval.

NIC Partners Inc.  
11981 Jack Benny Drive, Ste. 103  
Rancho Cucamonga, CA 91739

BILL TO		JOB LOCATION	
COMPANY: <b>Monrovia Unified School District</b>	COMPANY: <b>Monrovia Unified School District</b>	DATE: <b>March 29, 2024</b>	
ADDRESS: <b>325 E. Huntington Dr.</b>	ADDRESS: <b>325 E. Huntington Dr.</b>	EXPIRY DATE: <b>April 28, 2024</b>	
<b>Monrovia, CA 91016-3585</b>	<b>Monrovia, CA 91016-3585</b>	SALES REP: <b>NILKANTH RADADIA</b>	
CONTACT: <b>Arin Golestani</b>	CONTACT: <b>Arin Golestani</b>	PHONE: <b>(909)919-2836</b>	
PHONE: <b>(626) 471 2000</b>	PHONE: <b>(626) 471 2000</b>	EMAIL: <b>nradadia@nicpartnersinc.com</b>	

TITLE
Monrovia USD - Verkada - District Wide Project(MHS)

**SCOPE OF WORK**

CMAS Contracts:  
 3-17-70-2473Y (Cabling material)  
 3-10-70-2473P (Cisco Systems)  
 3-23-01-1017 (Verkada)  
 3-19-70-2473AE (Labor)  
 Monrovia USD - Monrovia HS Verkada Cameras

NIC Partners will provide and install the following:

- 1.) Ten (10) Verkada CD62 Indoor Dome Camera to locations plotted on map.
- 2.) Eight (8) Verkada CD62-E Outdoor Dome camera to locations plotted on map.
- 3.) Seven (7) Verkada ACC-MNT-2 Arm Mount for Dome cameras.
- 4.) Two (2) Verkada CF81-E Outdoor Fisheye camera to locations plotted on map.
- 5.) Two (2) Verkada ACC-MNT-7 Angle Mount for Fisheye cameras.
- 6.) Four (4) Verkada CH52-E MultiSensor Cameras to locations plotted on map.
- 7.) Four (4) Verkada ACC-MNT-XLARM-1 Large Arm Mount for MultiSensor cameras.
- 8.) Four (4) Verkda ACC-MNT-CORNER-1 Corner Mount for MultiSensor cameras.
- 9.) Ten (10) Verkada SV23 Environmental Sensors to locations plotted on map.
- 10.) Three (3) Commscope Uniprise 24 port patch panels.
- 11.) Thirty (30) Commscope Uniprise Cat6 cable runs for cameras and sensors.
- 12.) Four (4) Commscope Uniprise Cat6 Indoor/Outdoor Plenum cable runs for cameras and sensors.
- 6.) All cables shall be terminated, tested, labeled and supported as per TIA/BICSI standards.

- Notes:
- 1.) Provide access to work area in a timely manner.
  - 2.) All pathways are assumed to be free and clear.
  - 3.) All work is to be performed during 2nd shift hours.
  - 4.) Painting and patching are not included in this quote.
  - 5.) Customer to provide open ports on network switches.

PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
	<b>Cabling Material - CMAS 3-17-70-2473Y</b>			
UN874047284/30	UN874047284/30 Cable, Cat 6, UTP, Plenum	6,000.00	\$0.31	\$1,858.80
UN874029604/10	UN874029604/10 Cable, Cat 6, UTP, Indoor/Outdoor Plenum	1,000.00	\$0.82	\$822.00

**NSP (Not Specifically Priced Items)**

PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
UNJU600-YL	Telecommunications Outlet Category 6, UTP	68.00	\$7.70	\$523.27
CPP-UDDM-M-1U-24	Standard Patch Panel, Cat 6, UTP	3.00	\$64.11	\$192.33
UNC6-YL-5F	Patch Cord, Cat 6, UTP, RJ-45 - RJ-45	72.00	\$9.48	\$682.24
M101SMB-B-262	Faceplates, Surface Mount	34.00	\$3.34	\$113.61
CAT124Z34	CableCat 3/4" Loop	136.00	\$3.05	\$414.64
88273110	Conduit Nipple, Rigid/IMC, Galvanized Steel, 1/2 x 12 in.	18.00	\$10.30	\$185.49
7513K311	Conduit Fitting Steel Sealing-Locknut, Size 1/2 Pkg 2ea	9.00	\$3.67	\$33.04
71695K43	Steel Flat Cover, 4" Square without Knockout, for Steel Outlet Box	7.00	\$1.61	\$11.27
71695K41	Steel Outlet Box, Square, 4" x 4" x 1-1/2", 1/2 & 3/4 Trade Size Knockouts	7.00	\$5.10	\$35.68
7219K5	Single Device (1 Gang) Blank Cover for Aluminum Weatherproof Box	2.00	\$2.50	\$5.00
7219K23	Aluminum Weatherproof Box Sngl Device (1 Gang), Three 3/4 Trade Sz Hubs, 2" D	2.00	\$9.49	\$18.98
7513K221	Raintight Reducing Washer, 3/4 to 1/2 Trade Size	18.00	\$10.74	\$193.39
1841T12	Thin-Wall Steel Conduit Zinc Compression Adapter, 3/4 Size w/o-Ring & Locknut	18.00	\$6.90	\$124.24
1841T32	Zinc Compression Straight, 3/4 Size w/o-Ring for Thin-Wall Steel Conduit	8.00	\$7.18	\$57.46
9128K42	3/4" LB Aluminum Conduit Access Port with Set Screw 90 Degree Elbow, 3/4 Trade Size	1.00	\$9.59	\$9.59
7126K2	Thin-Wall Steel Conduit (EMT) 3/4 Trade Size, 0.82" ID, 0.92" OD, 10' Length	18.00	\$24.94	\$448.90
9434T78	3/4" One Hole Strap Zinc Plated Steel Indoor Pkg 25	2.00	\$41.67	\$83.34
8897T22	3/4" One Hole strap 304 Stainless Steel, for 1 Line, 15/16" ID Outdoor Pkg 5	2.00	\$25.37	\$50.73
MISC-MAT PR	Misc Hardware	1.00	\$536.59	\$536.59
C195X040Y1T	1 Gang Faceplate Label	34.00	\$0.10	\$3.32
C061X030YPT	Patch Panel Labels	34.00	\$0.07	\$2.49
S100X150VA1Y	Wire Wrap Labels	136.00	\$0.13	\$18.24
<b>Verkada CMAS 3-23-01-1017</b>				
CD62-30-HW	CD62 Indoor Dome Camera, 512GB, 30 Days Max	10.00	\$822.62	\$8,226.22
CD62-30E-HW	CD62-E Outdoor Dome Camera, 512GB, 30 Days Max	8.00	\$932.38	\$7,459.02
CH52-1TBE-HW	CH52 Outdoor Multi-sensor dome Camera, 1TB, 30 Days Max	4.00	\$1,975.06	\$7,900.24
ACC-MNT-8	Pendant cap mount kit	11.00	\$37.87	\$416.52
ACC-MNT-2	Mounting arm kit for pendant cap (ACC-MNT-8)	7.00	\$48.84	\$341.89
ACC-MNT-7	Angle Mount	1.00	\$81.77	\$81.77
ACC-POE-60W	PoE++ (802.3bt-2018) Injector, GigE	4.00	\$81.77	\$327.07
ACC-MNT-11	Square Junction Box Mount	1.00	\$48.84	\$48.84
LIC-5Y	5Year Camera License	20.00	\$493.35	\$9,867.07
LIC-CH52-5Y	5-Year CH52 Multisensor Camera License	4.00	\$1,481.16	\$5,924.63
CF81-30E-HW	Immersive Coverage in 360 with digital pantiltzoom Fisheye 30 Day	2.00	\$1,097.01	\$2,194.02
CB61-30TE-HW	CB61-TE Outdoor Bullet Camera, 384GB, 30 Days Max	1.00	\$1,042.13	\$1,042.13
SV23-HW	SV23 Environmental Sensor	10.00	\$548.23	\$5,482.32
LIC-SV-5Y	5-Year SV23 License	10.00	\$548.23	\$5,482.32
ACC-MNT-XLARM-1	Large Arm Mount	4.00	\$87.26	\$349.02
ACC-MNT-CORNER-1	Corner Mount	4.00	\$109.21	\$436.83
2800L8	2800L8 1 Piece Latch Duct	4.00	\$17.95	\$71.80
2806	2806 Cover Clip	2.00	\$1.74	\$3.49
2886	2886 Drop Cieling Fitting	2.00	\$2.06	\$4.12

NIC Partners Inc.  
11981 Jack Benny Drive, Ste. 103  
Rancho Cucamonga, CA 91739

PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
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**Cisco Systems CMAS 3-10-70-2473P**

LIC-MS225-48LP-5YR Meraki MS225-48LP Enterprise License 5YR (First Year On Us)

2.00 \$1,254.97 \$2,509.95

Non-Taxable Material:	\$23,783.97
Taxable Material:	\$40,809.94
Tax:	\$4,183.02
Labor:	\$41,058.07
Service/Maintenance:	\$0.00
Shipping:	\$0.00
Other Services:	\$0.00
<b>Total:</b>	<b>\$109,835.00</b>

**Authorized Signature**

By: \_\_\_\_\_  
Name: Flint Fertig, Interim Superintendent  
Date: 4/17/2024

By signing this proposal, you acknowledge that you are authorized to enter into a binding agreement on behalf of your company/organization, and (unless governed by public sector purchasing contract/agreement) you agree to the terms and conditions below.

**STANDARD TERMS & CONDITIONS**

QUOTE: The Prices included in this Proposal are valid for 30 days LABOR RATES: Prevailing Wage/Labor Rates quoted and adhered to as mandated by the State of California are subject to change per California State Requirements PAYMENT TERMS: Invoices shall be submitted twice a month, normally on the first and fifteenth. Bills are due and payable when submitted. A late payment charge of 1-1/2% per month (18% annually) may be applied to amounts outstanding ten days (10) days after the date of the statement. EQUIPMENT PAYMENT TERMS: Established accounts, Educational Institutions and Government Agencies are net 30 days. All others are payment in full prior to shipping. Customer agrees to pay finance charge on all over due balances. 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LIENS: Seller may file a lien within 90 days after furnishing labor, materials, or services to a project as long as preliminary lien notice is sent to Buyer under the provisions of the Construction Lien Law of the state where services are rendered. The lien notice is no way intended to reflect the financial stability of the Buyer, but simply advises the Buyer of Seller's rights to file the lien if required. RETURNS: All Sales are Final. Manufacturer Policies have changed due to Supply Chain Conditions. Any exceptions for RMA's will be solely at the discretion of the Manufacturer and subject to their acceptance terms. DELAYS: Seller is not responsible for delays in delivery or installation occasioned by acts of God or other circumstances over which the Seller has no control. MISCELLANEOUS: This Agreement constitutes the entire understanding of the parties with respect to the subject matter of this Agreement and merges all prior communications, representations, and agreements. This Agreement may be modified only by a written agreement signed by the parties. If any provision of this Agreement is held to be unenforceable for any reason, such provision shall be reformed only to the extent necessary to make it enforceable. This Agreement shall be construed under the laws of the state where services are rendered, excluding rules regarding conflicts of law RENEWALS: Automatic renewal billing for Licenses, Subscriptions or Warranties will be Final unless advanced notice is provided 45 Days prior to the renewal date, Subject to Vendor Approval.

BILL TO		JOB LOCATION	
COMPANY: <b>Monrovia Unified School District</b>	COMPANY: <b>Monrovia Unified School District</b>	DATE: <b>March 29, 2024</b>	
ADDRESS: <b>325 E. Huntington Dr.</b>	ADDRESS: <b>325 E. Huntington Dr.</b>	EXPIRY DATE: <b>April 28, 2024</b>	
<b>Monrovia, CA 91016-3585</b>	<b>Monrovia, CA 91016-3585</b>	SALES REP: <b>NILKANTH RADADIA</b>	
CONTACT: <b>Arin Golestani</b>	CONTACT: <b>Arin Golestani</b>	PHONE: <b>(909)919-2836</b>	
PHONE: <b>(626) 471 2000</b>	PHONE: <b>(626) 471 2000</b>	EMAIL: <b>nradadia@nicpartnersinc.com</b>	

**TITLE**  
Monrovia USD - Verkada - District Wide Project(Monroe)

**SCOPE OF WORK**

CMAS Contracts:  
3-17-70-2473Y (Cabling material)  
3-10-70-2473P (Cisco Systems)  
3-23-01-1017 (Verkada)  
3-19-70-2473AE (Labor)

Monrovia USD - Monroe ES Verkada Cameras

NIC Partners will provide and install the following:

- 1.) Three (3) Verkada CD62 Indoor Dome camera to location plotted on map.
- 2.) Sixteen (16) Verkada CD62-E Outdoor Dome camera to locations plotted on map.
- 3.) Fourteen (14) Verkada ACC-MNT-2 Arm Mounts for Dome cameras.
- 4.) Two (2) Verkada CH52-E Multi-Sensor cameras to locations plotted on map.
- 5.) One (1) Verkada CF81-E Outdoor Fisheye camera to location plotted on map.
- 6.) Two (2) Verkada ACC-MNT-XLARM-1 Large Arm Mount for MultiSensor cameras.
- 7.) One (1) Verkada ACC-MNT-7 Angle Mount for Fisheye camera.
- 8.) Nine (9) Commscope Uniprise 24 port patch panels.
- 9.) Nineteen (19) Commscope Uniprise Cat6 cable runs for cameras.
- 10.) Two (2) Commscope Uniprise Cat6 Outdoor Plenum cable runs for cameras.
- 11.) All cables shall be terminated, tested, labeled and supported as per TIA/BICSI standards.

Notes:

- 1.) Provide access to work area in a timely manner.
  - 2.) All pathways are assumed to be free and clear.
  - 3.) All work is to be performed during 2nd shift hours.
  - 4.) Painting and patching are not included in this quote.
  - 5.) Customer to provide open ports on network switches.
- 
1. Provide and install EMT, fittings, and supports.
  2. Provide and install roof blocks for roof mounted conduits.
  3. Provide and install boxes and install associated covers.
  4. Provide and install surface mounted wiremold where required.
  5. Coring existing walls and sealant.
  6. Labor is based on swing shift so we do not disrupt staff and students. California prevailing wages, inside wire man and state indentured apprentices.
  7. Taxes and freight.
  8. Service Truck and tools.

This quote excludes the following:

1. Premium, overtime.
2. Project labor agreements (PLA), PSA, or other Union agreements.
5. Lift equipment (based on access with a ladder).
6. Painting exposed conduits.
7. Concealing conduits in existing walls.
8. Bonds (if required add 2%).
9. Temporary fencing, power, toilets, water, etc.
10. Anything associated with power.
11. Access Doors.
12. Roof penetrations, patch, jacks, pitch pockets, etc.
13. X-raying/ GPR walls.

PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
<b>Cabling Material - CMAS 3-17-70-2473Y</b>				
UN874047284/30	UN874047284/30 Cable, Cat 6, UTP, Plenum	4,000.00	\$0.31	\$1,239.20
UN874029604/10	UN874029604/10 Cable, Cat 6, UTP, Indoor/Outdoor Plenum	1,000.00	\$0.82	\$822.00
<b>NSP (Not Specifically Priced Items)</b>				
UNJU600-YL	Telecommunications Outlet Category 6, UTP	44.00	\$7.70	\$338.58
CPP-UDDM-M-1U-24	Standard Patch Panel, Cat 6, UTP	9.00	\$64.11	\$576.99
UNC6-YL-5F	Patch Cord, Cat 6, UTP, RJ-45 - RJ-45	46.00	\$9.48	\$435.88
M101SMB-B-262	Faceplates, Surface Mount	22.00	\$3.34	\$73.51
CAT124Z34 88273110	CableCat 3/4" Loop	88.00	\$3.05	\$268.29
7513K311	Conduit Nipple, Rigid/IMC, Galvanized Steel, 1/2 x 12 in.	20.00	\$10.30	\$206.10
7127K3	Conduit Fitting Steel Sealing-Locknut, Size 1/2 Pkg 2ea	10.00	\$3.67	\$36.71
7119K73	Liquid-Tight Flexible Metal Conduit, 3/4 Trade Size 25 ft Gray	5.00	\$6.00	\$30.00
7513K221	Liquid-Tight Metal Conduit Fitting, Straight, Zinc, 3/4 Trade Size	4.00	\$5.76	\$23.02
	Raintight Reducing Washer, 3/4 to 1/2 Trade Size	20.00	\$10.74	\$214.88
MISC-MAT PR	Misc Hardware	1.00	\$268.29	\$268.29
C195X040Y1T	1 Gang Faceplate Label	22.00	\$0.10	\$2.15
C061X030YPT	Patch Panel Labels	22.00	\$0.07	\$1.61
S100X150VA1Y	Wire Wrap Labels	88.00	\$0.13	\$11.80
<b>Verkada CMAS 3-23-01-1017</b>				
CD62-30-HW	CD62 Indoor Dome Camera, 512GB, 30 Days Max	3.00	\$822.62	\$2,467.87
CD62-30E-HW	CD62-E Outdoor Dome Camera, 512GB, 30 Days Max	16.00	\$932.38	\$14,918.05
CH52-1TBE-HW	CH52 Outdoor Multi-sensor dome Camera, 1TB, 30 Days Max	2.00	\$1,975.06	\$3,950.12
ACC-MNT-8	Pendant cap mount kit	16.00	\$37.87	\$605.85
ACC-MNT-2	Mounting arm kit for pendant cap (ACC-MNT-8)	14.00	\$48.84	\$683.78
ACC-MNT-10	Corner Mount	2.00	\$109.21	\$218.41
ACC-MNT-7	Angle Mount	1.00	\$81.77	\$81.77
ACC-POE-60W	PoE++ (802.3bt-2018) Injector, GigE	2.00	\$81.77	\$163.54
LIC-5Y	5Year Camera License	20.00	\$493.35	\$9,867.07



NIC Partners Inc.  
11981 Jack Benny Drive, Ste. 103  
Rancho Cucamonga, CA 91739

PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
LIC-CH52-5Y	5-Year CH52 Multisensor Camera License	2.00	\$1,481.16	\$2,962.32
CF81-30E-HW	Immersive Coverage in 360 with digital pantiltzoom Fisheye 30 Day	1.00	\$1,097.01	\$1,097.01
ACC-CAM-SHIELD-1	Camera Weather Shield	1.00	\$43.35	\$43.35
ACC-MNT-XLARM-1	Large Arm Mount	2.00	\$87.26	\$174.51

**Cisco Systems CMAS 3-10-70-2473P**

LIC-MS225-48LP-5YR	Meraki MS225-48LP Enterprise License 5YR (First Year On Us)	2.00	\$1,254.97	\$2,509.95
SUBCONTRACTOR	RDM Electric	1.00	\$13,566.54	\$13,566.54

Non-Taxable Material:	\$15,339.34
Taxable Material:	\$28,953.27
Tax:	\$2,967.71
Labor:	\$41,319.24
Service/Maintenance:	\$0.00
Shipping:	\$0.00
Other Services:	\$0.00
<b>Total:</b>	<b>\$88,579.56</b>

**Authorized Signature**

By: \_\_\_\_\_  
 Name: Flint Fertig, Interim Superintendent  
 Date: 4/17/2024

By signing this proposal, you acknowledge that you are authorized to enter into a binding agreement on behalf of your company/organization, and (unless governed by public sector purchasing contract/agreement) you agree to the terms and conditions below.

**STANDARD TERMS & CONDITIONS**

QUOTE: The Prices included in this Proposal are valid for 30 days LABOR RATES: Prevailing Wage/Labor Rates quoted and adhered to as mandated by the State of California are subject to change per California State Requirements PAYMENT TERMS: Invoices shall be submitted twice a month, normally on the first and fifteenth. Bills are due and payable when submitted. A late payment charge of 1-1/2% per month (18% annually) may be applied to amounts outstanding ten days (10) days after the date of the statement. EQUIPMENT PAYMENT TERMS: Established accounts, Educational Institutions and Government Agencies are net 30 days. All others are payment in full prior to shipping. Customer agrees to pay finance charge on all over due balances. INTEREST: If payment is not received by NIC PARTNERS within 30 calendar days of the invoice date, the Customer shall pay as interest an additional charge of one-and-one-half (1.5) percent (or the maximum allowable by law, whichever is lower) of the PAST DUE amount per month. Payment hereafter shall first be applied to accrued interest and then to the unpaid principal. TAXES: Prices shown may not include all sales or other taxes imposed on the sale of goods and services. Taxes now or here after imposed upon sales or shipments shall be added to the purchase price. Buyer agrees to reimburse Seller for any such tax or provide Seller with acceptable tax exemption. COLLECTION COSTS: In the event legal action is necessary to enforce the payment provisions of this Agreement, NIC PARTNERS shall be entitled to collect from the Customer any judgment or settlement sums due, reasonable attorneys' fees, court costs and expenses incurred by NIC PARTNERS in connection therewith and, in addition, the reasonable value of NIC PARTNERS time and expenses spent in connection with such collection action, computed at NIC PARTNERS prevailing fee schedule and expense policies. SUSPENSION OF SERVICES: If the Customer fails to make payments when due or otherwise is in breach of this Agreement, NIC PARTNERS may suspend performance of services upon five (5) calendar days' notice to the Customer. NIC PARTNERS shall have no liability whatsoever to the Customer for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Customer. TERMINATION OF SERVICES: If the Customer fails to make payment to NIC PARTNERS in accordance with the payment terms herein, this shall constitute a material breach of this agreement and shall be cause for termination by NIC PARTNERS. SET-OFFS, BACKCHARGES, DISCOUNTS: Payment of invoices is in no case subject to unilateral discounting or set-offs by the Customer, and payment is due regardless of suspension or termination of this Agreement by either party. INDEMNITY AND INSURANCE: Each party shall be responsible for and hold the other party harmless from any loss sustained by such party relating to death, bodily injury, or damage to tangible physical property which is caused by the negligent acts or omissions of the party's agents or employees. NIC PARTNERS shall obtain and keep in force at all times liability insurance coverage for bodily injury, death, and property damage in an amount not less than One Million Dollars (\$1,000,000.00) BOND: Costs of Performance and Payment bond is not included. If required, NIC PARTNERS shall furnish Customer, in a form satisfactory to Customer, full and duly executed Performance and Payment Bonds, underwritten by a surety or sureties satisfactory to the Customer, in the full amount of this Agreement. Cost of such bonds to be paid directly by Customer. ARBITRATION: All claims, disputes, and other matters in question arising out of, or relating to, this Contract or the breach thereof, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining unless the parties mutually agree otherwise. This agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Notice of the demand for arbitration shall be filed in writing with the other party and with the American Arbitration Association. The demand for arbitration shall be made within a reasonable time after the claim, dispute, or other matter in question has arisen, but in no event shall it be made after substantial completion of the project for which this Contract is awarded. LIABILITY: NIC PARTNERS shall not, in any event be liable to customer for incidental or consequential damages, including without limitation, lost business, profit or unavailability of all or part of the system. The pricing granted elsewhere in this agreement is based upon and is in partial consideration for this limitation on remedies. WARRANTY (Limited): NIC PARTNERS warrants the products installed under this agreement against defects in material and workmanship from a period of one year from project completion. NIC PARTNERS shall repair or replace defective product during the warranty period with new or like new parts. Returned product becomes the property of NIC PARTNERS when replaced. This warranty is void if installed product is abused, misused or altered. This warranty is exclusive and is Customer's only remedy. Without limiting the generality of the foregoing limitations and disclaimers, while the system is not designed, sold, or intended to be used to detect, intercept, transmit or record oral or other communications of any kind, NIC PARTNERS cannot control how the system and its components are used and, accordingly, NIC PARTNERS does not warrant or represent, expressly or implicitly, that use of the software, licensed materials derived there from will comply and conform to the requirements of Federal, State and or Local statutes, ordinances and laws, or that the use of the system will not violate the privacy rights of the third parties. You shall be solely responsible for using the system you the system in full compliance with applicable law and the rights of third persons. Further, regardless of any prior statements, representations, or course of dealings by any NIC PARTNERS representatives, NIC PARTNERS does not warrant or represent, expressly or implicitly, that the software, licensed materials, or use of any of the same will: result in the prevention of crime or hostile enemy action, apprehension or conviction of any perpetrator of any crime, military prosecution of any enemy force, or detection or neutralization of any criminal, combatant or threat; prevent any loss, death, injury, or damage to property due to the discharge of a firearm or other weapon; in all cases detect and plot the location of all firearm discharges within the designated coverage area; the supplied network will remain in operation at all times or under all conditions. Any and all warranties, express or implied, of fitness for high risk purposes requiring fail-safe performance are hereby expressly disclaimed. You and NIC PARTNERS each acknowledge and agree that the software, license materials, and the system are not consumer goods, and are not intended for sale to or use by or for personal, family or household use. OWNERSHIP: NIC Partners shall retain ownership of all materials supplied until the customer takes possession of the materials at their facilities. Upon receipt the customer assumes the risks and ownership of all materials. NIC Partners has the right to restore ownership of the materials to NIC Partners if the customer fails to pay for the materials under the terms of the contract. Once ownership has been restored to NIC Partners due to non-payment, NIC Partners may retrieve from the Customer's premises any material supplied where payment has not been tendered. The Uniform Commercial Code of California shall govern this sale and this order shall not be assignable, but shall bind the representative and successors of the parties and their benefits. LIENS: Seller may file a lien within 90 days after furnishing labor, materials, or services to a project as long as preliminary lien notice is sent to Buyer under the provisions of the Construction Lien Law of the state where services are rendered. The lien notice is no way intended to reflect the financial stability of the Buyer, but simply advises the Buyer of Seller's rights to file the lien if required. RETURNS: All Sales are Final. Manufacturer Policies have changed due to Supply Chain Conditions. Any exceptions for RMA's will be solely at the discretion of the Manufacturer and subject to their acceptance terms. DELAYS: Seller is not responsible for delays in delivery or installation occasioned by acts of God or other circumstances over which the Seller has no control. MISCELLANEOUS: This Agreement constitutes the entire understanding of the parties with respect to the subject matter of this Agreement and merges all prior communications, representations, and agreements. This Agreement may be modified only by a written agreement signed by the parties. If any provision of this Agreement is held to be unenforceable for any reason, such provision shall be reformed only to the extent necessary to make it enforceable. This Agreement shall be construed under the laws of the state where services are rendered, excluding rules regarding conflicts of law RENEWALS: Automatic renewal billing for Licenses, Subscriptions or Warranties will be Final unless advanced notice is provided 45 Days prior to the renewal date, Subject to Vendor Approval.

BILL TO		JOB LOCATION	
COMPANY: <b>Monrovia Unified School District</b>	COMPANY: <b>Monrovia Unified School District</b>	DATE: <b>March 29, 2024</b>	
ADDRESS: <b>325 E. Huntington Dr.</b>	ADDRESS: <b>325 E. Huntington Dr.</b>	EXPIRY DATE: <b>April 28, 2024</b>	
<b>Monrovia, CA 91016-3585</b>	<b>Monrovia, CA 91016-3585</b>	SALES REP: <b>NILKANTH RADADIA</b>	
CONTACT: <b>Arin Golestani</b>	CONTACT: <b>Arin Golestani</b>	PHONE: <b>(909)919-2836</b>	
PHONE: <b>(626) 471 2000</b>	PHONE: <b>(626) 471 2000</b>	EMAIL: <b>nradadia@nicpartnersinc.com</b>	

**TITLE**  
Monrovia USD - Verkada - District Wide Project(Plymouth)

**SCOPE OF WORK**

CMAS Contracts:  
3-17-70-2473Y (Cabling material)  
3-10-70-2473P (Cisco Systems)  
3-23-01-1017 (Verkada)  
3-19-70-2473AE (Labor)

Monrovia USD - Plymouth ES Verkada Cameras

NIC Partners will provide and install the following:

- 1.) Twenty (20) Verkada CD62-E Outdoor Dome camera to locations plotted on map.
- 2.) Eighteen (18) Verkada ACC-MNT-2 Arm Mount and ACC-MNT-8 Pendant Caps for Dome cameras.
- 3.) Four (4) Verkada CF81-E Fisheye Cameras to locations plotted on map.
- 4.) Four (4) Verkada ACC-MNT-7 Angle Mount for Fisheye cameras.
- 5.) One (1) Verkada CB62-E Bullet Camera to location plotted on map.
- 6.) One (1) Verkada ACC-MNT-SJBOX-1 for Bullet camera.
- 7.) Seven (7) Commscope Uniprise 24 port patch panels.
- 8.) Twenty-Two(22) Commscope Uniprise Cat6 cable runs for cameras.
- 9.) Three (3) Commscope Uniprise Cat6 Indoor/Outdoor Plenum cable runs for cameras.
- 10.) All cables shall be terminated, tested, labeled and supported as per TIA/BICSI standards.

Notes:

- 1.) Provide access to work area in a timely manner.
- 2.) All pathways are assumed to be free and clear.
- 3.) All work is to be performed during 2nd shift hours.
- 4.) Painting and patching are not included in this quote.
- 5.) Customer to provide open ports on network switches.

1. Provide and install EMT, fittings, and supports.
2. Provide and install roof blocks for roof mounted conduits.
3. Provide and install boxes and install associated covers.
4. Provide and install surface mounted wiremold where required.
5. Coring existing walls and sealant.
6. Labor is based on swing shift so we do not disrupt staff and students. California prevailing wages, inside wireman and state indentured apprentices.
7. Taxes and freight.
8. Service Truck and tools.

This quote excludes the following:

1. Premium, overtime.
2. Project labor agreements (PLA), PSA, or other Union agreements.
3. Low voltage cabling, specialty back boxes, cameras, terminations.
4. Data scope (ie: cabling terminations, jacks, patch panels, IDF's switches, tec.)
5. Lift equipment (based on access with a ladder).
6. Painting exposed conduits.
7. Concealing conduits in existing walls.
8. Bonds (if required add 2%).
9. Temporary fencing, power, toilets, water, etc.
10. Anything associated with power.
11. Access Doors.
12. Roof penetrations, patch, jacks, pitch pockets, etc.
13. X-raying/ GPR walls.

PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
<b>Cabling Material - CMAS 3-17-70-2473Y</b>				
UN874047284/30	UN874047284/30 Cable, Cat 6, UTP, Plenum	5,000.00	\$0.31	\$1,549.00
UN874029604/10	UN874029604/10 Cable, Cat 6, UTP, Indoor/Outdoor Plenum	1,000.00	\$0.82	\$822.00
<b>NSP (Not Specifically Priced Items)</b>				
UNJU600-YL	Telecommunications Outlet Category 6, UTP	50.00	\$7.70	\$384.76
CPP-UDDM-M-1U-24	Standard Patch Panel, Cat 6, UTP	7.00	\$64.11	\$448.77
UNC6-YL-5F	Patch Cord, Cat 6, UTP, RJ-45 - RJ-45	50.00	\$9.48	\$473.78
M101SMB-B-262	Faceplates, Surface Mount	25.00	\$3.34	\$83.54
CAT124Z34 88273110	CableCat 3/4" Loop	100.00	\$3.05	\$304.88
7513K311	Conduit Nipple, Rigid/IMC, Galvanized Steel, 1/2 x 12 in.	15.00	\$10.30	\$154.57
7513K221	Conduit Fitting Steel Sealing-Locknut, Size 1/2 Pkg 2ea	8.00	\$3.67	\$29.37
MISC-MAT PR	Raintight Reducing Washer, 3/4 to 1/2 Trade Size	15.00	\$10.74	\$161.16
C195X040Y1T	Misc Hardware	1.00	\$304.88	\$304.88
C061X030YPT	1 Gang Faceplate Label	25.00	\$0.10	\$2.44
S100X150VA1Y	Patch Panel Labels	25.00	\$0.07	\$1.83
	Wire Wrap Labels	100.00	\$0.13	\$13.41
<b>Verkada CMAS 3-23-01-1017</b>				
CD62-30E-HW	CD62-E Outdoor Dome Camera, 512GB, 30 Days Max	20.00	\$932.38	\$18,647.56
ACC-MNT-8	Pendant cap mount kit	18.00	\$37.87	\$681.59
ACC-MNT-7	Mounting arm kit for pendant cap (ACC-MNT-8)	18.00	\$48.84	\$879.15
ACC-MNT-11	Angle Mount	3.00	\$81.77	\$245.30
LIC-5Y	Square Junction Box Mount	1.00	\$48.84	\$48.84
CF81-30E-HW	5Year Camera License	25.00	\$493.35	\$12,333.84
CB61-30E-HW	Immersive Coverage in 360 with digital pantiltzoom Fisheye 30 Day	4.00	\$1,097.01	\$4,388.05
ACC-CAM-SHIELD-1	CB61-E Outdoor Bullet Camera, 384GB, 30 Days Max	1.00	\$987.26	\$987.26
	Camera Weather Shield	3.00	\$43.35	\$130.06

NIC Partners Inc.  
11981 Jack Benny Drive, Ste. 103  
Rancho Cucamonga, CA 91739

PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
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**Cisco Systems CMAS 3-10-70-2473P**

LIC-MS225-48LP-5YR	Meraki MS225-48LP Enterprise License 5YR (First Year On Us)	2.00	\$1,254.97	\$2,509.95
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SUBCONTRACTOR	RDM Electric	1.00	\$4,632.19	\$4,632.19
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Non-Taxable Material:	\$14,843.79
Taxable Material:	\$30,742.20
Tax:	\$3,151.08
Labor:	\$34,458.49
Service/Maintenance:	\$0.00
Shipping:	\$0.00
Other Services:	\$0.00
<b>Total:</b>	<b>\$83,195.56</b>

**Authorized Signature**

By: \_\_\_\_\_  
 Name: Flint Fertig, Interim Superintendent  
 Date: 4/17/2024

By signing this proposal, you acknowledge that you are authorized to enter into a binding agreement on behalf of your company/organization, and (unless governed by public sector purchasing contract/agreement) you agree to the terms and conditions below.

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COLLECTION COSTS: In the event legal action is necessary to enforce the payment provisions of this Agreement, NIC PARTNERS shall be entitled to collect from the Customer any judgment or settlement sums due, reasonable attorneys' fees, court costs and expenses incurred by NIC PARTNERS in connection therewith and, in addition, the reasonable value of NIC PARTNERS time and expenses spent in connection with such collection action, computed at NIC PARTNERS prevailing fee schedule and expense policies. SUSPENSION OF SERVICES: If the Customer fails to make payments when due or otherwise is in breach of this Agreement, NIC PARTNERS may suspend performance of services upon five (5) calendar days' notice to the Customer. NIC PARTNERS shall have no liability whatsoever to the Customer for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Customer. TERMINATION OF SERVICES: If the Customer fails to make payment to NIC PARTNERS in accordance with the payment terms herein, this shall constitute a material breach of this agreement and shall be cause for termination by NIC PARTNERS. SET-OFFS, BACKCHARGES, DISCOUNTS: Payment of invoices is in no case subject to unilateral discounting or set-offs by the Customer, and payment is due regardless of suspension or termination of this Agreement by either party. INDEMNITY AND INSURANCE: Each party shall be responsible for and hold the other party harmless from any loss sustained by such party relating to death, bodily injury, or damage to tangible physical property which is caused by the negligent acts or omissions of the party's agents or employees. NIC PARTNERS shall obtain and keep in force at all times liability insurance coverage for bodily injury, death, and property damage in an amount not less than One Million Dollars (\$1,000,000.00) BOND: Costs of Performance and Payment bond is not included. If required, NIC PARTNERS shall furnish Customer, in a form satisfactory to Customer, full and duly executed Performance and Payment Bonds, underwritten by a surety or sureties satisfactory to the Customer, in the full amount of this Agreement. Cost of such bonds to be paid directly by Customer. ARBITRATION: All claims, disputes, and other matters in question arising out of, or relating to, this Contract or the breach thereof, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining unless the parties mutually agree otherwise. This agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Notice of the demand for arbitration shall be filed in writing with the other party and with the American Arbitration Association. The demand for arbitration shall be made within a reasonable time after the claim, dispute, or other matter in question has arisen, but in no event shall it be made after substantial completion of the project for which this Contract is awarded. LIABILITY: NIC PARTNERS shall not, in any event be liable to customer for incidental or consequential damages, including without limitation, lost business, profit or unavailability of all or part of the system. The pricing granted elsewhere in this agreement is based upon and is in partial consideration for this limitation on remedies. WARRANTY (Limited): NIC PARTNERS warrants the products installed under this agreement against defects in material and workmanship from a period of one year from project completion. NIC PARTNERS shall repair or replace defective product during the warranty period with new or like new parts. Returned product becomes the property of NIC PARTNERS when replaced. This warranty is void if installed product is abused, misused or altered. This warranty is exclusive and is Customer's only remedy. Without limiting the generality of the foregoing limitations and disclaimers, while the system is not designed, sold, or intended to be used to detect, intercept, transmit or record oral or other communications of any kind, NIC PARTNERS cannot control how the system and its components are used and, accordingly, NIC PARTNERS does not warrant or represent, expressly or implicitly, that use of the software, licensed materials derived there from will comply and conform to the requirements of Federal, State and or Local statutes, ordinances and laws, or that the use of the system will not violate the privacy rights of the third parties. You shall be solely responsible for using the system you the system in full compliance with applicable law and the rights of third persons. Further, regardless of any prior statements, representations, or course of dealings by any NIC PARTNERS representatives, NIC PARTNERS does not warrant or represent, expressly or implicitly, that the software, licensed materials, or use of any of the same will: result in the prevention of crime or hostile enemy action, apprehension or conviction of any perpetrator of any crime, military prosecution of any enemy force, or detection or neutralization of any criminal, combatant or threat; prevent any loss, death, injury, or damage to property due to the discharge of a firearm or other weapon; in all cases detect and plot the location of all firearm discharges within the designated coverage area; the supplied network will remain in operation at all times or under all conditions. Any and all warranties, express or implied, of fitness for high risk purposes requiring fail-safe performance are hereby expressly disclaimed. You and NIC PARTNERS each acknowledge and agree that the software, license materials, and the system are not consumer goods, and are not intended for sale to or use by or for personal, family or household use. OWNERSHIP: NIC Partners shall retain ownership of all materials supplied until the customer takes possession of the materials at their facilities. Upon receipt the customer assumes the risks and ownership of all materials. NIC Partners has the right to restore ownership of the materials to NIC Partners if the customer fails to pay for the materials under the terms of the contract. Once ownership has been restored to NIC Partners due to non-payment, NIC Partners may retrieve from the Customer's premises any material supplied where payment has not been tendered. The Uniform Commercial Code of California shall govern this sale and this order shall not be assignable, but shall bind the representative and successors of the parties and their benefits. LIENS: Seller may file a lien within 90 days after furnishing labor, materials, or services to a project as long as preliminary lien notice is sent to Buyer under the provisions of the Construction Lien Law of the state where services are rendered. The lien notice is no way intended to reflect the financial stability of the Buyer, but simply advises the Buyer of Seller's rights to file the lien if required. RETURNS: All Sales are Final. Manufacturer Policies have changed due to Supply Chain Conditions. Any exceptions for RMA's will be solely at the discretion of the Manufacturer and subject to their acceptance terms. DELAYS: Seller is not responsible for delays in delivery or installation occasioned by acts of God or other circumstances over which the Seller has no control. MISCELLANEOUS: This Agreement constitutes the entire understanding of the parties with respect to the subject matter of this Agreement and merges all prior communications, representations, and agreements. This Agreement may be modified only by a written agreement signed by the parties. If any provision of this Agreement is held to be unenforceable for any reason, such provision shall be reformed only to the extent necessary to make it enforceable. This Agreement shall be construed under the laws of the state where services are rendered, excluding rules regarding conflicts of law RENEWALS: Automatic renewal billing for Licenses, Subscriptions or Warranties will be Final unless advanced notice is provided 45 Days prior to the renewal date, Subject to Vendor Approval.

BILL TO		JOB LOCATION	
COMPANY: <b>Monrovia Unified School District</b>	COMPANY: <b>Monrovia Unified School District</b>	DATE: <b>March 29, 2024</b>	
ADDRESS: <b>325 E. Huntington Dr.</b>	ADDRESS: <b>325 E. Huntington Dr.</b>	EXPIRY DATE: <b>April 28, 2024</b>	
<b>Monrovia, CA 91016-3585</b>	<b>Monrovia, CA 91016-3585</b>	SALES REP: <b>NILKANTH RADADIA</b>	
CONTACT: <b>Arin Golestani</b>	CONTACT: <b>Arin Golestani</b>	PHONE: <b>(909)919-2836</b>	
PHONE: <b>(626) 471 2000</b>	PHONE: <b>(626) 471 2000</b>	EMAIL: <b>nradadia@nicpartnersinc.com</b>	

**TITLE**  
Monrovia USD - Verkada - District Wide Project(Santa Fe)

**SCOPE OF WORK**

CMAS Contracts:  
3-17-70-2473Y (Cabling material)  
3-10-70-2473P (Cisco Systems)  
3-23-01-1017 (Verkada)  
3-19-70-2473AE (Labor)

Monrovia USD - Santa Fe MS Verkada Cameras

NIC will provide and install the following:

- 1.) One (1) Verkada CD62 Indoor Dome camera to location plotted on map.
- 2.) Twenty-Eight (28) Verkada CD62-E Outdoor Dome camera to locations plotted on map.
- 3.) Twenty-Seven (28) Verkada ACC-MNT-2 Arm Mount for Dome cameras.
- 4.) One (1) Verkada CH52-E MultiSensor Camera to location plotted on map.
- 5.) One (1) Verkada ACC-MNT-XLARM-1 Large Arm Mount for MultiSensor camera.
- 6.) Seven (7) Verkada CF81-E Fisheye Cameras to locations plotted on map.
- 7.) Seven (7) Verkada ACC-MNT-7 Angle Mount for Fisheye cameras.
- 8.) One (1) Verkada CB62-E Bullet Camera to location plotted on map.
- 9.) One (1) Verkada CB62-TE TelePhoto Bullet Camera to location plotted on map.
- 10.) Two (2.) Verkada ACC-MNT-SJBOX-1 Square Junction Box for Bullet cameras
- 11.) Ten (10) Commscope Uniprise 24 port patch panels.
- 12.) Twenty-Six (26) Commscope Uniprise Cat6 cable runs for cameras.
- 13.) All cables shall be terminated, tested, labeled and supported as per TIA/BICSI standards.

Notes:

- 1.) Provide access to work area in a timely manner.
- 2.) All pathways are assumed to be free and clear.
- 3.) All work is to be performed during 2nd shift hours.
- 4.) Painting and patching are not included in this quote.
- 5.) Customer to provide open ports on network switches.

1. Provide and install EMT, fittings, and supports.
2. Provide and install roof blocks for roof mounted conduits.
3. Provide and install boxes and install associated covers.
4. Provide and install surface mounted wiremold where required.
5. Coring existing walls and sealant.
6. Labor is based on swing shift so we do not disrupt staff and students. California prevailing wages, inside wireman and state indentured apprentices.

7. Taxes and freight.
8. Service Truck and tools.

This quote excludes the following:

1. Premium, overtime.
2. Project labor agreements (PLA), PSA, or other Union agreements.
3. Low voltage cabling, specialty back boxes, cameras, terminations.
4. Data scope (ie: cabling terminations, jacks, patch panels, IDF's switches, tec.)
5. Lift equipment (based on access with a ladder).
6. Painting exposed conduits.
7. Concealing conduits in existing walls.
8. Bonds (if required add 2%).
9. Temporary fencing, power, toilets, water, etc.
10. Anything associated with power.
11. Access Doors.
12. Roof penetrations, patch, jacks, pitch pockets, etc.
13. X-raying/ GPR walls.

PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
<b>Cabling Material - CMAS 3-17-70-2473Y</b>				
UN874047284/30	UN874047284/30 Cable, Cat 6, UTP, Plenum	6,000.00	\$0.31	\$1,858.80
<b>NSP (Not Specifically Priced Items)</b>				
UNJU600-YL	Telecommunications Outlet Category 6, UTP	52.00	\$7.70	\$400.15
CPP-UDDM-M-1U-24	Standard Patch Panel, Cat 6, UTP	10.00	\$64.11	\$641.10
UNC6-YL-5F	Patch Cord, Cat 6, UTP, RJ-45 - RJ-45	53.00	\$9.48	\$502.21
M101SMB-B-262	Faceplates, Surface Mount	41.00	\$3.34	\$137.00
CAT124Z34	CableCat 3/4" Loop	100.00	\$3.05	\$304.88
88273110	Conduit Nipple, Rigid/IMC, Galvanized Steel, 1/2 x 12 in.	35.00	\$10.30	\$360.67
7513K311	Conduit Fitting Steel Sealing-Locknut, Size 1/2 Pkg 2ea	18.00	\$3.67	\$66.07
7513K221	Raintight Reducing Washer, 3/4 to 1/2 Trade Size	35.00	\$10.74	\$376.04
MISC-MAT PR	Misc Hardware	1.00	\$548.78	\$548.78
C195X040Y1T	1 Gang Faceplate Label	26.00	\$0.10	\$2.54
C061X030YPT	Patch Panel Labels	26.00	\$0.07	\$1.90
S100X150VA1Y	Wire Wrap Labels	104.00	\$0.13	\$13.95
<b>Verkada CMAS 3-23-01-1017</b>				
CD62-30-HW	CD62 Indoor Dome Camera, 512GB, 30 Days Max	1.00	\$822.62	\$822.62
CD62-30E-HW	CD62-E Outdoor Dome Camera, 512GB, 30 Days Max	28.00	\$932.38	\$26,106.58
CH52-1TBE-HW	CH52 Outdoor Multi-sensor dome Camera, 1TB, 30 Days Max	1.00	\$1,975.06	\$1,975.06
ACC-MNT-8	Pendant cap mount kit	29.00	\$37.87	\$1,098.11



NIC Partners Inc.  
11981 Jack Benny Drive, Ste. 103  
Rancho Cucamonga, CA 91739

PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
ACC-MNT-2	Mounting arm kit for pendant cap (ACC-MNT-8)	28.00	\$48.84	\$1,367.56
ACC-MNT-7	Angle Mount	7.00	\$81.77	\$572.38
ACC-POE-60W	PoE++ (802.3bt-2018) Injector, GigE	1.00	\$81.77	\$81.77
ACC-MNT-11	Square Junction Box Mount	2.00	\$48.84	\$97.68
LIC-5Y	5Year Camera License	38.00	\$493.35	\$18,747.44
LIC-CH52-5Y	5-Year CH52 Multisensor Camera License	1.00	\$1,481.16	\$1,481.16
CF81-30E-HW	Immersive Coverage in 360 with digital pantiltzoom Fisheye 30 Day	7.00	\$1,097.01	\$7,679.09
CB61-30TE-HW	CB61-TE Outdoor Bullet Camera, 384GB, 30 Days Max	1.00	\$1,042.13	\$1,042.13
CB61-30E-HW	CB61-E Outdoor Bullet Camera, 384GB, 30 Days Max	1.00	\$987.26	\$987.26
SV23-HW	SV23 Environmental Sensor	6.00	\$548.23	\$3,289.39
LIC-SV-5Y	5-Year SV23 License	6.00	\$548.23	\$3,289.39
ACC-CAM-SHIELD-1	Camera Weather Shield	1.00	\$43.35	\$43.35
ACC-MNT-XLARM-1	Large Arm Mount	1.00	\$87.26	\$87.26
<b>Cisco Systems CMAS 3-10-70-2473P</b>				
LIC-MS225-48LP-5YR	Meraki MS225-48LP Enterprise License 5YR (First Year On Us)	2.00	\$1,254.97	\$2,509.95
SUBCONTRACTOR	RDM Electric	1.00	\$7,524.30	\$7,524.30

**Authorized Signature**

By: \_\_\_\_\_  
 Name: Flint Fertig, Interim Superintendent  
 Date: 4/17/2024

Non-Taxable Material:	\$26,027.94
Taxable Material:	\$50,464.33
Tax:	\$5,172.59
Labor:	\$46,409.35
Service/Maintenance:	\$0.00
Shipping:	\$0.00
Other Services:	\$0.00
<b>Total:</b>	<b>\$128,074.21</b>

By signing this proposal, you acknowledge that you are authorized to enter into a binding agreement on behalf of your company/organization, and (unless governed by public sector purchasing contract/agreement) you agree to the terms and conditions below.

**STANDARD TERMS & CONDITIONS**

QUOTE: The Prices included in this Proposal are valid for 30 days LABOR RATES: Prevailing Wage/Labor Rates quoted and adhered to as mandated by the State of California are subject to change per California State Requirements PAYMENT TERMS: Invoices shall be submitted twice a month, normally on the first and fifteenth. Bills are due and payable when submitted. A late payment charge of 1-1/2% per month (18% annually) may be applied to amounts outstanding ten days (10) days after the date of the statement. EQUIPMENT PAYMENT TERMS: Established accounts, Educational Institutions and Government Agencies are net 30 days. All others are payment in full prior to shipping. Customer agrees to pay finance charge on all over due balances. INTEREST: If payment is not received by NIC PARTNERS within 30 calendar days of the invoice date, the Customer shall pay as interest an additional charge of one-and-one-half (1.5) percent (or the maximum allowable by law, whichever is lower) of the PAST DUE amount per month. Payment hereafter shall first be applied to accrued interest and then to the unpaid principal. TAXES: Prices shown may not include all sales or other taxes imposed on the sale of goods and services. Taxes now or here after imposed upon sales or shipments shall be added to the purchase price. Buyer agrees to reimburse Seller for any such tax or provide Seller with acceptable tax exemption. COLLECTION COSTS: In the event legal action is necessary to enforce the payment provisions of this Agreement, NIC PARTNERS shall be entitled to collect from the Customer any judgment or settlement sums due, reasonable attorneys' fees, court costs and expenses incurred by NIC PARTNERS in connection therewith and, in addition, the reasonable value of NIC PARTNERS time and expenses spent in connection with such collection action, computed at NIC PARTNERS prevailing fee schedule and expense policies. SUSPENSION OF SERVICES: If the Customer fails to make payments when due or otherwise is in breach of this Agreement, NIC PARTNERS may suspend performance of services upon five (5) calendar days' notice to the Customer. NIC PARTNERS shall have no liability whatsoever to the Customer for any costs or damages as a result of such suspension caused by any breach of this Agreement by the Customer. TERMINATION OF SERVICES: If the Customer fails to make payment to NIC PARTNERS in accordance with the payment terms herein, this shall constitute a material breach of this agreement and shall be cause for termination by NIC PARTNERS. SET-OFFS, BACKCHARGES, DISCOUNTS: Payment of invoices is in no case subject to unilateral discounting or set-offs by the Customer, and payment is due regardless of suspension or termination of this Agreement by either party. INDEMNITY AND INSURANCE: Each party shall be responsible for and hold the other party harmless from any loss sustained by such party relating to death, bodily injury, or damage to tangible physical property which is caused by the negligent acts or omissions of the party's agents or employees. NIC PARTNERS shall obtain and keep in force at all times liability insurance coverage for bodily injury, death, and property damage in an amount not less than One Million Dollars (\$1,000,000.00) BOND: Costs of Performance and Payment bond is not included. If required, NIC PARTNERS shall furnish Customer, in a form satisfactory to Customer, full and duly executed Performance and Payment Bonds, underwritten by a surety or sureties satisfactory to the Customer, in the full amount of this Agreement. Cost of such bonds to be paid directly by Customer. ARBITRATION: All claims, disputes, and other matters in question arising out of, or relating to, this Contract or the breach thereof, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining unless the parties mutually agree otherwise. This agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Notice of the demand for arbitration shall be filed in writing with the other party and with the American Arbitration Association. The demand for arbitration shall be made within a reasonable time after the claim, dispute, or other matter in question has arisen, but in no event shall it be made after substantial completion of the project for which this Contract is awarded. LIABILITY: NIC PARTNERS shall not, in any event be liable to customer for incidental or consequential damages, including without limitation, lost business, profit or unavailability of all or part of the system. The pricing granted elsewhere in this agreement is based upon and is in partial consideration for this limitation on remedies. WARRANTY (Limited): NIC PARTNERS warrants the products installed under this agreement against defects in material and workmanship from a period of one year from project completion. NIC PARTNERS shall repair or replace defective product during the warranty period with new or like new parts. Returned product becomes the property of NIC PARTNERS when replaced. This warranty is void if installed product is abused, misused or altered. This warranty is exclusive and is Customer's only remedy. Without limiting the generality of the foregoing limitations and disclaimers, while the system is not designed, sold, or intended to be used to detect, intercept, transmit or record oral or other communications of any kind, NIC PARTNERS cannot control how the system and its components are used and, accordingly, NIC PARTNERS does not warrant or represent, expressly or implicitly, that use of the software, licensed materials derived there from will comply and conform to the requirements of Federal, State and or Local statutes, ordinances and laws, or that the use of the system will not violate the privacy rights of the third parties. You shall be solely responsible for using the system you the system in full compliance with applicable law and the rights of third persons. Further, regardless of any prior statements, representations, or course of dealings by any NIC PARTNERS representatives, NIC PARTNERS does not warrant or represent, expressly or implicitly, that the software, licensed materials, or use of any of the same will: result in the prevention of crime or hostile enemy action, apprehension or conviction of any perpetrator of any crime, military prosecution of any enemy force, or detection or neutralization of any criminal, combatant or threat; prevent any loss, death, injury, or damage to property due to the discharge of a firearm or other weapon; in all cases detect and plot the location of all firearm discharges within the designated coverage area; the supplied network will remain in operation at all times or under all conditions. Any and all warranties, express or implied, of fitness for high risk purposes requiring fail-safe performance are hereby expressly disclaimed. You and NIC PARTNERS each acknowledge and agree that the software, license materials, and the system are not consumer goods, and are not intended for sale to or use by or for personal, family or household use. OWNERSHIP: NIC Partners shall retain ownership of all materials supplied until the customer takes possession of the materials at their facilities. Upon receipt the customer assumes the risks and ownership of all materials. NIC Partners has the right to restore ownership of the materials to NIC Partners if the customer fails to pay for the materials under the terms of the contract. Once ownership has been restored to NIC Partners due to non-payment, NIC Partners may retrieve from the Customer's premises any material supplied where payment has not been tendered. The Uniform Commercial Code of California shall govern this sale and this order shall not be assignable, but shall bind the representative and successors of the parties and their benefits. LIENS: Seller may file a lien within 90 days after furnishing labor, materials, or services to a project as long as preliminary lien notice is sent to Buyer under the provisions of the Construction Lien Law of the state where services are rendered. The lien notice is no way intended to reflect the financial stability of the Buyer, but simply advises the Buyer of Seller's rights to file the lien if required. RETURNS: All Sales are Final. Manufacturer Policies have changed due to Supply Chain Conditions. Any exceptions for RMA's will be solely at the discretion of the Manufacturer and subject to their acceptance terms. DELAYS: Seller is not responsible for delays in delivery or installation occasioned by acts of God or other circumstances over which the Seller has no control. MISCELLANEOUS: This Agreement constitutes the entire understanding of the parties with respect to the subject matter of this Agreement and merges all prior communications, representations, and agreements. This Agreement may be modified only by a written agreement signed by the parties. If any provision of this Agreement is held to be unenforceable for any reason, such provision shall be reformed only to the extent necessary to make it enforceable. This Agreement shall be construed under the laws of the state where services are rendered, excluding rules regarding conflicts of law RENEWALS: Automatic renewal billing for Licenses, Subscriptions or Warranties will be Final unless advanced notice is provided 45 Days prior to the renewal date, Subject to Vendor Approval.

BILL TO		JOB LOCATION	
COMPANY: <b>Monrovia Unified School District</b>	COMPANY: <b>Monrovia Unified School District</b>	DATE: <b>March 29, 2024</b>	
ADDRESS: <b>325 E. Huntington Dr. Monrovia, CA 91016-3585</b>	ADDRESS: <b>325 E. Huntington Dr. Monrovia, CA 91016-3585</b>	EXPIRY DATE: <b>April 28, 2024</b>	
CONTACT: <b>Arin Golestani</b>	CONTACT: <b>Arin Golestani</b>	SALES REP: <b>NILKANTH RADADIA</b>	
PHONE: <b>(626) 471 2000</b>	PHONE: <b>(626) 471 2000</b>	PHONE: <b>(909)919-2836</b>	
		EMAIL: <b>nradadia@nicpartnersinc.com</b>	

**TITLE**  
Monrovia USD - Verkada - District Wide Project(Wild Rose)

**SCOPE OF WORK**

CMAS Contracts:  
3-17-70-2473Y (Cabling material)  
3-10-70-2473P (Cisco Systems)  
3-23-01-1017 (Verkada)  
3-19-70-2473AE (Labor)

Monrovia USD - Wild Rose ES Verkada Cameras

NIC Partners will provide and install the following:

- 1.) Two (2) Verkada CD62 Indoor Dome camera to location plotted on map.
- 2.) Seventeen (17) Verkada CD62-E Outdoor Dome camera to locations plotted on map.
- 3.) Sixteen (16) Verkada ACC-MNT-2 Arm Mount for Dome cameras.
- 4.) Three (3) Verkada CF81-E Fisheye Cameras to locations plotted on map.
- 5.) Three (3) Verkada ACC-MNT-7 Angle Mount for Fisheye cameras.
- 6.) Five (5) Commscope Uniprise 24 port patch panels.
- 7.) Thirteen (13) Commscope Uniprise Cat6 cable runs for cameras.
- 8.) One (1) Commscope Uniprise Cat6 Indoor/Outdoor Plenum cable runs
- 9.) All cables shall be terminated, tested, labeled and supported as per TIA/BICSI standards.

Notes:

- 1.) Provide access to work area in a timely manner.
- 2.) All pathways are assumed to be free and clear.
- 3.) All work is to be performed during 2nd shift hours.
- 4.) Painting and patching are not included in this quote.
- 5.) Customer to provide open ports on network switches.

This quote includes the following:

1. Provide and install EMT, fittings, and supports.
2. Provide and install roof blocks for roof mounted conduits.
3. Provide and install boxes and install associated covers.
4. Provide and install surface mounted wiremold where required.
5. Coring existing walls and sealant.
6. Labor is based on swing shift so we do not disrupt staff and students. California prevailing wages, inside wireman and state indentured apprentices.
7. Taxes and freight.

**8. Service Truck and tools.**

This quote excludes the following:

1. Premium, overtime.
2. Project labor agreements (PLA), PSA, or other Union agreements.
3. Low voltage cabling, specialty back boxes, cameras, terminations.
4. Data scope (ie: cabling terminations, jacks, patch panels, IDF's switches, tec.)
5. Lift equipment (based on access with a ladder).
6. Painting exposed conduits.
7. Concealing conduits in existing walls.
8. Bonds (if required add 2%).
9. Temporary fencing, power, toilets, water, etc.
10. Anything associated with power.
11. Access Doors.
12. Roof penetrations, patch, jacks, pitch pockets, etc.
13. X-raying/ GPR walls.

PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
<b>Cabling Material - CMAS 3-17-70-2473Y</b>				
UN874047284/30	UN874047284/30 Cable, Cat 6, UTP, Plenum	4,000.00	\$0.31	\$1,239.20
UN874029604/10	UN874029604/10 Cable, Cat 6, UTP, Indoor/Outdoor Plenum	1,000.00	\$0.82	\$822.00
<b>NSP (Not Specifically Priced Items)</b>				
UNJU600-YL	Telecommunications Outlet Category 6, UTP	44.00	\$7.70	\$338.58
CPP-UDDM-M-1U-24	Standard Patch Panel, Cat 6, UTP	5.00	\$64.11	\$320.55
UNC6-YL-5F	Patch Cord, Cat 6, UTP, RJ-45 - RJ-45	44.00	\$9.48	\$416.93
M101SMB-B-262	Faceplates, Surface Mount	22.00	\$3.34	\$73.51
CAT124Z34 88273110	CableCat 3/4" Loop	90.00	\$3.05	\$274.39
7513K311	Conduit Nipple, Rigid/IMC, Galvanized Steel, 1/2 x 12 in.	18.00	\$10.30	\$185.49
7513K221	Conduit Fitting Steel Sealing-Locknut, Size 1/2 Pkg 2ea	9.00	\$3.67	\$33.04
MISC-MAT PR	Raintight Reducing Washer, 3/4 to 1/2 Trade Size	18.00	\$10.74	\$193.39
C195X040Y1T	Misc Hardware	1.00	\$256.10	\$256.10
C061X030YPT	1 Gang Faceplate Label	22.00	\$0.10	\$2.15
S100X150VA1Y	Patch Panel Labels	22.00	\$0.07	\$1.61
	Wire Wrap Labels	88.00	\$0.13	\$11.80
CD62-30-HW	<b>Verkada CMAS 3-23-01-1017</b>			
CD62-30E-HW	CD62 Indoor Dome Camera, 512GB, 30 Days Max	2.00	\$822.62	\$1,645.24
ACC-MNT-8	CD62-E Outdoor Dome Camera, 512GB, 30 Days Max	17.00	\$932.38	\$15,850.43
ACC-MNT-2	Pendant cap mount kit	16.00	\$37.87	\$605.85
ACC-MNT-7	Mounting arm kit for pendant cap (ACC-MNT-8)	16.00	\$48.84	\$781.46
	Angle Mount	3.00	\$81.77	\$245.30
LIC-5Y	5Year Camera License	22.00	\$493.35	\$10,853.78

NIC Partners Inc.  
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PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
CF81-30E-HW	Immersive Coverage in 360 with digital pantiltzoom Fisheye 30 Day	3.00	\$1,097.01	\$3,291.04
ACC-CAM-SHIELD-1	Camera Weather Shield	3.00	\$43.35	\$130.06
LIC-MS225-48LP-5YR	Meraki MS225-48LP Enterprise License 5YR (First Year On Us)	2.00	\$1,254.97	\$2,509.95
SUBCONTRACTOR	RDM Electric	1.00	\$1,578.06	\$1,578.06

Non-Taxable Material:	\$13,363.73
Taxable Material:	\$26,718.12
Tax:	\$2,738.61
Labor:	\$28,287.78
Service/Maintenance:	\$0.00
Shipping:	\$0.00
Other Services:	\$0.00
<b>Total:</b>	<b>\$71,108.24</b>

**Authorized Signature**

By: \_\_\_\_\_  
 Name: Flint Fertig, Interim Superintendent  
 Date: 4/17/2024

By signing this proposal, you acknowledge that you are authorized to enter into a binding agreement on behalf of your company/organization, and (unless governed by public sector purchasing contract/agreement) you agree to the terms and conditions below.

**STANDARD TERMS & CONDITIONS**

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INTEREST: If payment is not received by NIC PARTNERS within 30 calendar days of the invoice date, the Customer shall pay as interest an additional charge of one-and-one-half (1.5) percent (or the maximum allowable by law, whichever is lower) of the PAST DUE amount per month. Payment hereafter shall first be applied to accrued interest and then to the unpaid principal. TAXES: Prices shown may not include all sales or other taxes imposed on the sale of goods and services. Taxes now or here after imposed upon sales or shipments shall be added to the purchase price. Buyer agrees to reimburse Seller for any such tax or provide Seller with acceptable tax exemption. 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NIC PARTNERS shall obtain and keep in force at all times liability insurance coverage for bodily injury, death, and property damage in an amount not less than One Million Dollars (\$1,000,000.00) BOND: Costs of Performance and Payment bond is not included. If required, NIC PARTNERS shall furnish Customer, in a form satisfactory to Customer, full and duly executed Performance and Payment Bonds, underwritten by a surety or sureties satisfactory to the Customer, in the full amount of this Agreement. Cost of such bonds to be paid directly by Customer. ARBITRATION: All claims, disputes, and other matters in question arising out of, or relating to, this Contract or the breach thereof, shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining unless the parties mutually agree otherwise. This agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Notice of the demand for arbitration shall be filed in writing with the other party and with the American Arbitration Association. The demand for arbitration shall be made within a reasonable time after the claim, dispute, or other matter in question has arisen, but in no event shall it be made after substantial completion of the project for which this Contract is awarded. LIABILITY: NIC PARTNERS shall not, in any event be liable to customer for incidental or consequential damages, including without limitation, lost business, profit or unavailability of all or part of the system. The pricing granted elsewhere in this agreement is based upon and is in partial consideration for this limitation on remedies. WARRANTY (Limited): NIC PARTNERS warrants the products installed under this agreement against defects in material and workmanship from a period of one year from project completion. NIC PARTNERS shall repair or replace defective product during the warranty period with new or like new parts. Returned product becomes the property of NIC PARTNERS when replaced. This warranty is void if installed product is abused, misused or altered. This warranty is exclusive and is Customer's only remedy. Without limiting the generality of the foregoing limitations and disclaimers, while the system is not designed, sold, or intended to be used to detect, intercept, transmit or record oral or other communications of any kind, NIC PARTNERS cannot control how the system and its components are used and, accordingly, NIC PARTNERS does not warrant or represent, expressly or implicitly, that use of the software, licensed materials derived there from will comply and conform to the requirements of Federal, State and or Local statutes, ordinances and laws, or that the use of the system will not violate the privacy rights of the third parties. You shall be solely responsible for using the system you the system in full compliance with applicable law and the rights of third persons. Further, regardless of any prior statements, representations, or course of dealings by any NIC PARTNERS representatives, NIC PARTNERS does not warrant or represent, expressly or implicitly, that the software, licensed materials, or use of any of the same will: result in the prevention of crime or hostile enemy action, apprehension or conviction of any perpetrator of any crime, military prosecution of any enemy force, or detection or neutralization of any criminal, combatant or threat; prevent any loss, death, injury, or damage to property due to the discharge of a firearm or other weapon; in all cases detect and plot the location of all firearm discharges within the designated coverage area; the supplied network will remain in operation at all times or under all conditions. Any and all warranties, express or implied, of fitness for high risk purposes requiring fail-safe performance are hereby expressly disclaimed. You and NIC PARTNERS each acknowledge and agree that the software, license materials, and the system are not consumer goods, and are not intended for sale to or use by or for personal, family or household use. OWNERSHIP: NIC Partners shall retain ownership of all materials supplied until the customer takes possession of the materials at their facilities. Upon receipt the customer assumes the risks and ownership of all materials. NIC Partners has the right to restore ownership of the materials to NIC Partners if the customer fails to pay for the materials under the terms of the contract. Once ownership has been restored to NIC Partners due to non-payment, NIC Partners may retrieve from the Customer's premises any material supplied where payment has not been tendered. The Uniform Commercial Code of California shall govern this sale and this order shall not be assignable, but shall bind the representative and successors of the parties and their benefits. LIENS: Seller may file a lien within 90 days after furnishing labor, materials, or services to a project as long as preliminary lien notice is sent to Buyer under the provisions of the Construction Lien Law of the state where services are rendered. The lien notice is no way intended to reflect the financial stability of the Buyer, but simply advises the Buyer of Seller's rights to file the lien if required. RETURNS: All Sales are Final. Manufacturer Policies have changed due to Supply Chain Conditions. Any exceptions for RMA's will be solely at the discretion of the Manufacturer and subject to their acceptance terms. DELAYS: Seller is not responsible for delays in delivery or installation occasioned by acts of God or other circumstances over which the Seller has no control. MISCELLANEOUS: This Agreement constitutes the entire understanding of the parties with respect to the subject matter of this Agreement and merges all prior communications, representations, and agreements. This Agreement may be modified only by a written agreement signed by the parties. If any provision of this Agreement is held to be unenforceable for any reason, such provision shall be reformed only to the extent necessary to make it enforceable. This Agreement shall be construed under the laws of the state where services are rendered, excluding rules regarding conflicts of law RENEWALS: Automatic renewal billing for Licenses, Subscriptions or Warranties will be Final unless advanced notice is provided 45 Days prior to the renewal date, Subject to Vendor Approval.

# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### 11. 23/24-2129 - RESOLUTION NO. 2324-26 AND AGREEMENT FOR CALIFORNIA SCHOOLS HEALTHY AIR, PLUMBING, AND EFFICIENCY (CALSHAPE) PLUMBING PROGRAM

#### RECOMMENDATION

The Board of Education is requested to adopt Resolution No. 2324-26 and approve an agreement for the California Schools Healthy Air, Plumbing & Efficiency (CalSHAPE) Plumbing Program Grant.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_  
Board Member Gholar\_\_\_\_, Board Member Lockerbie\_\_\_\_, Board Member Travanti\_\_\_\_,  
Board Member Hammond\_\_\_\_, Board President Anderson\_\_\_\_.

#### Rationale:

The scope of work for the designated schools encompasses the replacement of plumbing fixtures and appliances to ensure compliance with specified ENERGY STAR and water efficiency requirements outlined by the California Energy Commission (CEC.)

#### Background:

The California Energy Commission was authorized by Assembly Bill (AB) 841 (Chapter 372, Statutes of 2020) to design, administer, and implement the California Schools Healthy Air, Plumbing, and Efficiency Program (CalSHAPE.) The California Energy Commission (CEC) has finalized its review of the CalSHAPE Plumbing Program application, culminating in the issuance of the Notice of Proposed Award (NOPA) to Monrovia Unified School District. This grant award is designated for implementation across nine sites, including Monrovia High, Mountain Park, Bradoaks Elementary Science Academy, Clifton Middle, Monroe Elementary, Santa Fe Computer Science Magnet, Wild Rose School of Creative Arts, Mayflower Elementary, Plymouth Elementary, falling under the Southern California Edison (SCE) funding category, operating under Agreement Number 23R5PA1139. The overarching goal of this grant is to bolster efforts toward fostering healthier air quality, enhancing plumbing infrastructure, and improving overall efficiency within school environments.

#### Budget Implication (\$ Amount):

The grant award of \$1,114,610.90 has been designated for the School Plumbing Fixture and Appliance Replacement projects within the Monrovia Unified School District. This funding will be specifically allocated to purchase and install plumbing fixtures and appliances across various designated sites as outlined in the grant's scope of work.

#### Legal References:

California Education Code 17604 stipulates that any contract or agreement

pertaining to educational matters is not considered valid until it has been reviewed and approved by the Board of Education. This requirement ensures that all contractual arrangements entered into by educational institutions, including school districts like Monrovia Unified, undergo thorough scrutiny and oversight by the governing board to uphold transparency, accountability, and compliance with relevant regulations.

**Additional Information:**

The timely completion and submission of the required documents are paramount to securing the reservation of grant funds and facilitating the subsequent execution of the grant agreement by the California Energy Commission (CEC.) Compliance with these procedures ensures that the grant award process progresses smoothly and that the allocated funds can be utilized effectively for their intended purposes within the Monrovia Unified School District. A copy of the resolution and agreement are attached.

**ATTACHMENTS**

- [BA Item 2129 CalSHAPE- Plumbing Res No. 2324-26 & Agreement CEC146-23R5PA1139\\_4-17-24 Final.pdf](#)



**California Schools Healthy Air, Plumbing, and Efficiency Program  
Governing Body Resolution**

**RESOLUTION NO.** 2324-26

**Resolution of**

Monrovia Unified School District

*Name of Local Educational Agency*

**WHEREAS**, the California Energy Commission's California Schools Healthy Air, Plumbing, and Efficiency (CalSHAPE) Program provides grants to local educational agencies (LEA), that includes school districts, charter schools, and regional occupational programs, to fund the assessment, maintenance, and repair of ventilation systems, installation of carbon dioxide monitors, and replacement of noncompliant plumbing fixtures and appliances;

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Education

*Governing Body*

authorizes Monrovia Unified School District to apply for a

*LEA Name*

grant from the California Energy Commission to implement a CalSHAPE Program project.

**BE IT ALSO RESOLVED**, that in compliance with the California Environmental Quality Act (CEQA), the Board of Education finds that the activity funded by

*Governing Body*

the grant is (Please select one)

not a project because \_\_\_\_\_

OR

a project that is exempt under Clause 15061 (b)(3) because the project is question does not have a significant impact on the environment and as such it is not subject to CEQA

OR

a project and \_\_\_\_\_ document was prepared.

**BE IT ALSO RESOLVED**, that if recommended for funding by the California Energy Commission, the the Board of Education authorizes Monrovia Unified School District

*Governing Body*

*LEA Name*

to accept a grant up to \$ 1,114,610.90 and accept all grant agreement

*Grant Amount Requested*

terms and conditions.

**BE IT FURTHER RESOLVED**, that Superintendent  
*Name of Designated LEA Official or Staff*  
or designee \_\_\_\_\_, and \_\_\_\_\_,

*Name of Designated LEA Official or Staff* \_\_\_\_\_ *Name of Designated LEA Official or Staff* \_\_\_\_\_  
are hereby authorized and empowered to execute in the name of  
Monrovia Unified School District all necessary documents to implement and  
*LEA Name*

carry out the purpose of this resolution, and to undertake all actions necessary to undertake and complete the energy efficiency projects.

Passed, Approved and Adopted this 17 day of April, 2024.  
*Month* *Year*

Governing Body Representatives:

<u>Jennifer Anderson</u>	_____
<u>Rob Hammond</u>	_____
<u>Maritza Travanti</u>	_____
<u>Selene Lockerbie</u>	_____
<u>Traci Gholar</u>	_____



RECIPIENT  <b>Monrovia Unified</b>	AGREEMENT NUMBER  <b>23R5PA1139</b>
ADDRESS Monrovia Unified School District 325 E Huntington Drive Monrovia, CA 91016	AGREEMENT TERM <p style="text-align: center;"><b>Ends 24 months after Effective Date</b></p> The effective date of this Agreement is either the start date or the approval signature date by the California Energy Commission representative below, whichever is later. The California Energy Commission shall be the last party to sign. No work is authorized, nor shall any work begin, until on or after the effective date.

PROJECT DESCRIPTION

The parties agree to comply with the terms and conditions of the following Exhibits which are by this reference made a part of the agreement.

- Exhibit A – Scope of Work**
- Exhibit B – Budget**
- Exhibit C – Agreement Contacts**
- Exhibit D – Terms and Conditions**

EIMBURSABLE AMOUNT  <b>\$1,114,610.90</b>
Total of REIMBURSABLE AMOUNT  <b>\$1,114,610.90</b>

*The undersigned parties have read the attachments to this agreement and will comply with the standards and requirements contained therein.*

<b>CALIFORNIA ENERGY COMMISSION</b>		<b>RECIPIENT</b>	
AUTHORIZED SIGNATURE	DATE	AUTHORIZED SIGNATURE	DATE
NAME <b>Adrienne Winuk</b>		NAME <b>Flint Fertig</b>	
TITLE <b>Contracts, Grants, and Loans Office Manager</b>		TITLE <b>Interim Superintendent</b>	
CALIFORNIA ENERGY COMMISSION ADDRESS			

**EXHIBIT A  
Scope of Work**

**Monrovia Unified 19647900000000**

**Total Number of Sites 9**

**Site Name**

**CDS Code**

Monrovia High	19647901935923
Mountain Park	19647901996404
Bradoaks Elementary Science Academy	19647906020424
Clifton Middle	19647906020432
Monroe Elementary	19647906020465
Santa Fe Computer Science Magnet	19647906020481
Wild Rose School of Creative	19647906020499
Mayflower Elementary	19647906020457
Plymouth Elementary	19647906020473

**Monrovia High**

**Appliance/Fixture**

**Unit Count**

Interior Faucet	55
Toilet	63

**Mountain Park**

**Appliance/Fixture**

**Unit Count**

Interior Faucet	9
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**Bradoaks Elementary Science Academy**

**Appliance/Fixture**

**Unit Count**

Interior Faucet	42
Toilet	1

**Clifton Middle**

**Appliance/Fixture**

**Unit Count**

Interior Faucet	29
Toilet	30

**Monroe Elementary**

**Appliance/Fixture**

**Unit Count**

Interior Faucet	41
Toilet	10

**Santa Fe Computer Science Magnet**

**Appliance/Fixture**

**Unit Count**

Interior Faucet	29
Toilet	19
Urinal	3

**Wild Rose School of Creative**

**Appliance/Fixture**

**Unit Count**

Interior Faucet	42
Toilet	8

**Mayflower Elementary  
Appliance/Fixture**

**Unit Count**

Interior Faucet	45
Toilet	6

**Plymouth Elementary  
Appliance/Fixture**

**Unit Count**

Interior Faucet	15
Toilet	8

**EXHIBIT B  
Budget**

**Monrovia Unified 19647900000000**

**Total Requested Amount  
\$1,114,610.90**

<b>Site Name</b>	<b>Requested Amount</b>
Monrovia High	\$316,620.97
Mountain Park	\$19,323.00
Bradoaks Elementary Science Academy	\$92,599.96
Clifton Middle	\$157,854.97
Monroe Elementary	\$119,465.04
Santa Fe Computer Science Magnet	\$126,263.99
Wild Rose School of Creative	\$114,117.92
Mayflower Elementary	\$113,657.00
Plymouth Elementary	\$54,708.05

**Monrovia High  
Appliance/Fixture**

**Requested Amount**

Interior Faucet	\$112,620.82
Toilet	\$204,000.15

**Mountain Park  
Appliance/Fixture**

**Requested Amount**

Interior Faucet	\$19,323.00
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**Bradoaks Elementary Science Academy  
Appliance/Fixture**

**Requested Amount**

Interior Faucet	\$89,497.96
Toilet	\$3,102.00

**Clifton Middle  
Appliance/Fixture**

**Requested Amount**

Interior Faucet	\$62,341.05
Toilet	\$95,513.92

**Monroe Elementary  
Appliance/Fixture**

**Requested Amount**

Interior Faucet	\$87,859.04
Toilet	\$31,606.00

**Santa Fe Computer Science Magnet  
Appliance/Fixture**

**Requested Amount**

Interior Faucet	\$58,949.97
Toilet	\$59,201.03
Urinal	\$8,112.99

**Wild Rose School of Creative**

**Appliance/Fixture**

Interior Faucet

Toilet

**Requested Amount**

\$91,397.92

\$22,720.00

**Mayflower Elementary****Appliance/Fixture**

Interior Faucet

Toilet

**Requested Amount**

\$94,140.00

\$19,517.00

**Plymouth Elementary****Appliance/Fixture**

Interior Faucet

Toilet

**Requested Amount**

\$31,443.04

\$23,265.01

**Total Grant Award**

Initial Payment

Final Payment

\$1,114,610.90

\$557,305.45

\$557,305.45

## **EXHIBIT C Contacts**

### **CalSHAPE Program Staff**

California Energy Commission  
715 P Street  
Sacramento, CA 95814  
E-mail: CalSHAPE@energy.ca.gov

### **Confidential Deliverables/Products**

Adrienne Winuk, Manager  
California Energy Commission  
Contracts, Grants and Loans Office  
715 P Street, MS - 18  
Sacramento, CA 95814  
E-mail: Adrienne.Winuk@energy.ca.gov

### **Invoices, Progress Reports and Non-Confidential Deliverables to**

Mary Hung  
California Energy Commission  
Accounting Office  
714 P Street MS - 2  
Sacramento, CA 95813  
E-mail: Mary.Hung@energy.ca.gov



## EXHIBIT D

# CALIFORNIA SCHOOLS HEALTHY AIR, PLUMBING, AND EFFICIENCY (CALSHAPE) STANDARD GRANT TERMS AND CONDITIONS

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## 1. **Introduction**

This grant agreement (Agreement) between the California Energy Commission (Energy Commission or Commission) and the Recipient is funded by the School Energy Efficiency Stimulus Program, established by Assembly Bill 841 (Ting, Chapter 372, Statutes of 2020), which in part provides grants to replace noncompliant plumbing fixtures and appliances. This grant program is referred to as the California Schools Healthy Air, Plumbing, and Efficiency (CalSHAPE) Plumbing Program.

This Agreement includes: (1) the Agreement signature page (**form CEC-146**); (2) the scope of work (**Exhibit A**); (3) the budget (**Exhibit B**); (4) a contacts list (**Exhibit C**); (5) these terms and conditions, which are standard requirements for CalSHAPE plumbing program grant awards (**Exhibit D**); (6) any special terms and conditions that the Energy Commission may impose to address the unique circumstances of the funded project, which take precedence in the event of a conflict with any provision of these terms and conditions (**Exhibit E**); (7) all attachments; and (8) all documents incorporated by reference.

All work and expenditure of Commission-reimbursed funds must occur within the Agreement term specified on the CEC-146 form.

## 2. **Documents Incorporated by Reference**

The documents below are incorporated by reference into this Agreement. These terms and conditions will govern in the event of a conflict with the documents below, with the exception of the documents in subsections (f) and (g) below. Where this Agreement or California laws and regulations are silent or do not apply, the Energy Commission will use the federal cost principles and acquisition regulations listed below as guidance in determining whether reimbursement of claimed costs is allowable. Documents incorporated by reference include:

### **Funding Documents**

- a. The notice of funding availability for the project supported by this Agreement
- b. The Recipient's application submitted in response to the notice of funding availability

### **Program Guidelines**

- c. CalSHAPE Plumbing Program Commission Guidelines, available at <https://www.energy.ca.gov/programs-and-topics/programs/california-schools-healthy-air-plumbing-and-efficiency-program>

### **Federal Cost Principles (*applicable to state and local governments, Indian tribes, institutions of higher education, and nonprofit organizations*)**

- d. 2 Code of Federal Regulations (CFR) Part 200, Subpart E (Sections 200.400 et seq.)

### **Federal Acquisition Regulations (*applicable to commercial organizations*)**

- e. 48 CFR, Ch.1, Subchapter E, Part 31, Subpart 31.2: Contracts with Commercial Organizations (supplemented by 48 CFR, Ch. 9, Subchapter E, Part 931, Subpart 931.2 for Department of Energy grants)

### **Nondiscrimination**

- f. 2 California Code of Regulations, Section 11099 et seq.: Contractor Nondiscrimination and Compliance

### **General Laws**

- g. Any federal, state, or local laws or regulations applicable to the project that are not expressly listed in this Agreement

### 3. **Standard of Performance**

In performing work under the Agreement, the Recipient, its subcontractors, and their employees are responsible for exercising the degree of skill and care required by customarily accepted good professional practices and procedures for the type of work performed.

### 4. **Due Diligence**

- a. The Recipient must take timely actions that, taken collectively, move this project to completion.
- b. Energy Commission staff will periodically evaluate the project schedule for completion of Scope of Work tasks. This evaluation may include but not be limited to random checks of project progress at periodic intervals set by the Energy Commission. Recipients subject to a project check must complete a progress report using a template prepared by the Energy Commission to provide information on the project status and expected completion date.
- c. If Energy Commission staff determines that: (1) the Recipient is not diligently completing the tasks in the Scope of Work; or (2) the time remaining in this Agreement is insufficient to complete all project tasks by the Agreement end date, Energy Commission staff may recommend that this Agreement be terminated, and the Commission may terminate this Agreement without prejudice to any of its other remedies.

### 5. **Products**

- a. **“Products”** are any tangible item specified for delivery to the Energy Commission in the Scope of Work, such as reports and summaries. The Recipient will submit all products identified in the Scope of Work to Energy Commission staff, in the manner and form specified in the Scope of Work.

If Energy Commission staff determines that a product is substandard given its description and intended use as described in this Agreement, Energy Commission staff, without prejudice to any of the Commission’s other remedies, may refuse to authorize payment for the product and any subsequent products that rely on or are based upon the product under this Agreement.

- b. **Failure to Submit Products**

Failure to submit a product required in the Scope of Work may be considered material noncompliance with the Agreement terms. Without prejudice to any other remedies, noncompliance may result in actions such as the withholding of future payments or awards, or the suspension or termination of the Agreement.

- c. **Legal Statements on Products**

All documents that result from work funded by this Agreement and are released to the public must include the following statement to ensure no Commission endorsement of documents:

#### **LEGAL NOTICE**

This document was prepared as a result of work sponsored by the California Energy Commission. It does not necessarily represent the views of the Energy Commission, its employees, or the State of California. Neither the Commission, the State of California, nor the Commission's employees, contractors, or subcontractors makes any warranty, express or implied, or assumes any legal liability for the information in this document; nor does any party represent that the use of this information will not infringe upon privately owned rights. This document has not been approved or disapproved by the Commission, nor has the Commission passed upon the accuracy of the information in this document.

## **6. Amendments**

### **a. Procedure for Requesting Extensions**

The Recipient must submit a written request to the CalSHAPE Program for a one-time only extension to the Agreement, not to exceed six-months nor the final program reporting deadline date of June 1, 2026. The request must include:

- A brief summary of the proposed extension; and
- A brief summary of the reason(s) for the extension

### **b. Approval of Changes**

No amendment or variation of this Agreement shall be valid unless made in writing and signed by both of the parties except for the Commission's unilateral termination rights in Section 16 of these terms. No oral understanding or agreement is binding on any of the parties.

## **7. Contracting and Procurement Procedures**

This section provides general requirements for agreements entered into between the Recipient and subcontractors for the performance of this Agreement.

### **a. Contractor's Obligations to Subcontractors**

1) The Recipient is responsible for handling all contractual and administrative issues arising out of or related to any subcontracts it enters into for the performance of this Agreement.

2) Nothing contained in this Agreement or otherwise creates any contractual relation between the Commission and any subcontractors, and no subcontract may relieve the Recipient of its responsibilities under this Agreement. The Recipient agrees to be as fully responsible to the Commission for the acts and omissions of its subcontractors or persons directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Recipient.

The Recipient's obligation to pay its subcontractors is an independent obligation from the Commission's obligation to make payments to the Recipient. As a result, the Commission has no obligation to pay or enforce the payment of any funds to any subcontractor.

3) The Recipient is responsible for establishing and maintaining contractual agreements with and reimbursing each subcontractor for work performed in accordance with the terms of this Agreement.

### **b. Flow-Down Provisions**

Subcontracts funded in whole or in part by this Agreement must include language conforming to the provisions below, unless the subcontracts are entered into by the University of California (UC) or the U.S. Department of Energy (DOE) national laboratories. UC may use the terms and conditions negotiated by the Energy Commission with UC for its subcontracts. DOE national laboratories may use the terms and conditions negotiated with DOE (please contact the Commission Grants Officer for these terms).

- Standard of Performance (Section 3)
- Legal Statements on Products (included in Section 5, "Products")
- Prevailing Wage (Section 10)
- Recordkeeping, Cost Accounting, and Auditing (Section 11)
- Equipment (Section 14)
- Indemnification (Section 17)
- Intellectual Property (Section 20)
- Access to Sites and Records (included in Section 22, "General Provisions")
- Nondiscrimination (included in Section 23, "Certifications and Compliance")
- Survival of the following sections:
  - Equipment (Section 14)
  - Recordkeeping, Cost Accounting, and Auditing (Section 11)
  - Intellectual Property (Section 20)
  - Access to Sites and Records (included in Section 22, "General Provisions")

Subcontracts funded in whole or in part by this Agreement must also include the following:

- A clear and accurate description of the material, products, or services to be procured.
- A detailed budget and timeline.
- Provisions that allow for administrative, contractual, or legal remedies in instances where subcontractors breach contract terms, in addition to sanctions and penalties as may be appropriate.
- Provisions for termination by the Recipient, including termination procedures and the basis for settlement.
- A statement that further assignments will not be made to any third or subsequent tier subcontractor without additional advance written consent of the Commission.

c. Audits

All subcontracts entered into for the performance of this Agreement are subject to examination and audit by the Energy Commission, Bureau of State Audits, or the California Public Utilities Commission for a period of three (3) years after payment of the Recipient's final invoice under this Agreement.

d. Copies of Subcontracts

The Recipient must provide a copy of its subcontracts upon request by the Energy Commission.

e. Conflicting Subcontract Terms

Prior to the execution of this Agreement, the Recipient will notify the CalSHAPE Program of any known or reasonably foreseeable conflicts between this Agreement and its agreements with any subcontractors (e.g., conflicting intellectual property or payment terms). If the Recipient discovers any such conflicts after the execution of this Agreement, it will notify the CalSHAPE Program of the conflict within fifteen (15) days of discovery. The Energy Commission may, without prejudice to its other remedies, terminate this Agreement if any conflict impairs or diminishes its value.

f. Penalties for Noncompliance

Without limiting the Commission's other remedies, failure to comply with the above requirements may result in the termination of this Agreement.

**8. Payment of Funds**

a. Timing of Payment

See Chapter 3, Section G, Timing of Payment, of the CalSHAPE Plumbing Commission Guidelines.

Final payment will only be made after the Energy Commission: (1) receives and approves the Recipient's final reporting; and (2) receives and accepts all other required documentation necessary for the Energy Commission to determine the total final amount due to the Recipient, based on actual and allowable Incurred Costs and Paid Costs under this Agreement, up to the total grant award amount.

Without limiting any other rights and remedies available to the Energy Commission, Recipient must return funds to the Energy Commission received under this Agreement if, for example, the Recipient was overpaid in the first payment, did not complete the project, or did not meet other program requirements.

b. Reimbursable Cost Requirements

In addition to any other requirements in this Agreement, the Energy Commission is only obligated to reimburse the Recipient for Incurred and Paid Costs that are (1) incurred during the Agreement Term; (2) invoiced within the required timeframes of this Agreement; (3) made in accordance with the Agreement's Budget; and (4) actual and allowable expenses under this Agreement.

ALL of the items in the Budget are capped amounts (i.e., maximums), and the Recipient can only bill its ACTUAL amount up to capped amounts listed in the Budget. For example, if the Budget includes an employee's hourly rate of \$50/hour but the employee is only paid \$40/hour, the Recipient can only bill for \$40/hour. Under the same example, if the employee earned \$70/hour but the Budget only lists \$50/hour, the Recipient can only bill for \$50. If the actual rates exceed the approved rates in the Budget, the difference may be charged to the agreement as a match share expenditure.

c. Payment Requests

Recipient agrees and acknowledges that time is of the essence in submitting the final payment request. The Commission has a limited period of time, set by law, in which it can reimburse funds under this Agreement. Without prejudice to the Commission's other rights, the Recipient risks not receiving any funds, and relieves the Commission of any duty and liability whatsoever to pay, for any payment requests received after the end of the Agreement.

d. Invoice Approval and Disputes:

Payment is subject to Energy Commission staff's approval. Payments will be made to the Recipient for undisputed invoices. An undisputed invoice is an invoice submitted by the Recipient for work performed, for which project expenditures and products meet all Agreement conditions, and for which additional evidence is not required to determine its validity.

The invoice will be disputed if all products due for the billing period have not been received and approved, if the invoice is inaccurate, or if it does not comply with the terms of this Agreement. If the invoice is disputed, the Recipient will be notified by the CEC.

e. Multiple Non-Energy Commission Funding Sources:

No payment will be made for costs identified in recipient invoices that have been or will be reimbursed by another source, including but not limited to an agreement with another government entity.

"Government Entity" means: (1) a state governmental agency; (2) a state college or university; (3) a local government entity or agency, including those created as a Joint Powers Authority; (4) an auxiliary organization of the California State University or a California community college; (5) the federal government; (6) a foundation organized to support the Board of Governors of the California Community Colleges; and (7) an auxiliary organization of the Student Aid Commission established under California Education Code Section 69522.

f. Reduced funding:

If the Energy Commission does not receive sufficient funds under the Budget Act or from the investor-owned utility administrators of the CalSHAPE program to fully fund the work identified in Exhibit A (Scope of Work), the following will occur:

- 1) If the Energy Commission has received a reduced amount of funds for the work, it may: (1) offer an Agreement amendment to the Recipient to reflect the reduced amount; or (2) cancel this Agreement (with no liability occurring to the State).
- 2) If the Energy Commission has received no funds for the work identified in Exhibit A: (1) this Agreement will be of no force and effect; (2) the State will have no obligation to pay any funds to the Recipient; and (3) the Recipient will have no obligation to perform any work under this Agreement.

g. Allowability of Costs

1) Allowable Costs

The costs for which the Recipient will be reimbursed under this Agreement include all costs, direct and indirect, incurred in the performance of the work identified in the Scope of Work. Costs must be incurred within the Agreement term. Factors to be considered in determining whether an individual item of cost is allowable include: (i) reasonableness of the item, including necessity of the item for the work; (ii) applicable federal cost principles or acquisition regulations incorporated by reference in Section 2 of this Agreement; and (iii) the terms and conditions of this Agreement.

2) Unallowable Costs

See Chapter 3, Section H, Ineligible Costs, of the CalSHAPE Plumbing Program Commission Guidelines.

- 3) Except as provided for in this Agreement or applicable California law or regulations, the Recipient will use the federal cost principles and/or acquisition regulations incorporated by reference in Section 2 of this Agreement when determining allowable and unallowable costs. In the event of a conflict, this Agreement takes precedence over the federal cost principles and/or acquisition regulations.

h. Final Invoice for Remaining Funds

See Chapter 4, Section C, Final Documentation and Invoice for Remaining Funds, of the CalSHAPE Plumbing Program Commission Guidelines. The Recipient must submit all invoices electronically by uploading them to the CalSHAPE Online System, which is found at <https://calshape.energy.ca.gov/>.

- i. If the Recipient has not otherwise provided to the Commission documentation showing the Recipient's payment of Incurred Costs, the Recipient shall provide such documentation as soon as possible and not later than three working days from a request from Commission personnel.

j. Certification

The following certification will be included on each payment request form and signed by the Recipient's authorized officer:

***The documents included in this request for payment are true and correct to the best of my knowledge and I have authority to submit this request. I certify that reimbursement for these costs has not and will not be received from any other sources, including but not limited to a government entity contract, subcontract, or other procurement method. For projects considered to be a public work, prevailing wages were paid to eligible workers who provided labor for the work covered by this invoice; the Recipient and all subcontractors have complied with prevailing wage laws.***

9. **Reserved**

10. **Prevailing Wage**

a. Requirement

Projects funded by the Energy Commission often involve construction, alteration, demolition, installation, repair, or maintenance work over \$1,000. Such projects might be considered "public works" under the California Labor Code (See California Labor Code Section 1720 et seq. and Title 8 California Code of Regulations, Section 16000 et seq.). Public works projects require the payment of prevailing wages. Prevailing wage rates can be significantly higher than non-prevailing wage rates.

b. Determination of Project's Status



Only the California Department of Industrial Relations (DIR) and courts of competent jurisdiction may issue legally binding determinations that a particular project is or is not a public work. If the Recipient is unsure whether the project funded by the Agreement is a “public work” as defined in the California Labor Code, it may wish to seek a timely determination from DIR or an appropriate court. As such processes can be time consuming, it may not be possible to obtain a timely determination before the date for performance of the Agreement.

By accepting this grant, the Recipient is fully responsible for complying with all California public works requirements, including but not limited to payment of prevailing wage. As a material term of this grant, the Recipient must either:

- 1) Timely obtain a legally binding determination from DIR or a court of competent jurisdiction before work begins on the project that the proposed project is not a public work; or
- 2) Assume that the project is a public work and ensure that:
  - Prevailing wages are paid unless and until DIR or a court of competent jurisdiction determines that the project is not a public work;
  - The project budget for labor reflects these prevailing wage requirements; and
  - The project complies with all other requirements of prevailing wage law, including but not limited to keeping accurate payroll records and complying with all working hour requirements and apprenticeship obligations.

California Prevailing Wage law provides for substantial damages and financial penalties for failure to pay prevailing wages when such payment is required.

c. Subcontractors and Flow-down Requirements

The Recipient will ensure that its subcontractors also comply with the public works/prevailing wage requirements above. The Recipient will ensure that all agreements with its subcontractors to perform work related to this Project contain the above terms regarding payment of prevailing wages on public works projects. The Recipient is responsible for any failure of its subcontractors to comply with California prevailing wage and public works laws.

d. Indemnification and Breach

Any failure of the Recipient or its subcontractors to comply with the above requirements will constitute breach of this Agreement which excuses the Commission’s performance of this Agreement at the Commission’s option, and will be at the Recipient’s sole risk. In such a case, the Commission will refuse payment to the Recipient of any amount under this award and the Commission will be released, at its option, from any further performance of this Agreement or any portion thereof. The Recipient will indemnify the Energy Commission and hold it harmless for any and all financial consequences arising out of or resulting from the failure of the Recipient and/or any of its subcontractors to pay prevailing wages or to otherwise comply with the requirements of prevailing wage law.

e. Budget

The Recipient’s budget on public works projects must indicate which job classifications are subject to prevailing wage. For detailed information about prevailing wage and the process to determine if the proposed project is a public work, the Recipient may wish to contact DIR or a qualified labor attorney for guidance.

f. Covered Trades

For public works projects, the Recipient may contact DIR for a list of covered trades and the applicable prevailing wage.

g. Questions

If the Recipient has any questions about this contractual requirement or the wage, record keeping, apprenticeship, or other significant requirements of California prevailing wage law, the Recipient should consult DIR and/or a qualified labor attorney before entering into this Agreement.

h. Certification

The Recipient will certify to the Energy Commission on each payment request form either that: (a) prevailing wages were paid to eligible workers who provided labor for work covered by the payment request and the Recipient and all contractors and subcontractors otherwise complied with all California prevailing wage laws; or (b) the project is not a public work requiring the payment of prevailing wages. In the latter case, the Recipient will provide competent proof of a DIR or court determination that the project is not a public work requiring the payment of prevailing wages.

Prior to the release of any retained funds under this Agreement, the Recipient will submit to the Energy Commission the above-described certificate signed by the Recipient and all contractors and subcontractors performing public works activities on the project. Absent this certificate, the Recipient will have no right to any funds under this Agreement, and Commission will be relieved of any obligation to pay any funds.

**11. Recordkeeping, Cost Accounting, and Auditing**

a. Cost Accounting

The Recipient will keep separate, complete, and correct accounting of the costs involved in completing the project and any match-funded portion of the project. The Commission or its agent will have the right to examine the Recipient's books of accounts at all reasonable times, to the extent necessary to verify the accuracy of the Recipient's reports.

b. Accounting Procedures

The Recipient's costs will be determined on the basis of its accounting system procedures and practices employed as of the effective date of this Agreement, provided that the Recipient uses generally accepted accounting principles and cost reimbursement practices. The Recipient's cost accounting practices used in accumulating and reporting costs during the performance of this Agreement will be consistent with the practices used in estimating costs for any proposal to which this Agreement relates; provided that such practices are consistent with the other terms of this Agreement and that such costs may be accumulated and reported in greater detail during performance of this Agreement.

The Recipient's accounting system will distinguish between direct and indirect costs. All costs incurred for the same purpose, in like circumstances, are either direct costs only or indirect costs only with respect to costs incurred under this Agreement.

c. Inspections, Assessment, and Studies

If selected, the Recipient must cooperate with and participate in the following:

- 1) An assessment of a funded project's greenhouse gas reductions and energy savings. This may include, but is not limited to, requests from Energy Commission staff or its delegate for data, project and equipment information, and reasonable access to the project site to assist with determining greenhouse gas reductions and energy savings attributable to the funded project. Costs associated with any activities associated with such an assessment will not be funded by a CalSHAPE Program grant.
- 2) A site inspection and verification of installation and operation of new fixtures and appliances. This may include, but is not limited to, providing Energy Commission staff or its delegates reasonable access to the funded project site to inspect and verify installation and operation. Recipient understands that any such inspection and verification by Energy Commission staff or its delegates is not a safety inspection.
- 3) A measurement and evaluation study that will be used to analyze current program performance and improve future program designs. This may include but is not limited to providing Energy Commission staff or its delegates data, project and equipment information, and reasonable access to the funded project site.

d. Audit Rights

The Recipient will maintain books, records, documents, and other evidence, based on the procedures set forth above, sufficient to reflect properly all costs claimed to have been incurred in the performance of this Agreement. The Energy Commission, another state agency, and/or a public accounting firm designated by the Energy Commission may audit the Recipient's accounting records at all reasonable times, with prior notice by the Energy Commission.

It is the intent of the parties that the audits will ordinarily be performed not more frequently than once every twelve (12) months during the performance of the work and once at any time within three (3) years after payment by the Energy Commission of the Recipient's final invoice. However, performance of any such interim audits by the Energy Commission does not preclude further audit. The Energy Commission may audit books, records, documents, and other evidence relevant to the Recipient's royalty payment obligations (see Section 21) for a period of ten (10) years after payment of the Recipient's final invoice.

The Recipient will allow the auditor(s) to access such records during normal business hours, and will allow interviews of any employees who might reasonably have information related to such records. The Recipient will include a similar right of the state to audit records and interview staff in any subcontract related to the performance of this Agreement.

e. Refund to the Energy Commission

If the Energy Commission determines that any invoiced and paid amounts exceed the actual allowable incurred costs, the Recipient will repay the amounts to the Energy Commission within thirty (30) days of request or as otherwise agreed by the Energy Commission and the Recipient. If the Energy Commission does not receive such repayments, it will be entitled to take any actions enforce any remedies available to it, such as withholding further payments to the Recipient and seeking repayment from the Recipient.

f. Audit Cost

The Recipient will bear its cost of participating in any audit (e.g., mailing or travel expenses). The Energy Commission will bear the cost of conducting the audit unless the audit reveals an error detrimental to the Energy Commission that exceeds more than ten percent (10%) or \$5,000 (whichever is greater) of the amount audited. The Recipient will pay the refund as specified in subsection (d), and will reimburse the Energy Commission for reasonable costs and expenses incurred by the Commission in conducting the audit.

g. Match or Cost Share

If the budget includes a match share requirement, the Recipient's commitment of resources, as described in this Agreement, is a required expenditure for receipt of Energy Commission funds. The funds will be released only if the required match percentages are expended. The Recipient must maintain accounting records detailing the expenditure of the match (actual cash and in-kind, non-cash services), and report on match share expenditures on its request for payment.

**12. Workers' Compensation Insurance**

- a. The Recipient warrants that it carries Worker's Compensation Insurance for all of its employees who will be engaged in the performance of this Agreement, and agrees to furnish to the CalSHAPE Program satisfactory evidence of this insurance upon the CalSHAPE Program's request.
- b. If the Recipient is self-insured for worker's compensation, it warrants that the self-insurance is permissible under the laws of the State of California and agrees to furnish to the CalSHAPE Program satisfactory evidence of the insurance upon the CalSHAPE Program's request.

**13. Permits and Clearances**

The Recipient is responsible for ensuring that all necessary permits and environmental documents are prepared and that clearances are obtained from the appropriate agencies.

**14. Equipment**

Title to equipment acquired by the Recipient with grant funds will vest in the Recipient. The Recipient may use the equipment in the project or program for which it was acquired as long as needed, regardless of whether the project or program continues to be supported by grant funds. However, the Recipient may not sell, lease, or encumber the property (i.e., place a legal burden on the property such as a lien) during the Agreement term without Energy Commission Staff's prior written approval.

The Recipient may refer to the applicable federal regulations incorporated by reference in this Agreement for guidance regarding additional equipment requirements.

**15. Stop Work**

Energy Commission staff may, at any time by written notice to the Recipient, require the Recipient to stop all or any part of the work tasks in this Agreement. Stop work orders may be issued for reasons such as a project exceeding budget, noncompliance with the standard of performance, out of scope work, project delays, and misrepresentations.

- a. Compliance. Upon receipt of a stop work order, the Recipient must immediately take all necessary steps to comply with the order and to stop the incurrence of costs allocable to the Energy Commission.
- b. Canceling a Stop Work Order. The Recipient may resume the work only upon receipt of written instructions from Energy Commission staff.

## **16. Termination**

### **a. Purpose**

Because the Energy Commission is a state entity and provides funding on behalf of all California ratepayers, it must be able to terminate the Agreement upon the default of the Recipient and to proceed with the work required under the Agreement in any manner it deems proper. The Recipient agrees that upon any of the events triggering the termination of the Agreement by the Energy Commission, the Energy Commission has the right to terminate the Agreement, and it would constitute bad faith of the Recipient to interfere with the immediate termination of the Agreement by the Energy Commission.

### **b. With Cause**

The Energy Commission may, for cause, terminate this Agreement upon giving five (5) calendar days advance written notice to the Recipient. In this event, the Recipient will use all reasonable efforts to mitigate its expenses and obligations. The Recipient will relinquish possession of equipment purchased for this Agreement with Energy Commission funds to the Commission, or the Recipient may purchase the equipment as provided by the terms of this Agreement, with approval of the Energy Commission.

The term "for cause" includes but is not limited to the following:

- Partial or complete loss of match funds;
- Reorganization to a business entity unsatisfactory to the Energy Commission;
- Retention or hiring of subcontractors, or replacement or addition of personnel, that fail to perform to the standards and requirements of this Agreement;
- The Recipient's inability to pay its debts as they become due and/or the Recipient's default of an obligation that impacts its ability to perform under this Agreement; or
- Significant change in state or Energy Commission policy such that the work or product being funded would not be supported by the Commission.

### **c. Without Cause**

The Energy Commission may terminate this Agreement without cause upon giving thirty (30) days advance written notice to the Recipient. In this event, the Recipient will use all reasonable efforts to mitigate its expenses and obligations.

## **17. Indemnification**

To the extent allowed under California law, the Recipient will indemnify, defend, and hold harmless the state (including the Energy Commission) and state officers, agents, and employees from any and all claims and losses in connection with the performance of this Agreement.

## **18. Reserved**

## **19. Reserved**

## **20. Intellectual Property**

- a. The Energy Commission makes no claim to intellectual property developed under this Agreement that is not specified for delivery, except as expressly provided herein.

**“Intellectual property”** means: (a) inventions, technologies, designs, drawings, data, software, formulas, compositions, processes, techniques, works of authorship, trademarks, service marks, and logos that are created, conceived, discovered, made, developed, altered, or reduced to practice with Agreement or match funds during or after the Agreement term; (b) any associated proprietary rights to these items, such as patent and copyright; and (c) any upgrades or revisions to these items.

“Works of authorship” does not include written products created for Agreement reporting and management purposes, such as reports, summaries, lists, letters, agendas, schedules, and invoices.

- b. The Energy Commission owns all products identified in the Scope of Work, with the exception of products that fall within the definition of “intellectual property.”

**“Product”** means any tangible item specified for delivery to the Energy Commission in the Scope of Work.

- c. Both the Energy Commission and the California Public Utilities Commission have a no-cost, non-exclusive, transferable, irrevocable, royalty-free, worldwide, perpetual license to use, publish, translate, modify, and reproduce intellectual property for governmental purposes, including but not limited to providing data and reports to the California Public Utilities Commission, State legislature, and Utilities and using data for the development of future programs.

- d. Intellectual Property Indemnity

The Recipient may not, in supplying work under this Agreement, knowingly infringe or misappropriate any intellectual property right of a third party, and will take reasonable actions to avoid infringement.

To the extent allowed under California law, the Recipient will defend and indemnify the Energy Commission and the California Public Utilities Commission from and against any claim, lawsuit, or other proceeding, loss, cost, liability, or expense (including court costs and reasonable fees of attorneys and other professionals) to the extent arising out of: (i) any third party claim that a product infringes any patent, copyright, trade secret, or other intellectual property right of any third party; or (ii) any third party claim arising out of the negligent or other tortious acts or omissions by the Recipient or its employees, subcontractors, or agents in connection with or related to the products or the Recipient’s performance under this Agreement.

## **21. Reserved**

## **22. General Provisions**

- a. Governing Law

This Agreement is governed by the laws of the State of California as to interpretation and performance.

b. Independent Capacity

In the performance of this Agreement, the Recipient and its agents, subcontractors, and employees will act in an independent capacity and not as officers, employees, or agents of the State of California.

c. Assignment

This Agreement is not assignable or transferable by the Recipient either in whole or in part without the consent of the Energy Commission in the form of an amendment.

d. Timeliness

Time is of the essence in this Agreement.

e. Severability

If any provision of this Agreement is unenforceable or held to be unenforceable, all other provisions of this Agreement will remain in full force and effect.

f. Waiver

No waiver of any breach of this Agreement constitutes waiver of any other breach. All remedies in this Agreement will be taken and construed as cumulative, meaning in addition to every other remedy provided in the Agreement or by law.

g. Assurances

The Commission reserves the right to seek further written assurances from the Recipient and its team that the work under this Agreement will be performed in accordance with the terms of the Agreement.

h. Change in Business

- 1) The Recipient will promptly notify the Energy Commission of the occurrence of any of the following:
  - a) A change of address.
  - b) A change in business name or ownership.
  - c) The existence of any litigation or other legal proceeding affecting the project or Agreement.
  - d) The occurrence of any casualty or other loss to project personnel, equipment, or third parties.
  - e) Receipt of notice of any claim or potential claim against the Recipient for patent, copyright, trademark, service mark, and/or trade secret infringement that could affect the Energy Commission's rights.
- 2) The Recipient must provide the CalSHAPE Program with written notice of a planned change or reorganization of the type of business entity under which it does business. A change of business entity or name change requires an amendment assigning or novating the Agreement to the changed entity. If the Energy Commission does not seek to amend this Agreement or enter into a new agreement with the changed or new entity for any reason (including that the Commission is not satisfied that the new entity can perform in the same manner as the Recipient), it may terminate this Agreement as provided in the "Termination" section.

i. Access to Sites and Records

Energy Commission and California Public Utilities Commission staff and representatives will have reasonable access to all project sites and to all records related to this Agreement.

j. Prior Dealings, Custom, or Trade Usage

These terms and conditions may not be modified or supplemented by prior dealings, custom, or trade usage.

k. Survival of Terms

Certain provisions will survive the completion or termination date of this Agreement for any reason. The provisions include but are not limited to:

- Legal Statements on Products (included in Section 5, "Products")
- Payment of Funds (Section 8)
- Recordkeeping, Cost Accounting, and Auditing (Section 11)
- Equipment (Section 14)
- Termination (Section 16)
- Indemnification (Section 17)
- Intellectual Property (Section 20)
- Change in Business (see this section)
- Access to Sites and Records (see this section)

**23. *Certifications and Compliance***

a. Federal, State, and Local Laws

The Recipient must obtain all required permits and shall comply with all applicable federal, state and local laws, codes, rules, and regulations for all work performed under the Agreement.

b. Nondiscrimination Statement of Compliance

During the performance of this Agreement, the Recipient and its subcontractors will not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition, age, marital status, or denial of family care leave. The Recipient and its subcontractors will ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment.

The Recipient and its subcontractors will comply with the provisions of the Fair Employment and Housing Act (Government Code Sections 12990 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 11000 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4.1 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part of it as if set forth in full. The Recipient and its subcontractors will give written notice of their obligations under this section to labor organizations with which they have a collective bargaining or other Agreement.



The Recipient will include the nondiscrimination and compliance provisions of this section in all subcontracts to perform work under this Agreement.

c. Drug-Free Workplace Certification

By signing this Agreement, the Recipient certifies under penalty of perjury under the laws of the State of California that it will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq.) and will provide a drug-free workplace by taking the following actions:

- 1) Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited, and specifying actions to be taken against employees for violations as required by Government Code Section 8355(a).
- 2) Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b) to inform employees about all of the following:
  - The dangers of drug abuse in the workplace;
  - The person's or organization's policy of maintaining a drug-free workplace;
  - Any available counseling, rehabilitation, and employee assistance programs; and
  - Penalties that may be imposed upon employees for drug abuse violations.
- 3) Provide, as required by Government Code Section 8355(c), that every employee who works on the proposed project:
  - Will receive a copy of the company's drug-free policy statement; and
  - Will agree to abide by the terms of the company's statement as a condition of employment on the project.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both, and the Recipient may be ineligible for any future state awards if the Commission determines that any of the following has occurred: (1) the Recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

d. National Labor Relations Board Certification (Not applicable to public entities)

The Recipient, by signing this Agreement, swears under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal court has been issued against the Recipient within the immediately preceding two year period because of the Recipient's failure to comply with an order of a federal court that orders the Recipient to comply with an order of the National Labor Relations Board.

e. Child Support Compliance Act (Applicable to California Employers)

For any agreement in excess of \$100,000, the Recipient acknowledges that:

- 1) It recognizes the importance of child and family support obligations and will fully comply with all applicable state and federal laws relating to child and family support enforcement, including but not limited to disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and

- 2) To the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

f. Air or Water Pollution Violation

Under state laws, the Recipient will not be:

- 1) In violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district;
- 2) Subject to a cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or
- 3) Finally determined to be in violation of provisions of federal law relating to air or water pollution.

g. Americans With Disabilities Act

By signing this Agreement, the Recipient assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. Section 12101, et seq.), which prohibits discrimination on the basis of disability, as well as applicable regulations and guidelines issued pursuant to the ADA.

**24. Reserved**

**25. Commission Remedies for Recipient's Non-Compliance**

Without limiting any of its other remedies, the Commission may, for Recipient's noncompliance of any Agreement requirement, withhold future payments, demand and be entitled to repayment of past reimbursements, or suspend or terminate this Agreement. The tasks in the Scope of Work are non-severable, and completion of all of them is material to this Agreement. Thus, the Commission, without limiting its other remedies, is entitled to repayment of all funds paid to Recipient if the Recipient does not timely complete all tasks in the Scope of Work.

**26. Definitions**

- **Agreement Term** means the length of this Agreement, as specified on the Agreement signature page (form CEC-146).
- **Data** means any recorded information that relates to the project funded by the Agreement, whether created or collected before or after the Agreement's effective date.
- **Effective Date** means the date on which this Agreement is signed by the last party required to sign, provided that signature occurs after the Agreement has been approved by the Energy Commission at a business meeting or by the Executive Director or his/her designee.

- **Equipment** means products, objects, machinery, apparatus, implements, or tools that are purchased or constructed with Energy Commission funds for the project, and that have a useful life of at least one year and an acquisition unit cost of at least \$5,000. “Equipment” includes products, objects, machinery, apparatus, implements, or tools that are composed by over thirty percent (30%) of materials purchased for the project. For purposes of determining depreciated value of equipment used in the Agreement, the project will terminate at the end of the normal useful life of the equipment purchased and/or developed with Energy Commission funds. The Energy Commission may determine the normal useful life of the equipment.
- **Intellectual Property** means: (a) inventions, technologies, designs, drawings, data, software, formulas, compositions, processes, techniques, works of authorship, trademarks, service marks, and logos that are created, conceived, discovered, made, developed, altered, or reduced to practice with Agreement or match funds during or after the Agreement term; (b) any associated proprietary rights to these items, such as patent and copyright; and (c) any upgrades or revisions to these items.  
  
“Works of authorship” does not include written products created for Agreement reporting and management purposes, such as reports, summaries, lists, letters, agendas, schedules, and invoices.
- **Invention** means intellectual property that is patentable.
- **Match Funds** means cash or in-kind (i.e., non-cash) contributions provided by the Recipient or a third party for a project funded by the Energy Commission. If this Agreement resulted from a solicitation, refer to the solicitation’s discussion of match funding for guidelines specific to the project.
- **Materials** means the substances used to construct, or as part of, a finished object, commodity, device, article, or product and that does not meet the definition of Equipment.
- **Ownership** means exclusive possession of all rights to property, including the right to use and transfer property.
- **Product** means any tangible item specified for delivery to the Energy Commission in the Scope of Work.
- **Project** means the entire effort undertaken and planned by the Recipient and consisting of the work funded by the Energy Commission. The project may coincide with or extend beyond the Agreement term.
- **State** means the state of California and all California state agencies within it, including but not limited to commissions, boards, offices, and departments.

# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### 12. 23/24-2130 - AMENDMENT NO. 2 TO AGREEMENT FOR CALSHAPE PROGRAM IMPLEMENTATION SERVICES

#### RECOMMENDATION

The Board of Education is requested to approve Amendment No. 2 to the agreement with Veregy Pacific, LLC ("Veregy"), originally endorsed on October 11, 2023. This amendment pertains to services and works authorized and funded through the School Energy Efficiency Stimulus Program, known as the "CalSHAPE Program." The proposed amendment will approve Veregy's proposed Scope of Work for the CalSHAPE Upgrade and Repair (U & R) Grant implementation on behalf of the district.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Gholar\_\_\_\_, Board Member Lockerbie\_\_\_\_, Board Member Travanti\_\_\_\_, Board Member Hammond\_\_\_\_, Board President Anderson\_\_\_\_.

#### Rationale:

The California Legislature created the CalSHAPE Program to establish two grant programs: (i) the School Reopening Ventilation and Energy Efficiency Verification and Repair Program ("CalSHAPE Ventilation Program"), which provides funding to school districts to assess, maintain, and repair ventilation systems; and (ii) the School Noncompliant Plumbing Fixture and Appliance Program ("CalSHAPE Plumbing Program"), which provides funding to school districts to replace aging and inefficient plumbing fixtures and appliances with water-conserving plumbing fixtures and appliances. The District applied for and was awarded CalSHAPE Program grants for Phase 1 (Rounds 1 and 4), which the District intends to use to enhance the health and safety of the District's school facilities and make the District's school facilities more energy efficient, which will assist in reducing the District's future energy-related costs.

#### Background:

The California Energy Commission issued guidelines for implementing the CalSHAPE Program, which requires various professional assessment, maintenance, and construction services. District staff recognized that a formal competitive bidding process would not be efficient or practical due to the need for preliminary assessments before determining the scope of work and the diverse nature of the required services. Furthermore, coordinating multiple contracts for these interconnected services would impair cost-effectiveness. Consequently, the District issued Request for Qualifications No. Q23-301 titled "CalSHAPE Program Implementation Services" ("CalSHAPE RFQ") to select a qualified firm to perform all required services and work. The evaluation criteria and committee comprised of District personnel and consultants were established to assess the responses. Two

contractors submitted responses, and after evaluation, Veregy was deemed the most suitable for the District's interests.

**Budget Implication (\$ Amount):**

The amounts payable to Veregy will be paid using the CalSHAPE Program grants provided by the State of California.

**Legal References:**

Public Utilities Code ("PUC") Section 1600 et seq. establishes the CalSHAPE Program, and the California Energy Commission has promulgated guidelines to implement the CalSHAPE Program.

**Additional Information:**

A copy of the proposed amendment (#2) with Veregy for CalSHAPE program implementation Services is attached.

**ATTACHMENTS**

- [BA Item 2130- Calshape Phase 2 Amendment 2\\_4-17-24.pdf](#)

**Amendment #2  
To  
Agreement for CalSHAPE Program Implementation Services**

**1.1** This Amendment #2 dated April 17, 2024 (the "Effective Date") shall amend the Agreement, including all Attachments, Exhibits, and Schedules referenced herein (hereinafter the "Agreement") dated October 11, 2023 (the "Effective Date") by and between Veregy Pacific, LLC, referred to as "Veregy" with a principal place of business at 3090 Bristol Street, Suite 400, Costa Mesa, CA 92626, and Monrovia Unified School District ("CUSTOMER") with a principal place of business at 325 E Huntington Drive, Monrovia, CA 91016 (collectively the "Parties").

**SCOPE OF WORK AND SCHEDULE**

The Scope of Work is outlined in Attachment A and the schedule has been outlined in Attachment B.

**PRICE AND PAYMENT**

The price for the Work shall not exceed Six Million Dollars (\$6,000,000) in total CalSHAPE Phase II grant amount and the final service agreement amount will be the grant amount as approved in the California Energy Commission (CEC) Upgrade and Repair (U&R) Grant NOPA (Notice of proposed award).

**SUBSEQUENT PHASES OF WORK**

Additions and modifications to this Agreement may be made upon the mutual agreement of both Parties in writing. The Parties contemplate that such modifications may include but are not limited to the installation of additional improvement measures, facility improvement measures, or furnishing of additional services within the identified facilities, as well as other facilities owned and operated by the Customer.

If the Work is divided into phases or individual projects for which individual prices have been negotiated, then separate Commencement Dates shall apply to each phase or individual project. These projects, modifications, and modifications to the original scope of Work or Services may be included as addendums to the Master Agreement.

The Parties hereby execute this Amendment as of the date first set forth herein by the signatures of their duly authorized representatives:

**VEREGY**

By \_\_\_\_\_  
Name Clayton Boop\_\_\_\_\_  
Title Vice President\_\_\_\_\_  
Date \_\_\_\_\_

**MONROVIA UNIFIED SCHOOL DISTRICT**

By \_\_\_\_\_  
Name Flint Fertig\_\_\_\_\_  
Title Interim Superintendent\_\_\_\_\_  
Date 4-17-24\_\_\_\_\_

## ATTACHMENT A

### SCOPE OF WORK

#### Veregy shall:

1. Apply for the CalSHAPE U&R Grant on behalf of the district.
2. Complete the installation of equipment as required by the CalSHAPE U&R Grant that has been awarded to the CUSTOMER by the CEC.
3. VEREGY represents and warrants it has read and is familiar with the CalSHAPE Program Guidelines (“Guidelines”) established by the California Energy Commission (“CEC”). VEREGY shall cooperate with and assist CUSTOMER in complying with the Guidelines, as applicable and appropriate and as more fully set forth in Attachment A. At CUSTOMER’s request, VEREGY shall provide a contractor estimate as required in the Guidelines and attach the contractor estimate as part of Attachment A hereto.
4. VEREGY shall comply with federal, state, and local laws, regulations, and industry standards, including the most up-to-date California Energy Commission CalSHAPE Program Guidelines (Fourth Edition), as applicable.

#### Inclusions:

- A. As further detailed below, the repairs, upgrades, or replacements of systems eligible to be performed as part of a U&R Grant project shall include as detailed in the NOPA:
  - a. Correct a deficiency that is noted in an HVAC Assessment Report. If so, these deficiencies shall be recommended by a licensed professional to meet minimum ventilation and filtration rate requirements or as cost-effective energy efficiency repairs, upgrades, or replacements.
  - b. Electric Equipment. HVAC systems installed as part of a U&R Grant project must include equipment that meets one of the following, unless otherwise stated in the notice of funding availability issued by the CEC as described in Chapter 6.A. of the Guidelines:
    - i. All electric equipment.
    - ii. Electric equipment with a hybrid heating system. i) The LEA must submit a licensed professional recommendation for a hybrid heating system to justify the use of hybrid heating instead of an all-electric system.
    - iii. The manufacturer and model number of the HVAC system that will be installed as part of the project must be provided in the application to confirm that the equipment is eligible. This requirement for all electric equipment, or electric equipment with a hybrid heating system, applies to replacements only. The repairs or upgrades to existing HVAC systems may be performed on gas equipment if the gas equipment was a part of the HVAC system in place prior to the start of the project.
- B. Energy and Building Standards: All upgrade, repair, and replacement work performed as part of a U&R grant project must comply with Part 6 (commencing with Section 100.0) of Title 24 of the California Code of Regulations.

All appliances and equipment must be installed per manufacturer’s instructions and applicable code requirements.

Additionally, all equipment installed in a U&R grant project must be listed in the CEC’s Modernized Appliance Efficiency Database System (MAEDbS) (<https://cacertappliances.energy.ca.gov/Login.aspx>), which contains publicly accessible lists of appliances that have been certified by the CEC.

- C. Mechanical Acceptance Testing: All U&R Grant project work must have an acceptance test performed as required in Section 120.5 of Part 6 of Title 24 of the California Code of Regulations. The acceptance test must be performed by an HVAC acceptance test technician certified by an Acceptance Test Technician Certification Provider (ATTCP) to complete the forms set forth in subparagraph (B) of paragraph (1) of subdivision (b) of Section 10-103.2 of Part 1 of Title 24 of the California Code of Regulations
- D. Proper Disposal/Recycling Requirements: All HVAC system parts, units, or both replaced as part of a U&R Grant project shall be disposed of in compliance with all state and local laws, regulations, ordinances, and other requirements. All replaced HVAC system parts and units are to be removed from service as part of this program and are not to be resold or reinstalled.

All terms set forth in this Attachment A shall have the meanings and interpreted as set forth in the CEC Guidelines.

Exclusions: Scope of work outside of the U&R Grant obligations.

U&R Grants Project Completion and Reporting:

Veregy shall comply with reporting requirements outlined in California Schools Healthy Air, Plumbing and Efficiency Ventilation Program Guidelines (Fourth edition), chapter 7 on behalf of the customer and will require the District's cooperation and support.

Specifically, as outlined in Chapter 7, Veregy shall:

Provide the following to CUSTOMER upon request:

1. Project status.
2. Expected completion date.
3. Qualifications of the individuals selected to work on the project. This information is required to demonstrate that all work performed complies with the applicable skilled and trained workforce and other labor requirements.
4. Documentation, if any, prepared by a licensed professional that provides additional design, detail, or specification information to the recommendations provided with the A&M Grant final reporting on the repairs, upgrades, or replacements that were approved to be performed as part of the project.
5. Information on the intended use or use of the design contingency funds, including a detailed site-specific description and, if available, any estimates, quotes, contracts, or invoices that show the amount of funds the grantee intends to use or has incurred.

During the Work, VEREGY shall conduct the Work and undertake such efforts as will assist CUSTOMER in complying with the Final Reporting requirements of Chapter 7 of the program Guidelines, including the following:

1. The Project Completion Report as specified in Chapter 5.E. of the Program Guidelines.
2. Final invoice(s) and any other supporting documentation for all expended grant funds up to the original grant award amount for each site. The invoices must provide site-specific information and be itemized to show both the material and labor costs for the project work as described in the grant agreement.
3. Any reporting required to determine compliance with PUC Section 1618 or the California Climate Investments, as described in Section B above, to calculate or confirm energy savings or reduction in greenhouse gas emissions resulting from the project.
4. The LEA self-certifies:
  - a. It followed the program guidelines.
  - b. The information included in the final document package is true and correct to the best of the its knowledge.
  - c. All California Environmental Quality Act (CEQA) requirements are completed.
  - d. It has obtained any required DSA project approvals as applicable under California Code Regulations, Title 24.
  - e. It acknowledges that the expended funds may be subject to an audit, including a financial audit.
  - f. It complied with all reporting requirements.
  - g. It complied with all Assessment and Maintenance Grant terms and conditions.
  - h. It has disposed of or recycled all replaced HVAC system units and parts in compliance with its own policies or other applicable state and local requirements, including end-of-life management and recycling requirements.



- i. It complied with all skilled and trained workforce and other labor requirements.
- j. All DIR requirements for public works, including payment of prevailing wages, were followed.
- k. It commits to participate with the CEC or its delegate in the assessment of energy savings or GHG emission reductions, including providing access to project sites and project and equipment information.
- l. It acknowledges that it may be subject to a post program site visit and measurement and evaluation study conducted by the CEC or its delegate.

**ATTACHMENT B**

**INSTALLATION SCHEDULE**

A schedule will be provided once U&R Grant has been reserved.

**ATTACHMENT C**

**PAYMENT SCHEDULE**

1. The following is the payment schedule for the project.

For the U&R project, One-quarter of the Contract Price shall be due and payable upon the execution of the Agreement and receipt of funds by the District. The next one-half shall be based on the project progress and billed once every 3 months and is due and payable upon receipt of funds by the District. The remaining One-Quarter shall be due and payable upon Substantial Completion of the Work and the successful uploading of the information required by the CalSHAPE program requirements and is due and payable upon receipt of funds by the District.

**ATTACHMENT D**

**FINAL DELIVERY AND ACCEPTANCE CERTIFICATE**

Project Name \_\_\_\_\_

Agreement Effective Date: \_\_\_\_\_

Scope-of-Work (SOW) Item/Energy Conservation Measure (ECM): \_\_\_\_\_

To: VEREGY

Reference is made to the above listed Agreement between the undersigned and VEREGY and to the Scope of Work as defined in Attachment A herein. In connection therewith, we confirm to you the following:

1. The Scope of Work (SOW) Item/ Energy Conservation Measure (ECM) referenced above and also listed in Attachment A of the Agreement has been demonstrated to the satisfaction of the Owner's Representative as being substantially complete, including all punch list items generated during the Project Acceptance Procedure.
2. All of the Work has been delivered to and received by the undersigned and that said Work has been examined and /or tested and is in good operating order and condition and is in all respects satisfactory to the undersigned and as represented, and that said Work has been accepted by the undersigned and complies with all terms of the Agreement. Consequently, you are hereby authorized to invoice for the Final Payment, as defined in Attachment C, The Payment Schedule.

Owner Name: \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Printed Name and Title)

\_\_\_\_\_  
(Date)

# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### 13. 23/24-3063 - MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN MONROVIA UNIFIED SCHOOL DISTRICT AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA)

#### RECOMMENDATION

The Board of Education is requested to approve a Memorandum of Understanding (MOU) with CSEA to to increase compensation for members who work less than twelve months by .54%. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_ Board Member Gholar\_\_, Board Member Lockerbie\_\_, Board Member Travanti\_\_, Board Member Hammond\_\_, Board President Anderson\_\_.

#### Rationale:

This MOU will eliminate pay differences between the two salary schedules currently utilized and create one salary schedule for the CSEA bargaining unit.

#### Background:

The salary schedule reflects an ongoing compensation increase for members who work less than twelve months of .54%. Unit members who work less than twelve months currently employed at the time of this MOU's ratification will receive a one-time .54% retroactive pay at the rate of the unit members' 2022-2023 base pay if employed at any time during the 2022-23 school year. Unit members who work less than 12- months and are currently employed will also receive on-time .54% retroactive pay at the rate of the unit members' 2023-2024 base pay.

#### Additional Information:

A copy of the MOU is attached.

## ATTACHMENTS

- [CSEA MOU SIGNED 032024.pdf](#)

**MEMORANDUM OF UNDERSTANDING BETWEEN THE  
MONROVIA UNIFIED SCHOOL DISTRICT AND THE  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS  
MONROVIA CHAPTER 20 (CSEA)**

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This Memorandum of Understanding (MOU) is entered into between the Monrovia Unified School District (District) and the California School Employees Association and its Monrovia Chapter 20 (CSEA) collectively "the Parties" regarding a shift of all CSEA represented members moving to a single salary schedule.

Background: This MOU is entered into by the Parties to eradicate pay differences between the two salary schedules currently in existence, and create one salary schedule for the CSEA bargaining unit moving forward.

The Parties will shift CSEA unit members that work less than twelve (12) months to the same salary schedule as unit members that work twelve (12) months effective July 1, 2024. This salary schedule reflects an ongoing compensation increase to members that work less than twelve (12) months of .54%.

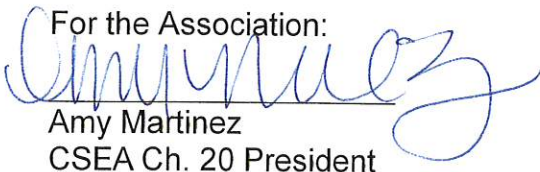
Additionally, unit members that work less than twelve (12) months, currently employed at the time of this MOU's ratification will receive a one-time .54% retroactive pay at the rate of the unit members' 2022-23 base pay, if employed at any time during the 2022-23 school year. Unit members that work less than twelve (12) months and are currently employed will also receive one-time .54% retroactive pay at the rate of the unit members 2023-24 base pay. The retroactive pay for the respective years is the equivalent to one additional day of pay at the unit members rate of pay. Both one-time payments will be prorated based on the unit member's hire date and days worked in the respective year. Both one-time payments shall be made to unit members by July 30, 2024.

This MOU shall be subject to Article V: Grievance Procedure of the Parties' collective bargaining agreement (CBA). Any alleged violation of this MOU shall begin at Step I of the grievance procedure outlined in Article V: Grievance Procedure of the CBA.


This MOU is subject to approval by the Monrovia Unified School Board and CSEA Policy 610. The Parties may mutually agree to meet on or before June 30, 2024 to determine if the provisions of this MOU should be revised.

Date: March 7, 2024

For the Association:

  
Amy Martinez  
CSEA Ch. 20 President

For the District:

  
Greg Puccia, Ed. D  
Asst. Superintendent of  
Human Resources  
Monrovia Unified School District



Breanna Koehler  
CSEA Labor Relations Representative

# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

**14. 23/24-3064 - RESOLUTION 2324-27 RECOGNIZING APRIL 21-27, 2024, AS “ADMINISTRATIVE PROFESSIONALS WEEK” AND APRIL 24, 2024, AS “ADMINISTRATIVE PROFESSIONALS DAY”**

## RECOMMENDATION

The Board of Education is requested to adopt Resolution No. 2324-27, recognizing April 21-27, 2024, as "Administrative Professionals Week," and Wednesday, April 24, 2024, as "Administrative Professionals Day."

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_

Board Member Gholar \_\_, Board Member Lockerbie \_\_, Board Member Travanti \_\_, Board Member Hammond \_\_, Board President Anderson \_\_.

## Rationale:

Monrovia Unified School District is committed to providing all students with a powerful and productive learning experience. The commitment to excellence depends largely upon the work of dedicated and professional employees. Administrative Assistants, Secretaries, and Clerical staff provide exceptional services vital to the students and staff.

## Additional Information:

A copy of the resolution is attached.

## ATTACHMENTS

- [Resolution 2424-27 Admin Asst Day.pdf](#)



RESOLUTION NO. 2324-27  
RECOGNIZING APRIL 21-27, 2024, AS  
ADMINISTRATIVE PROFESSIONALS' WEEK  
AND APRIL 24, 2024, AS  
ADMINISTRATIVE PROFESSIONALS' DAY

**WHEREAS** the Monrovia Unified School District is committed to providing powerful and productive learning experiences for all students; and

**WHEREAS** the commitment to excellence depends largely upon the work of dedicated and professional employees; and

**WHEREAS** Administrative Professionals are the face of the school and district and are usually the first contact that parents and community members have with our school district. It is through them that community members and parents form positive impressions of our schools and the work that is accomplished in the district; and

**WHEREAS** Administrative Assistants, Secretaries, and Clerical Staff provide exceptional services which are vital to the staff and students of Monrovia Unified School District.

***NOW, THEREFORE, BE IT RESOLVED*** that the Board of Education does hereby recognize April 21-27, 2024, as Administrative Professionals Week and Wednesday, April 24, 2024, as Administrative Professionals Day in Monrovia Unified School District.

Adopted this 17<sup>th</sup> day of April 2024.

\_\_\_\_\_  
Jennifer Anderson, President

\_\_\_\_\_  
Rob Hammond, Vice President

\_\_\_\_\_  
Maritza Travanti, Board Clerk

\_\_\_\_\_  
Selene Lockerbie, Board Member

\_\_\_\_\_  
Traci Gholar, Board Member

\_\_\_\_\_  
Flint Fertig, Interim Superintendent



# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### 15. 23/24-5021 - CALIFORNIA VOTING RIGHTS ACT PUBLIC HEARING

#### RECOMMENDATION

The Board of Education is requested to hold a public hearing to obtain input from the public on the criteria for the maps of the five trustee areas that will be drawn by the Demographer.

Open Public Hearing at \_\_\_\_\_ p.m.

Close Public Hearing at \_\_\_\_\_ p.m.

#### Rationale:

In accordance with Elections Code section 10010, input regarding the criteria for the composition of trustee area maps should be received and considered in the event the Board approves a transition to by-trustee area elections pursuant to Education Code sections 5019 and 5020. The Board invites public testimony regarding this matter.

#### Background:

The CVRA is a state law that prohibits at-large voting systems that impair the ability of racial or ethnic minorities to elect the candidate of their choice. The CVRA favors district-based election systems in which candidates must reside in a trustee area, and only the voters residing in that trustee area vote for those candidates. To avoid the potential for litigation and the cost of attorney fees, the Board is considering modifying the current election system and establishing a district-based system for the 2024 election. This means that beginning in 2024, voters in those trustee areas up for election in 2024 will vote for one candidate in their trustee area, and the remaining trustees will hold an election in 2026.

#### Legal References:

Election Code Section 10010, Education Code 5019 and 5020.

## ATTACHMENTS

# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### 16. 23/24-5022 - RESOLUTION 2324-28 TO ESTABLISH THE PROCESS OF INSTITUTING TRUSTEE AREAS, AND ELECTIONS BY TRUSTEE AREAS

#### RECOMMENDATION

The Board of Education is requested to approve Resolution No. 2324-28 to establish the process of changing the method of electing members of the Board from the current at-large system to a method that establishes trustee areas and provides Board of Trustees members residing in each trustee area to be elected by the registered voters of that particular trustee area in compliance with the California Voting Rights Act.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_  
Board Member Gholar\_\_, Board Member Lockerbie\_\_, Board Member Travanti\_\_,  
Board Member Hammond\_\_, Board President Anderson\_\_.

#### Rationale:

The California Voting Rights Act of 2001 (CVRA) expands on the federal Voting Rights Act of 1965, making it easier for minority groups in California to prove that their votes are being diluted in "at-large" elections. The Board of Education is aware that under state law, an at-large method of election may be deemed to impair the ability of some voters to elect candidates of their choice or to influence the outcome of elections and, therefore, may be subject to challenge under the California Voting Rights Act of 2001, California Elections Code. This resolution directs the Superintendent or the Superintendent's designee to initiate the legal and regulatory process, including the retention of counsel and demographic experts, to establish trustee areas within the District, as provided in Education Code section 5019, in sufficient time for trustee areas to be established for the November, 2024 election of members of the Board, if possible; and directs the Superintendent or the Superintendent's designee to immediately initiate the legal and regulatory process of changing the method of electing members of the Board, from the current at-large system whereby each member of the Board is elected by the registered voters of the entire District (Education Code section 5030(a)), to a method which provides that the Board members residing in each trustee will be elected by the registered voters of that particular trustee area (Education Code 5030(b)), in sufficient time for the new method of electing members of the Board to be in place for the November, 2024 election, if possible; and authorizes and directs the Superintendent or the Superintendent's designee to initiate the legal and regulatory process to seek a waiver from the Los Angeles County Committee on School District Organization, of the requirements of Education Code section 5020 and related statutes, so that action of the Los Angeles County Committee on School District Organization establishing trustee election areas and adopting one of the alternative methods of electing Board members specified in Education Code section 5030 does not constitute an order of election, so that trustee area elections can commence effective with the November, 2024 elections.

**Background:**

The CVRA was implemented in 2002 as part of State law. Districts with at-large voting structures may violate CVRA if they have what is called racially polarizing voting, which may impede minority candidates from succeeding in elections. If there is evidence of undermining of voting rights or indications of racially polarized voting, a violation of the CVRA may be found.

**Additional Information:**

A copy of Resolution 2324-28 is attached.

**ATTACHMENTS**

- [Monrovia USD-CVRA Resolution Initiating Process for 2024\(50101979.1\).pdf](#)



**BEFORE THE GOVERNING BOARD OF TRUSTEES OF THE  
MONROVIA UNIFIED SCHOOL DISTRICT  
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA**

**RESOLUTION NO. 2324-28**

**RESOLUTION TO ESTABLISH THE PROCESS OF INSTITUTING  
TRUSTEE AREAS AND ELECTIONS BY TRUSTEE AREAS**

WHEREAS, the Monrovia Unified School District (“District”) currently uses an at-large system of electing its Governing Board members; and

WHEREAS, the Board is aware that under state law an at-large method of election may be deemed to impair the ability of some voters to elect candidates of their choice or to influence the outcome of elections and, therefore, may be subject to challenge under the California Voting Rights Act of 2001, California Elections Code §§ 14025, et seq. (“CVRA”); and

WHEREAS, the Board, based on this awareness, has had an ongoing interest in the issue, and has decided to initiate the process of establishing trustee areas and changing the method of electing members of the Board, in order to ensure compliance with the CVRA or, at minimum, avoid the potential for costly litigation under the CVRA; and

WHEREAS, transitioning to a by-trustee area election method is a time consuming and lengthy process, which requires considerable public input, and the involvement of the Los Angeles County Committee on School District Organization; and

WHEREAS, the Board intends to complete the process of changing to the by-trustee area election methodology, and hold its initial by-trustee area election of Board members, commencing with the November, 2024 election.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Monrovia Unified School District hereby finds the foregoing recitals to be true and correct; and

BE IT FURTHER RESOLVED that the Board directs the Superintendent or the Superintendent’s designee to initiate the legal and regulatory process, including the retention of counsel and demographic experts, to establish trustee areas within the District, as provided in Education Code section 5019, in sufficient time for trustee areas to be established for the November, 2024 election of members of the Board, if possible; and

BE IT FURTHER RESOLVED that the Board directs the Superintendent or the Superintendent’s designee to immediately initiate the legal and regulatory process of changing the method of electing members of the Board, from the current at-large system whereby each member of the Board is elected by the registered voters of the entire District (Education Code section 5030(a)), to a method which provides that the Board members residing in each trustee will be elected by the registered voters of that particular trustee area (Education Code 5030(b)), in sufficient time for the new method of electing members of the Board to be in place for the November, 2024 election, if possible; and

BE IT FURTHER RESOLVED that the Superintendent or the Superintendent’s designee is authorized and directed to initiate the legal and regulatory process to seek a waiver from the Los Angeles County Committee on School District Organization, of the requirements of Education Code section 5020 and related statutes, so that action of the Los Angeles County Committee on School District Organization establishing trustee election areas and adopting one of the alternative methods of electing Board members specified in Education Code section 5030 does not constitute an order of election, so that trustee area elections can commence effective with the November, 2024 election; and

BE IT FURTHER RESOLVED that the Superintendent or the Superintendent’s designee attempt to initiate and carry out the legal and regulatory process, including required public hearings, in time for the Board to take final action on a District trustee area map, for submission to the County Committee on School District Organization; and

BE IT FURTHER AND FINALLY RESOLVED that this Resolution supersedes prior Resolutions related to establish by-district votes and that the Superintendent is authorized to do all things necessary and proper to accomplish the purposes of this Resolution.

ADOPTED, SIGNED, AND APPROVED this 17th day of April 2024 by the following vote:

AYES: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

\_\_\_\_\_

NOES: \_\_\_\_\_, \_\_\_\_\_,

ABSTAIN: \_\_\_\_\_,

ABSENT: \_\_\_\_\_,

---

Jennifer Anderson, President of the Board of Trustees for the Monrovia Unified School District

I, Flint Fertig, Secretary of the Board of Trustees of the Monrovia Unified School District, do certify that the foregoing Resolution regularly introduced, passed and adopted by the Board of Trustees at its regular a meeting held on April 17, 2024.

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Flint Fertig, Secretary, Board of Trustees of the Monrovia Unified School District

# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### 17. 23/24-5023 - APPOINT MEMBER OF MEASURE MM CITIZENS' OVERSIGHT COMMITTEE

## RECOMMENDATION

The Board of Education is requested to appoint community member Charles Alley to the Measure MM Citizens' Oversight Committee (COC) as an at-large member.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, Vote \_\_\_\_\_  
Board Member Gholar\_\_, Board Member Lockerbie\_\_, Board Member Travanti\_\_,  
Board Member Hammond\_\_, Board President Anderson\_\_.

## Rationale:

All Proposition 39 (55%) bond measures require that a COC be established for the purpose of reviewing the expenditures made, and informing the public concerning those expenditures. Charles Alley will take the seat previously held by Mr. Terrence Williams.

## Background:

On November 2, 2022, the District successfully passed Measure MM, and results of which were certified by the Board on January 18, 2022. At that time, the Board adopted Resolution No. 2223-12 of Intent to Form a Citizens' Oversight Committee for Measure MM. Thereafter, an application process was engaged and applications by interested citizens were received. The COC must have a minimum of seven members, with five persons representing specific mandated categories and two additional community members at large.

## Budget Implication (\$ Amount):

There are no general fund impacts of this action; however, once the COC begins its work, the administrative and technical support of the COC by the District must be paid from a source other than bond funds.

## Legal References:

Education Code Section 15278-15282 provides requirements for the establishment of a bond oversight committee.

## ATTACHMENTS

# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### 1. BOARD POLICY 5145.3, *NONDISCRIMINATION/HARRASSMENT*, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION

#### RECOMMENDATION

The Board of Education is requested to receive for first reading Board Policy 5145.3, *Nondiscrimination/Harassment*, and its accompanying Administrative Regulation as recommended by the California School Boards Association (CSBA).

#### Rationale:

As part of the Board of Education's commitment to review and update all Monrovia Unified School District Board Policies and Administrative Regulations, Student Support Services has begun a review of the department's Board Policies and Administrative Regulations. The current Board Policy does not reflect any updates since 2013. In addition, Monrovia Unified does not have 5145.3 Administrative Regulations.

#### Background:

School districts receive regular policy updates from the California School Boards Association, which are compared to existing policies to determine the extent of modification needed. This policy contains revisions recommended by CSBA for Board Policy and Administrative Regulations 5145.3, Non-Discrimination/Harassment. This Board Policy was last updated on June 26, 2013. Administrative Regulations are not currently available, and this will, therefore, be a new Administrative Regulation.

#### Budget Implication (\$ Amount):

#### Additional Information:

Revised Board Policies and Administrative Regulation 5145.3 are attached.

#### ATTACHMENTS

- [Administrative Regulation 5145.3 Nondiscrimination Harassment - Draft.docx.pdf](#)
- [Board Policy 5145.3 Nondiscrimination Harassment - Draft.docx.pdf](#)

**NONDISCRIMINATION/HARASSMENT**

The district designates the individual identified below as the employee responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws and to answer inquiries regarding the district's nondiscrimination policies. The individual shall also serve as the compliance officer specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer may be contacted at: (Education Code 234.1; 5 CCR 4621)

Assistant Superintendent of Human Resources  
325 East Huntington Drive  
Monrovia, CA 91016  
(626) 471-2020

**Measures to Prevent Discrimination**

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public by posting them in prominent locations and providing easy access to them through district-supported communications
2. Post the district's policies and procedures prohibiting discrimination, harassment, student sexual harassment, intimidation, bullying, and cyberbullying, including a section on social media bullying that includes all of the references described in Education Code 234.6 as possible forums for social media, in a prominent location on the district's web site in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
3. Post the definition of sex discrimination and harassment as described in Education Code 230, including the rights set forth in Education Code 221.8, in a prominent location on the district's website in a manner that is easily accessible to parents/guardians and students (Education Code 234.6)
4. Post in a prominent location on the district website in a manner that is easily accessible to parents/guardians and students information regarding Title IX



prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following: (Education Code 221.6, 221.61, 234.6)

- a. The name and contact information of the district's Title IX Coordinator, including the phone number and email address
  - b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)
  - c. A description of how to file a complaint of noncompliance under Title IX, which shall include:
    - i. An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations
    - ii. An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's website
    - iii. A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office
  - d. A link to the Title IX information included on the California Department of Education's (CDE) website
5. Post a link to statewide CDE-compiled resources, including community-based organizations, that provide support to youth who have been subjected to school-based discrimination, harassment, intimidation, or bullying and to their families. Such resources shall be posted in a prominent location on the district's website in a manner that is easily accessible to parents/guardians and students. (Education Code 234.5, 234.6)
6. Provide students with a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been a victim of any such behavior.
7. Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private.

8. Ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

9. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and/or information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for all district students.
10. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)
11. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students from threatened or potentially discriminatory behavior and ensure their privacy rights.

### **Enforcement of District Policy**

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti
2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination
4. Consistent with laws regarding the confidentiality of student and personnel records, communicating to students, parents/guardians, and the community the school's response plan to unlawful discrimination or harassment
5. Taking appropriate disciplinary action against students, employees, and anyone determined to have engaged in wrongdoing in violation of district policy, including any student who is found to have filed a complaint of discrimination that the student knew was not true

## **Process for Initiating and Responding to Complaints**

Students who feel that they have been subjected to unlawful discrimination described above or in district policy are strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, students who observe any such incident are strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When a report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, the principal or compliance officer shall notify the student or parent/guardian of the right to file a formal complaint in accordance with AR 1312.3 - Uniform Complaint Procedures or, for complaints of sexual harassment that meet the federal Title IX definition, AR 5145.71 - Title IX Sexual Harassment Complaint Procedures. Once notified verbally or in writing, the compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee, who shall determine how the complaint will be investigated.

## **Issues Unique to Intersex, Nonbinary, Transgender, and Gender-Nonconforming Students**

*The gender identity of a student* means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

*Gender expression* means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

*Gender transition* refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex

that corresponds to the student's gender identity.

A *Gender-nonconforming* student is a student whose gender expression differs from stereotypical expectations.

*Intersex student* means a student with natural bodily variations in anatomy, hormones, chromosomes, and other traits that differ from expectations generally associated with female and male bodies.

*Nonbinary student* means a student whose gender identity falls outside of the traditional conception of strictly either female or male, regardless of whether or not the student identifies as transgender, was born with intersex traits, uses gender-neutral pronouns, or uses agender, genderqueer, pangender, gender nonconforming, gender variant, or such other more specific term to describe their gender.

A *Transgender student* is a student whose gender identity is different from the gender assigned at birth.

The district prohibits acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment, regardless of whether the acts are sexual in nature. Examples of the types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with the student's gender identity
2. Disciplining or disparaging a student or excluding the student from participating in activities for behavior or appearance that is consistent with the student's gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable
3. Blocking a student's entry to the restroom that corresponds to the student's gender identity
4. Taunting a student because the student participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's gender identity to individuals who do not have a legitimate need for the information without the student's consent
6. Using gender-specific slurs
7. Physically assaulting a student motivated by hostility toward the student because of the student's gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) or Title IX sexual harassment procedures (AR 5145.71), as applicable, shall be used to report and resolve complaints alleging discrimination against intersex, nonbinary, transgender, and

gender-nonconforming students.

Examples of bases for complaints include but are not limited to, the above list, as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's gender identity, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that intersex, nonbinary, transgender, and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. *Right to Privacy:* A student's intersex, nonbinary, transgender, or gender-nonconforming status is the student's private information. The district shall develop strategies to prevent unauthorized disclosure of students' private information. Such strategies may include but are not limited to collecting or maintaining information about student gender only when relevant to the educational program or activity, protecting or revealing a student's gender identity as necessary to protect the health or safety of the student, and keeping a student's unofficial record separate from the official record.

The district shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In any case, the district shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the district pursuant to 34 CFR 99.31. Any district employee to whom a student's intersex, nonbinary, transgender, or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a district employee by a student, the employee shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential unless the employee is required to disclose or report the student's information pursuant to this administrative regulation and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to the student's status as an intersex, nonbinary, transgender, or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

Given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's intersex, nonbinary, transgender, or gender-nonconformity status or gender identity or gender expression to the student's parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

2. *Determining a Student's Gender Identity:* The compliance officer shall accept the student's assertion of gender identity and begin to treat the student consistent with

that gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.

3. *Addressing a Student's Transition Needs:* The compliance officer shall arrange a meeting with the student and, if appropriate, the student's parents/guardians to identify and develop strategies for ensuring that the student's access to educational programs and activities is maintained. The meeting shall discuss the intersex, nonbinary, transgender, or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to the student's status as an intersex, nonbinary, transgender, or gender-nonconforming individual, so that prompt action can be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are meeting the student's educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.
  
4. *Accessibility to Sex-Segregated Facilities, Programs, and Activities:* When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. To address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because the student is intersex, nonbinary, transgender, or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with the student's gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with the student's gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.
  
5. *Student Records:* Upon each student's enrollment, the district is required to maintain a mandatory permanent student record (official record) that includes the student's gender and legal name.

A student's legal name as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed with proper documentation. A student's gender, as entered on the student's official record required pursuant to 5 CCR 432, shall only be changed with written authorization of a parent/guardian having legal custody of the student. (Education Code 49061)

However, when proper documentation or authorization, as applicable, is not

submitted with a request to change a student's legal name or gender, any change to the student's record shall be limited to the student's unofficial records, such as attendance sheets, report cards, and school identification.

6. *Names and Pronouns:* If a student so chooses, district personnel shall be required to address the student by a name and the pronoun(s) consistent with the student's gender identity, without the necessity of a court order or a change to the student's official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns will, in general, not constitute a violation of this administrative regulation or the accompanying district policy.
7. *Uniforms/Dress Code:* A student has the right to dress in a manner consistent with the student's gender identity, subject to any dress code adopted on a school site.

Revised: April 17, 2024 (Proposed)

June 26, 2013

Adopted: August 27, 2008

(Replaces BP 5162 Discrimination/Harassment Complaints – Students)

Adopted: February 1993)

Revised: June 2001)

(Replaces AR 5162 Grievance Procedures)

(Adopted: May 1977)

(Revised: March 1988)

**NONDISCRIMINATION/HARASSMENT**

This policy shall apply to all acts constituting unlawful discrimination or harassment related to school activity or to school attendance occurring within a district school, to acts which occur off campus or outside of school-related or school-sponsored activities but which may have an impact or create a hostile environment at school, and to all acts of the Governing Board and the Superintendent in enacting policies and procedures that govern the district.

The Governing Board desires to provide a welcoming, safe, and supportive school environment that allows all students equal access to and opportunities in the district's academic, extracurricular, and other educational support programs, services, and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, targeted at or any student by anyone, based on the student's actual or perceived race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental attributes disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or association with a person or group with one or more of these actual or perceived characteristics.

Unlawful Prohibited discrimination, including discriminatory harassment, intimidation, or bullying, includes may result from physical, verbal, nonverbal, or written conduct based on any of the categories listed above. Unlawful discrimination also occurs when prohibited conduct is so severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Unlawful discrimination also includes disparate treatment of students based on one of the categories above with respect to the provision of opportunities to participate in school programs or activities or the provision or receipt of educational benefits or services.

Because unlawful discrimination may occur when disciplining students, including suspension and expulsion, the Superintendent or designee shall ensure that staff enforce discipline rules fairly, consistently and in a non-discriminatory manner, as specified in Board Policy and Administrative Regulation 5144 - Discipline, Board Policy and Administrative Regulation 5144.1 - Suspension and Expulsion/Due Process, and Administrative Regulation 5144.2 - Suspension and Expulsion/Due Process (Students With Disabilities).

The Board also prohibits any form of retaliation against any individual student who reports or participates in the reporting of unlawful discrimination, files or participates in the filing of a complaint, or investigates or participates in the investigation of a complaint or report regarding an incident of alleging unlawful discrimination, harassment, intimidation, or bullying. Retaliation complaints shall be investigated and resolved in the same manner as a discrimination complaint.

The Superintendent or designee shall facilitate students' access to the educational



program by publicizing the district's nondiscrimination policy and related complaint procedures to students, parents/guardians, and employees. In addition, the Superintendent or designee shall post the district's policies prohibiting discrimination, harassment, intimidation, and bullying and other required information on the district's website in a manner that is easily accessible to parents/guardians and students, in accordance with law and the accompanying administrative regulation. (Education Code 234.1, 234.6)

The Superintendent or designee shall provide ~~age-appropriate~~ training and/or information ~~to students, parents/guardians, and employees regarding discrimination, harassment, intimidation, and bullying, including, but not limited to, the district's nondiscrimination policy, what constitutes prohibited behavior, how to report incidents, and to whom such reports should be made~~ on the scope and use of the policy and complaint procedures and take other measures designed to increase the school community's understanding of the requirements of law related to discrimination. The Superintendent or designee shall regularly review the implementation of the district's nondiscrimination policies and practices and, as necessary, shall take action to remove any identified barrier to student access to or participation in the district's educational program. The Superintendent or designee shall report the findings and recommendations to the Board after each review.

~~In providing instruction, guidance, supervision, or other services to district students, employees and volunteers shall carefully guard against segregating or stereotyping students.~~

~~The principal or designee shall develop a plan to provide students with appropriate accommodations when necessary for their protection from threatened or potentially harassing or discriminatory behavior.~~

Regardless of whether a complainant complies with the writing, timeline, and/or other formal filing requirements, all complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, shall be investigated and prompt action taken to stop the discrimination, prevent recurrence, and address any continuing effect on students.

Students who engage in **unlawful** discrimination, **including discriminatory** harassment, intimidation, bullying, or retaliation, in violation of law, Board policy, or administrative regulation shall be subject to appropriate **consequence or discipline, which may include up to and including counseling, suspension and/or expulsion when the behavior is severe or pervasive as defined in Education Code 48900.4.** Any employee who permits or engages in prohibited discrimination, **including discriminatory** harassment, intimidation, bullying, or retaliation, shall be subject to disciplinary action, up to and including dismissal.

All allegations of unlawful discrimination in district programs and activities shall be brought, investigated, and resolved in accordance with Board Policy 1312.3 - Uniform Complaint Procedures.

## **Record-Keeping**

The Superintendent or designee shall maintain a record of all reported cases of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, to enable the district to monitor, address, and prevent repetitive prohibited behavior in district schools.

## Grievance Procedures

~~The following position is designated Coordinator for Nondiscrimination to handle complaints regarding discrimination, harassment, intimidation, or bullying, and to answer inquiries regarding the district's nondiscrimination policies:~~

~~Assistant Superintendent of Human Resources  
325 East Huntington Drive  
Monrovia, CA 91016  
(626) 471-2000~~

~~Any student who feels that he/she has been subjected to discrimination, harassment, intimidation, or bullying should immediately contact the Coordinator, principal, or any other staff member. In addition, any student who observes any such incident should report the incident to the Coordinator or principal, whether or not the victim files a complaint.~~

~~Any school employee who observes an incident of discrimination, harassment, intimidation, or bullying, or to whom such an incident is reported, shall report the incident to the Coordinator or principal, whether or not the victim files a complaint.~~

~~In addition, the employee shall immediately intervene when safe to do so.~~

~~Upon receiving a complaint of discrimination, harassment, intimidation, or bullying, the Coordinator shall immediately investigate the complaint in accordance with the district's uniform complaint procedures specified in AR 1312.2 – Uniform Complaint Procedures.~~

~~The Superintendent or designee shall ensure that the student handbook clearly describes the district's nondiscrimination policy, procedures for filing a complaint regarding discrimination, harassment, intimidation, or bullying, and the resources that are available to students who feel that they have been the victim of any such behavior. The district's policy shall also be posted on the district web site or any other location that is easily accessible to students.~~

~~When required pursuant to Education Code 48985, complaint forms shall be translated into the student's primary language.~~

Revised: **April 17, 2024 (Proposed)**

June 26, 2013

Adopted: August 27, 2008

(Replaces BP 5162 Discrimination/Harassment Complaints – Students)

Adopted: February 1993)

Revised: June 2001)

(Replaces AR 5162 Grievance Procedures)

(Adopted: May 1977)

(Revised: March 1988)

# Agenda Item Details

Meeting Date: 2024-04-17 18:30:00

## AGENDA ITEM TITLE:

### **2. BOARD POLICY 6146.1, *HIGH SCHOOL GRADUATION REQUIREMENTS*, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION**

#### **RECOMMENDATION**

The Board of Education is requested to receive for first reading Board Policy 6146.1, *High School Graduation Requirements*, and its accompanying Administrative Regulation as recommended by the California School Boards Association (CSBA).

#### **Rationale:**

As part of the Board of Education's commitment to review and update all Monrovia Unified School District Board Policies and Administrative Regulations, the Educational Services Department has begun a review of the department's Board Policies and Administrative Regulations. The current Board Policy and Administrative Regulation does not reflect any update since 2008.

#### **ATTACHMENTS**

- [6146.1 BP High School Graduation Requirements\\_Updated\\_042024.docx \(2\).pdf](#)
- [6146.1 AR High School Graduation Requirements\\_Updated\\_042024.docx](#)

## HIGH SCHOOL GRADUATION REQUIREMENTS

### High School Graduation Requirements

The Governing Board desires ~~each~~ to prepare all Monrovia Unified School District students to ~~obtain a high school diploma, which reflects a solid, basic core of educational experiences and prepares each student for postsecondary education and/or employment. Graduation requirements are established as a set of minimum expectations. All students are encouraged to take a course of study that exceeds these expectations and prepares students for enrollment in postsecondary education.~~ successfully complete the high school course of study and obtain a diploma that represents their educational achievement and increases their opportunities for postsecondary education and employment.

District students shall complete graduation course requirements as specified in Education Code 51225.3. Unless exempted as provided in "Exemptions from District-Adopted Graduation Requirements," district students shall also complete other course requirements adopted by the Board. Students who are exempted from district-adopted graduation requirements shall be eligible to participate in any graduation ceremony and school activity related to graduation in which other students are eligible to participate.

### Course Requirements: Comprehensive High School

Students shall be authorized to graduate, receive a standard diploma from Monrovia High School, and participate in ~~the~~ graduation ~~ceremony~~ ~~ceremonies~~ when the graduation requirements and following conditions are met:

- ~~1. The student has maintained a satisfactory citizenship and attendance record;~~
- 1.-2. The student has satisfactorily completed a curriculum, which includes not less than 220 semester credits. Students shall complete the following courses in grades 9-12, with each course being one year unless otherwise specified:
  - a. Four courses in English (40 credits) (Education Code 51225.3)
  - b. Two courses in Mathematics (20 credits; students shall complete at least one mathematics course that meets the state academic content standards for Algebra 1 or Integrated Mathematics 1. Students may complete such coursework prior to grade 9 provided that they also complete three mathematics courses, or 20 credits, in grades 9-12.) (Education Code 51224.5)

- d. Two courses in science, including biological and physical sciences. (20 credits) (Education Code 51225.3)
  - e. Three courses in social studies, world history, culture, and geography (10 credits); included United States history and geography (10 credits), a one-semester course in American government and civics (5 credits); and a one-semester course in economics (5 credits) (Education Code 51225.3)
  - f. Two courses in visual or performing arts or a world language. For purposes of this requirement, a course in American Sign Language shall be deemed a course in world language. (20 credits) (Education Code 51225.3)
  - g. Two courses in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code. (20 credits) (Education Code 51225.3)
  - h. The remaining 70 credits may come from additional academic courses or elective courses.
2. ~~3.~~ Students must have a minimum Grade Point average of 2.0 (Calculated on the students overall-total GPA);
  4. ~~Students must pass the State required California High School Exit Exams; and~~
  5. ~~The provisions for instruction specified in California Administrative Code, Title 5, Section 1600, have been met.~~

### Course Requirements: Alternative High Schools

Students shall be authorized to graduate, receive a standard diploma from an alternative program of the school district (Canyon Oaks High School and Mountain Park School), and participate in the graduation ceremony without regard to the length of time actually taken to complete the requirements, when the following conditions are met:

1. The student has satisfactorily completed a curriculum, which includes not less than 180 semester credits for Canyon Oaks High School and 220 semester credits for Mountain Park School. Students shall complete the following courses in grades 9-12, with each course being one year unless otherwise specified:
  - a. Four courses in English (40 credits) (Education Code 51225.3)

- b. Two courses in Mathematics (20 credits; students shall complete at least one mathematics course that meets the state academic content standards for Algebra 1 or Integrated Mathematics 1. Students may complete such coursework prior to grade 9 provided that they also complete three mathematics courses, or 20 credits, in grades 9-12.) (Education Code 51224.5)
- d. Two courses in science, including biological and physical sciences. (20 credits) (Education Code 51225.3)
- e. Three courses in social studies, world history, culture, and geography (10 credits); included United States history and geography (10 credits), a one-semester course in American government and civics (5 credits); and a one-semester course in economics (5 credits) (Education Code 51225.3)
- f. Two courses in visual or performing arts or a world language. For purposes of this requirement, a course in American Sign Language shall be deemed a course in world language. (20 credits) (Education Code 51225.3)
- g. Two courses in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code. (20 credits) (Education Code 51225.3)
- h. The remaining 30 credits for Canyon Oaks High School or 70 credits for Mountain Park School may come from additional academic courses or elective courses.

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with the law.

#### Exemptions from District-Adopted Graduation Requirements

A foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student who transfers into the district or between district schools any time after completing the second year of high school, or newcomer student who is in the third or fourth year of high school shall be exempted from any graduation requirements adopted by the Board that are in addition to statewide course requirements. This exemption shall not apply if the Superintendent or designee makes a finding that the student is reasonably able to complete the additional requirements in time to graduate by the end of the fourth year of high school.

Within 30 days of the transfer into a school by the foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or newcomer student, as applicable, the Superintendent or designee shall notify any eligible student, and others as required by law, of the availability of the exemption from local graduation requirements and whether the student qualifies for it. (Education Code 51225.1)

The Superintendent or designee shall not require or request the foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or newcomer student who is exempted from district-established graduation requirements and who completes the statewide coursework requirements before the end of the fourth year of high school, and would otherwise be entitled to remain in school, to graduate before the end of the student's fourth year of high school. (Education Code 51225.1)

If the foster youth, student experiencing homelessness, former juvenile court school student, child of a military family, migrant student, or newcomer student was not properly notified of an exemption, declined the exemption, or was not previously exempted, the student or the student's educational rights holder may request the exemption and the Superintendent or designee shall exempt the student within 30 days of the request. Any such student who at one time qualified for the exemption may request the exemption even if the student is no longer eligible. (Education Code 51225.1)

Additionally, a student with disabilities shall be eligible for an exemption from all coursework and other requirements adopted by the Board in addition to the statewide course requirements for high school graduation, if the student's individualized education program (IEP) provides for both of the following requirements: (Education Code 51225.31)

1. That the student is eligible to take the alternate assessment as described in Education Code 60640
2. That the student complete state standards aligned coursework to meet the statewide coursework specified in Education Code 51225.3

The district's responsibility to provide a free appropriate public education shall not terminate when a student with a disability who is exempted from district- adopted graduation requirements participates in graduation activities unless the IEP team, which includes the parent/guardian and student, has determined that the student has completed the high school experience. (Education Code 51225.31)

Annually, the Superintendent or designee shall report to the California Department of Education, in accordance with Education Code 51225.1, the number of students graduating from the fourth or fifth year of high school who, for the prior school year,

graduated with an exemption from district-established graduation requirements that are in addition to statewide coursework requirements.

### Alternative Education

~~Students shall be authorized to graduate, receive a standard diploma from an alternative program of the school district (Canyon Oaks High School and Mountain Park Alternative School), and participate in graduation ceremonies without regard to the length of time actually taken to complete the requirements, when the following conditions are met:~~

- ~~1. The student has maintained a satisfactory citizenship and attendance record;~~
- ~~2. The student has satisfactorily completed a curriculum, which includes not less than 220 semester credits; and~~
- ~~3. Students must pass the State required California High School Exit Exams.~~

### Certificate of High School Program Completion

~~A student with an Individual Education Plan (IEP) who has not met the requirements for a standard diploma may be awarded a Certificate of High School Program Completion, if the student has demonstrated a satisfactory citizenship and attendance record, and if the student has met one of the following requirements:~~

- ~~1. Satisfactory completion of 220 semester units and all course work required by the course of study approved by the local governing board;~~
- ~~2. Satisfactory completion of goals and objectives and/or an alternative course of study as defined on the student's IEP; or~~
- ~~3. Satisfactory attendance in high school, participation in the instruction as prescribed on the IEP, and attainment of the objectives stated in the IEP transition plan.~~

~~Students not receiving the standard high school diploma, but earning the Certificate of High School Program Completion achievement may participate in all graduation ceremonies and activities according to the participation guidelines applied to all students.~~

### High School Exit Examination

~~Each student completing grade 12 shall have successfully passed the California State High School Exit Exam (CAHSEE) in language arts and mathematics as a condition of high school graduation.~~

~~Supplemental instruction will be offered to any student in grade 7-12 who does not~~



~~demonstrate "sufficient progress," as defined in Board policy, toward passing the exit exam:~~

~~Students who have not passed one or both parts of the exit exam by the end of grade 12 shall have the opportunity to receive intensive instruction and services, through an alternative program, for up to two consecutive academic years after completion of grade 12 or until they have passed both parts of the exam, whichever comes first.~~

~~In addition to intensive remedial instruction, the district will offer students who have passed all state and local graduation requirements except for passage of one or both parts of the exit exam the following options beyond their regular senior year until they pass the exam:~~

~~Enrollment in one of our alternative educational programs, such as Canyon Oaks, Mountain Park Independent Study, Adult Education completion program, and/or any additional alternative program that may be available in association with the Monrovia Unified School District.~~

~~These programs will provide intensive intervention in order to assist student to successfully pass all missing parts of the California High School Exit Exam.~~

~~The Superintendent or designee will regularly report to the Board regarding the number of students who have fulfilled all local and state graduation requirements except for the passage of the exit exam and the resources that have been offered to such students.~~

#### General Education Development Test

~~California residents who are at least 18 years old may complete a general educational development test and be awarded a California high school equivalency certificate.~~

#### Retroactive Diplomas

~~Any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination shall be granted a high school diploma. (Education Code 51413)~~

~~In addition, the district may retroactively grant high school diplomas to former students who: (Education Code 48204.4, 51430, 51440)~~

- ~~1. Departed California against their will while in grade 12 and did not receive a diploma because the departure interrupted their education, provided that they were in good academic standing at the time of the departure~~

Persons may be considered to have departed California against their will if they were in custody of a government agency and were transferred to another state, were subject to a lawful order from a court or government agency that authorized their removal from California, were subject to a lawful order and were permitted to depart California before being removed from California pursuant to the lawful order, were removed or were permitted to depart voluntarily pursuant to the federal Immigration and Nationality Act, or departed due to other circumstances determined by the district that are consistent with the purposes of Education Code 48204.4.

In determining whether to award a diploma under these circumstances, the Superintendent or designee shall consider any coursework that may have been completed outside of the United States or through online or virtual courses.

2. ~~Were The district may retroactively grant a high school diploma to a former student who was~~ interned by order of the federal government during World War II or ~~who is are an~~ honorably discharged veterans of World War II, the Korean War, or the Vietnam War, provided that ~~he/she they was were~~ enrolled in a district school immediately preceding the internment or military service and ~~he/she~~ did not receive a diploma because ~~his/her their~~ education was interrupted due to the internment or military service in those wars. ~~The Board may also grant a retroactive high school diploma to a former student, in accordance with Ed. Code 51440 and 51442, which relates to former students who have served as members of the Armed Forces and have received an honorable discharge.~~

Deceased former students who satisfy these conditions may be granted a retroactive diploma to be received by their next of kin.

3. Are veterans who entered the military service of the United States while in grade 12 and who had satisfactorily completed the first half of the work required for grade 12 in a district school.
4. Are former members of the military, a resident of California, and received an honorable discharge, or, are current members of the military, a resident of California, and a resident of California when entering the military In determining whether to award a diploma under these circumstances, the Superintendent or designee shall evaluate classes completed in any high school, community college, or state college, grant credit toward graduation for military service and training received while in the military, and if satisfied that the person has completed the equivalent of the requirements for graduation from high school, grant the person a diploma of graduation.
5. Were in their senior year of high school during the 2019-2020 school year, were in good academic standing and on track to graduate at the end of the 2019-2020

school year as of March 1, 2020, and were unable to complete the statewide graduation requirements as a result of the COVID-19 crisis.

In addition, the Board may retroactively grant a diploma to a deceased former student who satisfies the above conditions. The diploma shall be received by the deceased student's next of kin [AR 6146.1(a-e)].

### Challenge Regulations

~~A student can earn semester periods of credit by challenge which involves scoring at the "A" level on a test covering ALL course competencies. The Challenge regulations are as follows:~~

- ~~1. A course to be challenged must be upward in sequence.~~
- ~~2. A challenge may apply to only one course or requirement per year.~~
- ~~3. A maximum of 20 credits is allowed in sequence courses~~
- ~~4. A challenge must be at the student's school of residence unless the course is not offered.~~
- ~~5. A student may challenge a specific course only once.~~
- ~~6. Challenge applications must be received and an exam taken prior to starting the course.~~
- ~~7. Challenges may be applied only to courses where participation or physical exercise is not essential to meeting the major course objectives.~~
- ~~8. The challenge assessment process/instrument is to be a local department's authority until a district wide challenge test is approved.~~
- ~~9. The department head's decision involving demonstration of skill is final for the advanced skill or artistic level.~~
- ~~10. Challenges apply only to approved courses within the Monrovia Unified School District.~~

### Summer Graduates:

Seniors who would normally have graduated with their class, yet were unable to because they ~~had not yet passed the CAHSEE and/or~~ were short 5 ~~15~~ or fewer credits may immediately attend ~~adult summer~~ school (following their senior year), satisfactorily complete the missing requirement ~~by June 30th~~, and the receive their diploma from their original school site.

### **Honorary Diplomas**

The Board may grant an honorary high school diploma to: (Education Code 51225.5)

1. An international exchange student who has not completed the course of study ordinarily required for graduation and who is returning to the student's home country following the completion of one academic school year in the district;

2. A student who is terminally ill.

The honorary diploma shall be clearly distinguishable from the regular diploma of graduation awarded by the district. (Education Code 51225.5)

Revised: April 17, 2024 (Proposed)

Revised: September 24, 2008

(Changed Board Policy number from BP 5127 High School Graduation Requirements)

(Revised: May 2005)

(Adopted: August 7, 1985)

## HIGH SCHOOL GRADUATION REQUIREMENTS

Requirements for graduation, and specified alternative means for completing the prescribed course of study shall be made available to students, parents/guardians, and the public.

Students shall not be required to have resided within the district for any minimum length of time as a condition of high school graduation.

If a student successfully completes the district's graduation requirements while attending a juvenile court school or nonpublic, nonsectarian school or agency, the district shall issue the student a diploma from the school the student last attended.

Diplomas of graduation from high school only after completing a prescribed course of study and meeting the graduation assessment requirements established by the state and District the superintendent or designation that parents and/or Guardians are properly notified of the district requirements for graduation and will establish procedures for parents and their Guardians involvement and consultation in instances where a student has not met requirements.

### Requirements for Graduation

Students in grades 9 through 12 shall complete the following course of study in order to receive a graduation diploma. Required credits for graduation at each of the Monrovia Unified Schools are as follows:

Monrovia High School	220 credits
Canyon Oaks High School	180 credits
Mountain Park School	220 credits
Monrovia Community Adult School	150 credits
English	40 credits
World History and Culture	10 credits
United States History	10 credits
American Government	5 credits
Economics	5 credits

**Mathematics****20 credits**

(students shall complete at least one mathematics course that meets the state academic content standards for Algebra 1 or Integrated Mathematics 1. Students may complete such coursework prior to grade 9 provided that they also complete three mathematics courses, or 20 credits, in grades 9-12.) (Education Code 51224.5)

**Science****20 credits**

(must include 10 credits of life science and 10 credits of physical science)

**Visual and Performing Arts / World Languages****20 credits****Electives and or additional academic credits required:**

Monrovia High School	70 credits
Canyon Oaks High School	30 credits
Mountain Park School	70 credits
Monrovia Community Adult School	0 credits

Grade (A, B, C, or D) earns a student 10 credits per term unless granted otherwise by the principal, and the variations will be on file in the Office of Educational Services. All passing grades received Equal Credit in any given class.

**Alternative Program**

Recognizing that the prescribed course of study may not accommodate the needs of some students, the Board shall adopt alternative means for the completion of the prescribed course of study. Students in danger of not earning the required 55 credits (including 10 credits of English) annually must participate in a supplemental or replacement instructional program.

An alternative program for completing graduation requirements provides students with options other than the traditional method of attending classes for a prescribed period of time in order to earn a predetermined number of credits. Alternative programs may include:

1. Challenging of classes through special examination;
2. Independent study;
3. Community Based study;

4. College classes;
5. Adult Education classes;
6. Continuation High School classes;
7. Distance Learning/Online courses;
8. After school/evening courses; and/or
9. Summer school

A proposal for an alternative course of study may be originated by students, parents/guardians, community members, or staff, and must represent an alternative approach to acquiring the same body of knowledge, skills, or understanding as a traditional required or elective course.

The Superintendent or designee shall establish procedures to implement the provision for alternative programs.

Prior to consultation with the principal and/or counselor having occurred, students may earn additional credits above those that can be earned with a normal program of studies during each semester. Refer to BP 6146.11 for process and pre-approval forms.

#### Correspondence/Distance Learning Instruction

Students enrolled in the district high schools may receive instruction through distance learning courses provided by the University of California or another university or college in California accredited for teacher training under the provisions of the Education Code in subjects included within or related to the course of study of the high schools, and which for good reason cannot be taken by the student. If a student wishes to receive high school credit, they must receive prior approval from the principal and/or designee before taking a distance learning course.

Once written approval has been received, and subsequently, the correspondence course is completed, the student must submit a transcript showing successful completion of the course in order to receive credit. The course shall be one that satisfies college entrance requirements, applies toward college-level general education requirements, or is part of a vocational or career technical education course leading to a degree or certificate. The district will grant credit for correspondence instruction under the following conditions:

1. The correspondence instruction is provided by the University of California, or another accredited university or college in California, in subjects included

within or related to the student's course of study.

2. The student is, for good reason, unable to take the course of study offered in the school.
3. No more than 20 semester credits of correspondence instruction are credited to a student toward graduation.

For the purpose of determining appropriate credits, the following guidelines are provided:

1. 4 Unit Quarter-System College Course (UC/CSU) is equivalent to 10 semester units for high school credit.
2. 3 Unit Semester-System College Course (UC/CSU) is equivalent to 10 semester units for high school credit.

The expense/cost of any distance learning course will be the responsibility of the student and their parent/guardian. Refer to BP 6146.11 for process and pre-approval forms.

### Third Year Graduation Candidates

Third-year students will be permitted to use no more than 10 adult school credits toward their graduation from the Comprehensive High School program.

1. The student will have completed 220 earned credits by the end of the first term for the senior year.
2. The student must declare in writing to the Monrovia High School principal or designee by January of the third year that they wish to graduate at the end of the third year.
3. Written permission from the parent and or Guardian must be included in the written request.
4. The following criteria will be used in considering candidates for early graduation:
  - a. Personal reasons (must be of an emergency or crucial nature) which may justify early graduation. Requests will be considered on a case-by-case basis.
  - b. The decision of the high school administration and counseling department may be appealed to the school district superintendent or the superintendent's design.

### Mid-Year Graduation Candidates

1. A student who wishes to graduate mid-year of their senior year must declare this intention to the Monrovia High School principal in writing by the end of the junior



- year.
2. Only one class in Adult School each semester of the junior or senior year may be taken.
  3. The student will have completed 220 earned credits by the end of the first term for the senior.
  4. The student will have successfully completed all subject area credit.
  5. The decision of the high school administration and counseling department may be appealed to the school district Superintendent or designee.

### Transfer Students

Transfer students must meet all requirements of the Monrovia Unified School District in order to receive a high school diploma from the school in which they are enrolled.

Revised: April 17, 2024 (Proposed)

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