



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 OPEN SESSION MEETING

Wednesday, March 22, 2023

6:30 p.m. - Board Room

****Pursuant to Govt. Code Sect. 54953(b), Board President Traci Gholar will participate in tonight's meeting via teleconference at the following location: 7723 SW 79th Drive, Gainesville, FL 32608. The teleconference location is open to the public, and any member of the public will have an opportunity to address the Governing Board from the teleconference location in the same manner as if that person attended the regular meeting location. All action taken during this teleconferenced meeting shall be by roll call vote.****

A. 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 Mayflower Elementary School, Michele Costarella, Principal
3. Roll Call:
 Traci Gholar, Board President _____ Ryan D. Smith, Superintendent _____
 Jennifer Anderson, Board Vice-Pres. _____ Gregoire Francois, Deputy Supt. _____
 Rob Hammond, Board Clerk _____ Jessica Garcia, Asst. Supt. Bus. Svcs. _____
 Maritza Travanti, Board Member _____ Greg Puccia, Asst. Supt. HR _____
 Selene Lockerbie, Board Member _____
 Emma Nahapetian, Student Board Member _____

B. 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 8, 2023
 Motion by _____, seconded by _____, Vote _____
 Board Member Lockerbie_, Board Member Travanti_, Board Member Hammond_,
 Board Member Anderson_, Board President Gholar_.
[BM Minutes 03.08.2023.pdf](#)

C. RECOGNITIONS AND COMMUNICATIONS

1. Board Member Reports
2. Student Board Member Report
3. Report from the Superintendent

D. 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

E. STAFF PRESENTATIONS

1. SPECIAL EDUCATION UPDATE

The Board of Education will receive a Special Education update.

2. MEASURE MM FACILITIES UPDATE

The Board of Education will receive a Measure MM Facilities update.

F. 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 Lockerbie_, Board Member Travanti_, Board Member Hammond_,

Board Member Anderson_, Board President Gholar_.

EDUCATIONAL SERVICES

1. 22/23-1104 - AGREEMENT WITH FOOD ED FOR CLIFTON MIDDLE SCHOOL GARDEN BUILD

The Board of Education is requested to approve an agreement with Food ED to build a garden space at Clifton Middle School to support an integrated garden and food science program for students.

[Food ED Clifton Build Proposal 2023 - 20230322.pdf](#)

BUSINESS SERVICES

2. 22/23-2118 - PURCHASE ORDERS AND PAYMENT OF BILLS

The Board of Education is requested to ratify purchase orders in the amount of \$1,809,216.50 issued February 3, 2023, through March 3, 2023, and payments in the amount of \$7,581,928.20 issued February 23, 2023, through March 7, 2023.

[BA Item 2118\(b-c\) Purchase Order Rpt 3-22-23.pdf](#)

3. 22/23-2119 - DISTRICT CASH RECEIPTS

The Board of Education is requested to receive District cash receipts, Deposit Report No. 28 through No. 29, deposited February 28, 2023, through March 8, 2023, for a total amount of \$446,832.54.

[BA Item 2119\(b-c\) Deposit Rpt #28-#29 3-22-23.pdf](#)

4. 22/23-2120 - BUDGETARY TRANSFERS AND REVISIONS

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

[BA Item 2120\(b\) Budgetary Transfers 3-22-23.pdf](#)

5. 22/23-2121- ACCEPTANCE OF GIFTS

The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 2023-11.

[Acceptance of Gifts #2023-11 03-22-23.pdf](#)

6. 22/23-2122 - PROFESSIONAL SERVICE AGREEMENTS

The Board of Education is requested to approve the Professional Service Agreements Report #12 for the Monrovia Unified School District 2022-23 SY.

[Professional Service Agmts #12.pdf](#)

HUMAN RESOURCES

7. 22/23-3076 - PERSONNEL ASSIGNMENTS

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

[BRD_REPORT_20230322_Personnel_Report_14.pdf](#)

8. 22/23-3077 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL

The Board of Education is requested to approve Travel and Conference Report #13.

[03222023TravelConference.pdf](#)

G. ACTION ITEMS (Non-Consent)

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

1. 22/23-1101 - CONTRACT WITH LANGUAGE TESTING INTERNATIONAL

The Board of Education is requested to approve a contract with Language Testing International (LTI) for a one-year subscription for Assessment of Performance toward Proficiency in Language.

Motion by _____, seconded by _____, Vote _____

Board Member Lockerbie_, Board Member Travanti_, Board Member Hammond_,

Board Member Anderson_, Board President Gholar_.

[LTI - AAPPL Spring 2023 \(Revised #2\) V1 - 20230310.pdf](#)

[LTI Privacy Policy.pdf](#)

[LTI Terms and Conditions.pdf](#)

2. 22/23-1103 - PUBLIC REVIEW OF RECOMMENDED TEXTBOOK

The Board of Education is requested to accept for public review the textbook *College Physics for the AP Physics Courses, Third Edition*, by Bedford, Freeman & Worth, for use in the high school science program beginning in the 2023-24 school year before the adoption of the textbook.

Motion by _____, seconded by _____, Vote _____

Board Member Lockerbie_, Board Member Travanti_, Board Member Hammond_,

Board Member Anderson_, Board President Gholar_.

BUSINESS SERVICES – Jessica Garcia, Asst. Supt. of Business Services

3. 22/23-2124 - MEMORANDUM OF UNDERSTANDING (MOU) WITH LIQUIDITY SERVICES OPERATIONS, LLC DBA GOVDEALS

The Board of Education is requested to approve a Memorandum of Understanding (MOU) with Liquidity Operations Services, LLC DBA GovDeals to provide additional online auction resources for the District to facilitate and provide online auction platform services to support and improve District surplus auction marketing, advertising, buyer leads, sales revenue and profit margin activities.

Motion by _____, seconded by _____, Vote _____

Board Member Lockerbie_, Board Member Travanti_, Board Member Hammond_,
Board Member Anderson_, Board President Gholar_.

[BA Item 2124\(b\) MOU with Liquidity Services Operations, LLC 3-22-23.pdf](#)

H. INFORMATION ITEMS

1. BOARD POLICY 4127, *TEMPORARY ATHLETIC COACHES*, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION

The Board of Education is requested to receive for Board Policy and Administrative Regulation 4127, *Temporary Athletic Coaches*, as recommended by the California School Boards Association (CSBA).

[BP 4127 Temporary Athletic Team Coaches Board Policy.pdf](#)

[AR 4127 Temporary Athletic Team Coaches Administrative Regulation.pdf](#)

2. BOARD BYLAW 9320, *MEETINGS AND NOTICES*

The Board of Education is requested to receive for first reading Board Bylaw 9320, *Meetings and Notices*, as recommended by the California School Boards Association.

[9320_BB_MEETINGS_AND_NOTICES Updated 03.22.2023.pdf](#)

3. BOARD BYLAW 9321, *CLOSED SESSION*

The Board of Education is requested to receive for first reading Board Bylaw 9321, *Closed Session*, Board Bylaw 9321, Exhibit 1, and Board Bylaw 9321, Exhibit 2, as recommended by the California School Boards Association.

[9321_BB_CLOSED_SESSION Updated 03.22.2023.pdf](#)

[9321_BB_Exhibit 1 CLOSED_SESSION.pdf](#)

[9321_BB_Exhibit 2 CLOSED_SESSION.pdf](#)

4. BOARD BYLAW 9323, *MEETING CONDUCT*

The Board of Education is requested to receive for first reading Board Bylaw 9323, *Meeting Conduct*, as recommended by the California School Boards Association.

[9323_BB_MEETING_CONDUCT Updated 03.22.2023.pdf](#)

5. BOARD BYLAW 9323.2, *ACTIONS BY THE BOARD*

The Board of Education is requested to receive for first reading Board Bylaw 9323.2, *Actions by the Board*, 9323.2 Exhibit 1, and 9323.2 Exhibit 2, as recommended by the California School Boards Association.

[9323.2_BB_ACTIONS_BY_THE_BOARD Updated 03.22.2023.pdf](#)

[9323.2_BB_Exhibit 1 ACTION BY THE BOARD New 03.22.2023.pdf](#)

[9323.2_BB_Exhibit 2 ACTION BY THE BOARD New 03.22.2023.pdf](#)

I. FUTURE MEETING DATES

- April 12, 2023; 6:30 p.m. - Regular Board of Education Meeting
- April 26, 2023; 6:30 p.m. - Regular Board of Education Meeting
- May 10, 2023; 6:30 p.m. - Regular Board of Education Meeting

J. NEW BUSINESS

Monrovia Elementary Olympics - March 30, 2023

Cesar Chavez Day (ALL SITES CLOSED) - March 31, 2023

Spring Break (ALL SITES CLOSED) - April 3, 2023 - April 7, 2023

OPEN HOUSES

Clifton - Thursday, March 23, 2023; 6:00 pm

Mayflower - Tuesday, March 28, 2023; 6:00 pm

Monroe - Tuesday, March 28, 2023; 6:00 pm

Plymouth - Tuesday, March 28, 2023; 6:00 pm

Santa Fe - Wednesday, March 29, 2023; 6:00 pm

COHS/MP - Wednesday, March 29, 2023; 6:00 pm

CELC - Thursday, March 30, 2023; 5:00 pm

Bradoaks - Tuesday, April 25, 2023; 6:00 pm

Wild Rose - Tuesday, April 25, 2023; 6:00 pm

K. 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 OPEN SESSION MEETING

Wednesday, March 8, 2023

6:30 p.m. - Board Room

UNADOPTED MINUTES

****Pursuant to Govt. Code Sect. 54953(b), Board President Traci Gholar will participate in tonight's meeting via teleconference at the following location: 7723 SW 79th Drive, Gainesville, FL 32608. The teleconference location is open to the public, and any member of the public will have an opportunity to address the Governing Board from the teleconference location in the same manner as if that person attended the regular meeting location. All action taken during this teleconferenced meeting shall be by roll call vote.****

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

1. Meeting called to order by presiding chairperson, Traci Gholar at 6:30 pm.
2. Pledge of Allegiance by Wild Rose School of Creative Arts - Principal, Paige Ramos

3. Roll Call:

Traci Gholar, Board President Present
Jennifer Anderson, Board Vice-Pres. Present
Rob Hammond, Board Clerk in route
Maritza Travanti, Board Member Present
Selene Lockerbie, Board Member Present
Sarah Tripp, Student Board Member Present

Ryan Smith, Superintendent Present
Gregoire Francois, Deputy Superintendent Present
Jessica Garcia, Asst. Sup., Bus. Svcs. Present
Greg Puccia, Asst. Sup., HR Present

B. 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.

Board Member Travanti requested to pull Consent item #1 and move it to Action. Will be moved to the beginning of Action items, called item 1A.

2. Approve the Minutes of the Regular Board of Education Meeting on February 22, 2023 Motion by Board Member Travanti, seconded by Board Member Anderson, Vote 4-0 Board Member Lockerbie Y, Board Member Travanti Y, Board Member Hammond Not present, Board Member Anderson Y, Board President Gholar Y.

[BM 02.22.2023 Minutes.pdf](#)

C. RECOGNITIONS AND COMMUNICATIONS

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

- **Robert Crowder, Head Custodian, Bradoaks Elementary Science**
- **Academy Heather Povinelli, Teacher, Bradoaks Elementary Science Academy**
- **Thomas Bogdon, Office Manager, Wild Rose School of Creative Arts**
- **Geovanna Loeza, Teacher, Wild Rose School of Creative Arts**

2. Recognition of MUSD Social Workers as part of *National School Social Work Week* Maricela Fernandez, the school social worker, was recognized for National School Social Work Week. Ms. Fernandez shared a presentation highlighting the work she has done at the elementary schools.

Board Member Travanti thanked the school social worker.

3. Board Member Reports

Board Member Lockerbie reported on Monrovia Youth Baseball League's Opening Day ceremonies held in the MHS gymnasium. She next reported on the SPCA drumline competition hosted by Monrovia High School last weekend.

Board member Travanti reported on Read Across America which took place in Monrovia schools on March 2. She next reported on the Monrovia Rotary Four-Way Speech contest. MHS students Guadalupe Hilario, 11th grade, came in first place, Yazmine Siam, 9th grade, took second place, and senior Jack Heatherly came in third place.

Board Member Anderson reported on her visit to Bradoaks Femineers classroom. She thanked the Board for approving the purchase of a kit for every student because they were able to develop their independent learning and building skills. These skills will come in useful for our future Robotics program members. The students were also very excited so they could bring their kit home to practice more there. She shared

that the Robotics Championships would be hosted by MHS on Saturday, March 11. Board Member Anderson next reported on her time at Bradoaks working with Mr. October's class on the Civics lesson she calls "How to learn about equity, empathy, advocacy, and math while gardening" for Project Based Learning (PBL). Next, she reported on a series of Learning Walks she participated in at SFCSMS and MHS. Thanked all the teachers that participated in these Learning Walks. Finally, she shared on the CEL Workshop she participated in.

4. Student Board Member Report

Sarah Tripp reported on preparation happening at COHS and Mt. Park for their WASC accreditation. She also shared that MCAS is giving COHS and Mt. Park seniors the opportunity to enroll in the Construction and Medical Assisting programs through special funding. Finally, Miss Tripp reported in February that Citrus College made two visits to campus to meet with seniors from both Mountain Park and Canyon Oaks. Interested seniors were able to learn about the Promise program which provides two years of free tuition for students.

5. Report from the Superintendent

Dr. Smith reported on the Children's Art Festival to celebrate Black History Month, a joint venture between Monrovia USD and the Monrovia Duarte Black Alumni Association. He expressed his gratitude to the City of Monrovia for allowing us to use the community center, acknowledged Byron Hurst, Barbara Gholar, and Sharon Morris from MDBAA, and Patrick Garcia, Morgan Hogan, teachers across the district, Dr. Francois, Gustavo Olguin, Assembly Member Chris Holden of the State Assembly.

D. 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.

- **Parent Brisa Lambaren expressed her concern about "slap boxing" happening in the bathrooms at MHS.**
- **Mr. Dave Hart thanked the Board for Capturing Kids' Hearts and invited the Board to various activities happening at SFCSMS.**

***Note: Board Member Hammond arrived at 7:26 pm.**

2. Public Comments for items on the Open Session Agenda

There are none.

3. Public Comments for items on the Closed Session Agenda

There are none.

E. STAFF PRESENTATIONS

1. 2021-22 AUDIT REPORT

The Board of Education is requested to receive the auditor's report on the financial statement of the Monrovia Unified School District for the 2021-22 fiscal year.

Monrovia Unified SD 2021-2022 FINAL.pdf

The Audit Report was presented by Ms. Shaw of Christy White Associates.

Board Member Travanti: How did you verify actions taken by the district on the findings on page 80? Ms. Shaw answered: there were three findings. The first was for vacation balances and the district has reduced the balance of the liability by almost 40%, the second finding had to do with the direct cost allocation of the child nutrition program and how the cost is being split between the child nutrition program and the child and adult food program. The allocation method was reviewed and the auditors felt that there was a good process in place to properly charge the two programs. The final finding had to do with the Corona Virus Relief funding and a specific charge that was going to extend over the life of those funds. The district moved the source of funding for that item.

Board Member Lockerbie followed up by asking if vacation time is still an issue. Ms. Shaw answered that it has been brought down significantly and progress has been made to an acceptable number.

Board Member Travanti: When did you get started on this audit work? Ms. Shaw: Throughout the year beginning in April and May of last year would have started some of the testing, then continued in September and extended due to the hiring of a new CBO.

Board Member Travanti: Who do you interview as part of this process? Ms. Shaw: We interview several people including payroll, HR, business services, and school site level.

Board Member Travanti: Is the Board President not on the list of those interviewed? Ms. Shaw: we can interview the Board President ed to the list if the district would like us to. Ms. Travanti: would like to see the Board President interviewed going forward.

Board Member Travanti was surprised there were no findings/recommendations.

Board Member Anderson: Regarding page 32 and 35, please give me a better understanding of Fair Value and the comment made about the adjustment needing to be included. Ms. Shaw: The value of your cash is invested in various things throughout the LA County Treasury, if we looked at true market value today, the cash is less than what is recorded on your books.

Board Member Travanti: Requested clarification on the second line on the Table of Contents, Management's Discussion and Analysis, is that what you refer to in your management letter is the industry lingo. Ms. Shaw: It is a summarized version of your financials and the district gets to choose what's in that section.

F. 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: Item 1 moved to Action 1A

Approval of Consent Agenda:

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

EDUCATIONAL SERVICES

~~1. 22/23-1102-AGREEMENT WITH FOOD ED FOR MAINTENANCE OF ELEMENTARY SCHOOL SITES OUTDOOR LEARNING SPACES~~ *Moved to Action

~~The Board of Education is requested to approve an agreement with Food ED to create and care for the outdoor learning spaces at each of the five elementary school sites. These spaces will be utilized for garden and food science programs, outdoor literacy gardens, and calming spaces to promote students' social-emotional well-being. The contract will cover the one-time infrastructure projects for the remainder of the 2022-23 school year for each site.~~

BUSINESS SERVICES

2. 22/23-2111 - PURCHASE ORDERS AND PAYMENT OF BILLS

The Board of Education is requested to ratify purchase orders in the amount of \$1,744,484.71 issued February 3, 2023, through February 17, 2023, and payments in the amount of

\$1,117,370.80 issued February 8, 2023, through February 22, 2023. [BA Item 2111\(b-c\) Purchase Order Rpt 3-8-23.pdf](#)

3. 22/23-2112 - DISTRICT CASH RECEIPTS

The Board of Education is requested to receive District cash receipts, Deposit Report No. 27, deposited February 17, 2023, for a total amount of \$925,014.66.

[BA Item 2112\(b\) Deposit Rpt #27 3-8-23.pdf](#)

4. 22/23-2116 - FOOD CATERING TRUCK AGREEMENT - HOT DOG ON A STICK

The Board of Education is requested to approve a food catering truck agreement with Hot Dog on a Stick for a fundraising event at Clifton Middle School in the Monrovia Unified School District.

[BA Item 2116\(b\) Food Catering Truck Agreement \(Hot Dog on a Stick\) 3-8-23.pdf](#)

HUMAN RESOURCES

5. 22/23-3060 - PERSONNEL ASSIGNMENTS

The Board of Education is requested to approve Personnel Assignments Report #13. [BRD Report 20230308 Personnel Report 13.pdf](#)

6. 22/23-3066 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL

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

[03082023TravelConference.pdf](#)

7. 22/23-3067 - MEMORANDUM OF UNDERSTANDING AND AGREEMENT WITH CALIFORNIA STATE UNIVERSITY'S CALSTATE TEACH PROGRAM

The Board of Education is requested to renew the Field Experience Participant/Student Teaching Agreement with California State University Teacher Preparation Program.

[CST X Monrovia USD \(3\).pdf](#)

BOARD BUSINESS

8. 22/23-5046 - BOARD POLICY 3470, DEBT ISSUANCE AND MANAGEMENT

The Board of Education is requested to approve Board Policy 3470, *Debt Issuance and Management*, as recommended by the California School Boards Association.

[3470 BP Debt Issuance and Management.pdf](#)

G. ACTION ITEMS (Non-Consent)

EDUCATIONAL SERVICES

1A. *Moved from Consent* 22/23-1102 - AGREEMENT WITH FOOD ED FOR MAINTENANCE OF ELEMENTARY SCHOOL SITES OUTDOOR LEARNING SPACES

The Board of Education is requested to approve an agreement with Food ED to create and care for the outdoor learning spaces at each of the five elementary school sites. These spaces will be utilized for garden and food science programs, outdoor literacy gardens, and calming spaces to promote students' social-emotional well-being. The contract will cover the one-time infrastructure projects for the remainder of the 2022-23 school year for each site.

Board Member Travanti asked that this item be moved to Action because she felt the community need to hear about this. All elementary students will benefit from this contract. Some students live in homes where they do not have access to Gardens. This is a step forward in equity for our children.

Board Member Lockerbie: Some people don't know where food comes from. This helps students understand where food comes from, and that it just tastes better. It helps to develop a healthy perspective of food and of eating.

Dr. Ritzau: Thank you for believing in this partnership. Thank you for allowing us to do our work better and help us improve the spaces.

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

[Food ED Agreement - 20230308.pdf](#)

BUSINESS SERVICES – Jessica Garcia, Asst. Supt. of Business Services

1. 22/23-2117 - SECOND INTERIM REPORT FOR THE 2022-23 FISCAL YEAR

The Board of Education is requested to approve a positive certification that the Monrovia Unified School District will be able to meet its financial obligations for 2022-23 and the subsequent two fiscal years.

Board Member Anderson: With the 3% reserve, is that on ending balance, beginning balance, or on an average? Ms. Garcia: We look at the total expenses for both the unrestricted and restricted side of the budget, we also look at the transfer outs from the budget, take all those expenses and take 3% of that total and reserve it on the unrestricted side of the fund and we put it aside.

Board Member Anderson: As we look forward with Measure MM funds, will our budget look different? Ms. Garcia: Bond dollars go into a separate fund, not included in the general fund.

Board Member Travanti thanked Ms. Garcia for her very concise and easy-to-follow presentation.

Board Member Lockerbie echoed Ms. Travanti.

Board Member Lockerbie: If the projected COLA for 23-24 is 8.13% and for 24-25 goes down to 3.54%, and our PERS contribution goes up to 28.10%, how do we have an increased unassigned fund balance for 24-25 of about 15 million? Ms. Garcia: I will have to look at that particular fund balance in detail and give an answer in a Friday report.

Board Member Lockerbie: I have heard from several agencies out there, like LAO, CSBA, and news outlets, are mentioning a fiscal cliff for California in two years. They are recommending that school districts sock money away. Is that something you have heard and are you addressing that?

Ms. Garcia: Yes, we should always be conservative and plan for that rainy day. Yes, I have heard of the fiscal cliff since COVID started because of enrollment and ADA decline. State thought they would solve it with the three prior year rolling average. I couldn't assess the district in 5 weeks to determine if we are doing enough.

Board Member Hammond: Asked for clarification. There has been a slight increase in Special Education, but the government doesn't fully fund us for what Special education is. In 1978 when it was created and mandated that public schools do special ed it was promised to be funded at 40%. I think the amount that it is funded for is drastically less than that. Do you know the percentage?

Ms. Garcia: Will follow up and get the actual percentage in a Friday update.

Board Member Hammond: The burden of special education is on our general fund, do you know how much we are going to be subsidizing special ed through our general fund?

Ms. Garcia: Confirmed with Mr. Conway that it is 7 million.

Mr. Hammond: 10% of our budget is being used to subsidize something that is mandated that was supposed to be funded at 40%, that we get about 14% for.

Motion by Board Member Hammond, seconded by Board Member Travanti, Vote 4-1
Abstention

Board Member Lockerbie Abstain, Board Member Travanti Y, Board Member Hammond Y, Board Member Anderson Y, Board President Gholar Y.

[2022-23 Second Interim Report Narrative.pdf](#)

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

2. 22/23-3068 - CLINICAL AFFILIATION AGREEMENT CALIFORNIA STATE UNIVERSITY, SAN MARCOS AND MONROVIA UNIFIED SCHOOL DISTRICT

The Board of Education is requested to approve this Affiliation agreement between California State University San Marcos and the Monrovia Unified School District for five years, beginning March 8, 2023, and terminating on March 8, 2028.

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

[Clinical Education Affiliation Agreement Template 2.21 Update.pdf](#)

3. 22/23-3069 - MEMORANDUM OF UNDERSTANDING BETWEEN LOS ANGELES PACIFIC UNIVERSITY AND THE MONROVIA UNIFIED SCHOOL DISTRICT

The Board of Education is requested to approve a Memorandum of Understanding (MOU) between Los Angeles Pacific University, and the Monrovia Unified School District for a term beginning July 01, 2023, through June 30, 2028.

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

[Monrovia Unified School District-LAPU MOU 2023.pdf](#)

4. 22/23-3070 - APPROVAL OF ADDITIONAL WORK DAYS FOR HIGH SCHOOL ASSISTANT PRINCIPAL POSITIONS

The Board of Education is requested to approve a change in the number of workdays for High School Assistant Principal positions.

Board Member Lockerbie: Has this been discussed with current HS Asst. Principals? Dr. Puccia: It was discussed with Mr. Ayala. Ms. Lockerbie: What was Mr. Ayala's input on this? Dr. Puccia: This is positive for the students. Ms. Lockerbie: Will this help take some of the burden off of HS counselors? Dr. Puccia: Yes, they can help prep for the school year. Board Member Lockerbie asked to be informed about the work days of high school assistant principals in the surrounding districts. Board Member Travanti thanked the team as having the extra days will help with registration.

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

[High School Assistant Principal Pay Scale Changes.pdf](#)

5. 22/23-3071 - APPROVAL OF JOB DESCRIPTION, ALTERNATIVE EDUCATION PRINCIPAL

The Board of Education is requested to approve a new job description for the Alternative Education Principal.

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

[Alternative Education Principal 2.0.pdf](#)

6. 22/23-3072 - COLLECTIVE MEMORANDUMS OF UNDERSTANDING FOR AN EARLY RETIREMENT INCENTIVE FOR ELIGIBLE EMPLOYEES

The Board of Education is requested to approve the collective Memorandums of Understanding with the Monrovia Teachers Association (MTA), California School Employees Association (CSEA), Monrovia Association of School Administrators (MASA), and Confidential/Classified Management (C/CM), for an Early Retirement Incentive for Eligible Employees.

Board Member Travanti: This is not an incentive to get people to retire, it is an incentive to let the district know early.

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

[EARLY TELL MOU SIGNED.pdf](#)

[Signed copy of early tell CSEA.pdf](#)

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

7. 22/23-5047 - RESOLUTION NO. 2223-16, RECOGNIZING MARCH 5-11 AS "NATIONAL SCHOOL SOCIAL WORK WEEK"

The Board of Education is requested to adopt Resolution No. 2223-16, recognizing March 5-11, 2023, as "*National School Social Work Week*," celebrating the contribution of school social workers to the students of Monrovia Unified School District.

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

[Resolution 2223-16 School Social Worker Week.pdf](#)

8. 22/23-5048 - RESOLUTION PROCLAIMING MARCH 6-10, AS "NATIONAL SCHOOL BREAKFAST WEEK"

The Board of Education is requested to adopt Resolution No. 2223-17, proclaiming the week of March 6-10, 2023, as "*National School Breakfast Week*," and declaring that breakfast served during National School Breakfast Week will continue to be offered free to all Monrovia Unified School District students.

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

[BA Item 2115\(b\) #2223-17 National School Breakfast Week 3-8-23.pdf](#)

9. 22/23-5049 - APPOINT INITIAL MEMBERS OF MEASURE MM CITIZENS' OVERSIGHT COMMITTEE (COC)

It is recommended that the Board of Education approve initial community members to the Measure MM Citizens' Oversight Committee (COC).

Board Member Travanti thanked all those that showed an interest and applied to be on the committee.

Motion by Board Member Anderson, seconded by Board Member Travanti, Vote 4-1
Board Member Lockerbie N, Board Member Travanti Y, Board Member Hammond Y,
Board Member Anderson Y, Board President Gholar Y.

[Bd Report CBOC Appointments.pdf](#)

H. FUTURE MEETING DATES

- March 22, 2023; 6:30 p.m. - Regular Board of Education Meeting
- April 12, 2023; 6:30 p.m. - Regular Board of Education Meeting

- April 26, 2023; 6:30 p.m. - Regular Board of Education Meeting

I. NEW BUSINESS

Parent-Teacher Conferences (K-5) - March 6, 2023 - March 10, 2023

Cesar Chavez Day (ALL SITES CLOSED) - March 31, 2023

Spring Break (ALL SITES CLOSED) - April 3, 2023 - April 7, 2023

OPEN HOUSES

- MHS - Wednesday, March 15, 2023; 6:00 pm
- Clifton - Thursday, March 23, 2023; 6:00 pm
- Mayflower - Tuesday, March 28, 2023; 6:00 pm
- Monroe - Tuesday, March 28, 2023; 6:00 pm
- Plymouth - Tuesday, March 28, 2023; 6:00 pm
- Santa Fe - Wednesday, March 29, 2023; 6:00 pm
- COHS/MP - Wednesday, March 29, 2023; 6:00 pm
- CELC - Thursday, March 30, 2023; 5:00 pm
- Bradoaks - Tuesday, April 25, 2023; 6:00 pm
- Wild Rose - Tuesday, April 25, 2023; 6:00 pm

J. RECESS BOARD OF EDUCATION OPEN SESSION MEETING at 8:49 pm in memory of Marjorie Rose and Lloyd Higgins

K. CONVENE BOARD OF EDUCATION CLOSED SESSION

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

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

3. Public Employee Appointment - *Middle School Assistant Principal, High School Assistant Principal* (Government Code Section 54957)

L. ADJOURN BOARD OF EDUCATION CLOSED SESSION

M. RECONVENE REGULAR BOARD OF EDUCATION OPEN SESSION MEETING

1. Call to Order

2. Report out on Closed Session

Took action to non-reelect employee KD7016536

Ayes: Travanti, Hammond, Anderson, Gholar

Abstentions: Lockerbie

Appoint Middle School Assistant Principal Ashley Leone

Appoint High School Assistant Principal Morena Tejada-Fisher

N. ADJOURN REGULAR BOARD OF EDUCATION OPEN SESSION MEETING at 9:28 pm.

Ryan D. Smith, Superintendent and Board Secretary

Rob Hammond, Board Clerk

Agenda Item Details

Meeting Date: 2023-03-22 18:30:00

AGENDA ITEM TITLE:

1. 22/23-1104 - AGREEMENT WITH FOOD ED FOR CLIFTON MIDDLE SCHOOL GARDEN BUILD

RECOMMENDATION

The Board of Education is requested to approve an agreement with Food ED to build a garden space at Clifton Middle School to support an integrated garden and food science program for students.

Rationale:

In consultation with the Principal of Clifton Middle School and the Director of Maintenance, Operations, and Transportation, Food ED identified a space to build a garden where it will support the integrated garden and food science program. Clifton's current garden space, located within a grove of trees, is not conducive to the integrated garden and food science program. The shade from the trees significantly limits opportunities for growing necessary items in a garden lab. The new garden will provide a more stable and usable space for the garden and food science program. Food ED will provide garden maintenance and management, training for garden volunteers and teachers, and opportunities to showcase the garden program at family and community events.

Background:

Food ED has partnered with Monrovia Unified School District for its garden and food science programs and garden care since the 2020-21 school year. Their cumulative curriculum and outdoor classrooms follow students from grades TK-12 with Next Generation Science Standards (NGSS) focused curriculum and project-based learning experiences for each grade.

Budget Implication (\$ Amount):

The contract to build the garden at Clifton Middle School will cost \$14,625 and be paid from Supplemental and Concentration funds.

Legal References:

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

Additional Information:

A copy of the agreement is attached.

ATTACHMENTS

- [Food ED Clifton Build Proposal 2023 - 20230322.pdf](#)



Clifton Middle School Garden Build

**Prepared by:
Food ED
Kristin Ritzau, Executive Director
May 2022
Revised March 2023**

Table of Contents

Overview.....	2
Objectives.....	2
Opportunities.....	2
Details.....	3
Garden Build.....	3
Investment	4
Contact Information	5

Overview:

Food ED's garden and food science programs partner with grades K-12 to build a comprehensive and cumulative science focused experience that follows students through their learning career. Our program follows necessary Next Generation Science Standards (NGSS) and STEAM pedagogies for each grade while adding more complexity with each grade. Our middle school programs feature interdisciplinary learning spaces that utilize ecoliteracy as the primary vehicle for students engaging with nature, their peers, and innovative stewardship solutions. The goal of the middle school program is merge new technologies like hydroponics, robotics, and solar energy with ancient indigenous, and heritage techniques like composting, land stewardship, and organic gardening in one unique space. In this way, we celebrate diversity and culture while also introducing career pathways for students in middle school. With key partnerships, our garden programs continue to serve a larger vision and mission than just growing food as we work with key administrators and teachers to always connect what we do to the classroom experience as well.

With any space, we must have an adequate foundation to do this work. As we discussed the program with Principal Scott Moses, his desire for an integrated garden and food science program was palpable. As we discussed, the current garden and its location are not feasible for the type of work we provide. The garden is in a grove of trees and shade offering limited experience for growing necessary items in a Garden Lab. The garden must be moved if we are to work with Clifton and its community for measured success. This proposal presents a garden build for Clifton.

Objectives:

- 1) Build a stronger more useable garden space for Clifton not in the shade and able to provide a solid foundation for a garden and science program.
- 2) Provide partner schools with garden maintenance and management so the garden is well-kept and remains healthy. Plan includes organic fertilizers, pest control, seeds and plants.
- 3) Training for garden volunteers and teachers who would like to be involved in the garden program.
- 4) Showcase the garden program at a school event such as a back-to-school night, providing health education for families of the school.

Opportunities:

- 1) Achieve a more useful and beneficial garden environment for the Clifton community while removing grass and being more ecologically conscious.
- 2) Emphasize STEAM garden and food science pedagogy as an interactive method to introduce NGSS requirements in exciting and engaging ways.
- 3) Students will learn not only about gardens and food, but how to apply this learning to problem solving, their culture and heritage, environmental science, and healthy living concepts.

- 4) Food ED is run by local experts in the San Gabriel Valley which means we are dedicated to community partnerships with our schools, teachers, and district for measured success.
- 5) Food ED runs collaboratively, meaning we meet with key stakeholders and community members to make sure the garden is meeting their desires and goals for what they produce and what they want the space to become.

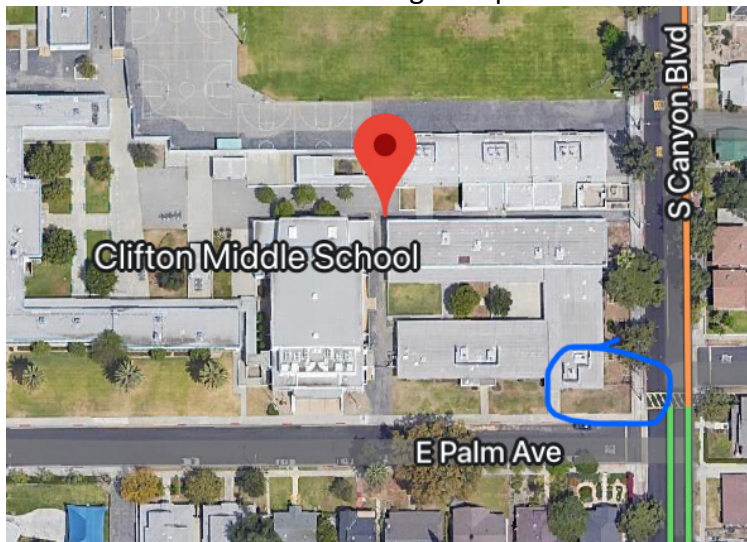
Details:

Food ED collaborates with communities and schools to construct and sustain edible education sites hosting programs on ecosystem stewardship, healthy living, and environmental innovation and entrepreneurship. Food ED welcomes the opportunity to present a build proposal for Clifton Middle School for 2023.

Garden Build

The new garden will include:

- South facing off the Palm Avenue side of the school. A south facing garden presents the best growing conditions for sun for a garden.
- Grass removal and new irrigation system that will conserve water.
- Eco-friendly raised beds and an ADA accessible raised bed.
- New seating so classes can spend time in the garden.
- A new fence for securing the space.



Picture 1: Map location of proposed future garden



Picture 2: Proposed future garden

Investment:

Clifton Garden Build					
Item	Unit price	Units	Total to Food ED	District contractors	Notes
Removal of grass			\$ 1,000.00		
Build Fence/new gate				\$ 11,200.00	Quoted to Anthony Parada
Decomposed granite installation				\$ 17,905.00	Quoted to Anthony Parada
Raised beds	\$300	6	\$ 1,800.00		
ADA accessible bed	\$350	1	\$ 350.00		
Irrigation install and materials			\$ 2,500.00		
Demo old garden			\$ 1,500.00		
Raised bed install	200	7	\$ 1,400.00		
Soil	\$175	7	\$ 1,225.00		
Soil delivery			\$ 150.00		
Tools and hoses			\$ 300.00		
Storage shed with platform base	\$800	1	\$ 1,500.00		
Storage shed build			\$ 300.00		
Picnic tables	\$400	4	\$ 1,600.00		
Design fee/overhead			\$ 1,000.00		
Total estimated			\$ 14,625.00	\$ 29,105.00	
Total to Food ED					
\$	14,625.00				
Total					
\$	43,730.00				

Prepared by,
Food ED
Food Exploration and Discovery
EIN 85-1113722

Kristin Ritzau, Founder & Executive Director
(805) 259-8479
krisritzau@explorefooded.org
explorefooded.org



Signatures



2/28/23

Kristin Ritzau, PhD
Executive Director
Food Exploration and Discovery

Date

Dr. Ryan Smith
Superintendent
Monrovia Unified School District

Date

Agenda Item Details

Meeting Date: 2023-03-22 18:30:00

AGENDA ITEM TITLE:

2. 22/23-2118 - PURCHASE ORDERS AND PAYMENT OF BILLS

RECOMMENDATION

The Board of Education is requested to ratify purchase orders in the amount of \$1,809,216.50 issued February 3, 2023, through March 3, 2023, and payments in the amount of \$7,581,928.20 issued February 23, 2023, through March 7, 2023.

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 2118\(b-c\) Purchase Order Rpt 3-22-23.pdf](#)

Report ID: FIN-PROC-0099

Run Date: 03/09/2023

Run Time: 3:28:26 PM

Monrovia Unified School District

Purchase Order Board List

From 02/03/23 - To 03/03/23

Cover Page

Prompts and Parameters

From Approval Date: 2/3/23

To Approval Date: 3/3/23

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: 03/09/2023

Purchase Order Board List

Run Time: 3:28:26 PM

From 02/03/23 - To 03/03/23

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
02/03/23	PO1-64790-6010030-230000000307-3-Modification	2	CROSS COUNTRY SUB SYSTEM OPEN PO FOR 2022_2023	0000223436-CROSS COUNTRY EDUCATION	Personnel Services	01.0-32140.0-11100-10000-5810-6008600	\$450,000.00	\$205,705.92
PO1-64790-6010030-230000000307-3-Modification						Sum:	\$450,000.00	\$205,705.92
02/06/23	PO1-64790-2010000-230000000364-2-Modification	1	Open PO Amazon-recess supplies	0000223395-AMAZON.COM	Bradoaks	01.0-00000.0-11100-10000-4390-2010000	\$750.00	\$104.26
PO1-64790-2010000-230000000364-2-Modification						Sum:	\$750.00	\$104.26
02/06/23	PO1-64790-4080000-230000000486-1-New		Postage to Mail MHS Report Cards	0000223989-REVOLVING CASH FUND - BUS. SVC	MHS	01.0-00000.0-00000-27000-5920-4080000	\$804.88	\$0.00
PO1-64790-4080000-230000000486-1-New						Sum:	\$804.88	\$0.00
02/06/23	PO1-64790-4080000-230000000487-1-New		Open PO - Southwest School & Office MHS	0000223928-SOUTHWEST SCHOOL & OFFICE	MHS	01.0-00000.0-00000-27000-4350-4080000	\$9,000.00	\$8,853.82
PO1-64790-4080000-230000000487-1-New						Sum:	\$9,000.00	\$8,853.82
02/06/23	PO1-64790-6010012-230000000483-1-New		Half-Page Ad for Monrovia Reads Fundraiser Sponsorship	0000223339-MONROVIA READS	Superintendent	01.0-00000.0-00000-71100-5839-6010016	\$150.00	\$0.00
PO1-64790-6010012-230000000483-1-New						Sum:	\$150.00	\$0.00
02/06/23	PO1-64790-6010012-230000000484-1-New		Reimbursement Dr. Ryan Smith	0000223903-RYAN D. SMITH	Superintendent	01.0-00000.0-00000-71500-4390-6010012	\$187.42	\$0.00
PO1-64790-6010012-230000000484-1-New						Sum:	\$187.42	\$0.00
02/06/23	PO1-64790-6010014-230000000488-1-New		Home Depot Open PO for Auto class supplies 22/23	0000223936-HOME DEPOT/GECF	Instructional Services	01.0-63880.1-38000-10000-4310-6010014	\$1,500.00	\$1,500.00

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 03/09/2023

Purchase Order Board List

Run Time: 3:28:26 PM

From 02/03/23 - To 03/03/23

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
PO1-64790-6010014-230000000488-1-New						Sum:	\$1,500.00	\$1,500.00
02/06/23	PO1-64790-6010014-230000000489-1-New		OPEN PO for Auto / Ernie's Auto Parts	0000223931-ERNIE'S AUTO PARTS	Instructional Services	01.0-63880,1-38000-10000-4310-6010014	\$1,500.00	\$1,500.00
PO1-64790-6010014-230000000489-1-New						Sum:	\$1,500.00	\$1,500.00
02/06/23	PO1-64790-6020022-230000000485-1-New		Emergency Network Repair	0000223723-AMS.NET	Technology	01.0-00000.0-00000-77000-5630-6020022	\$126.13	\$0.00
PO1-64790-6020022-230000000485-1-New						Sum:	\$126.13	\$0.00
02/06/23	PO1-64790-6060024-230000000344-2-Modification	1	Amazon - Open PO Village	0000223395-AMAZON.COM	Village Program (ASES)	01.0-60100.0-00000-21500-4390-6060024	\$4,000.00	\$1,592.09
PO1-64790-6060024-230000000344-2-Modification						Sum:	\$4,000.00	\$1,592.09
02/06/23	PO2W-64790-2040000-2300000000291-1-New		Guided Readers Online Subscription 10/25/22	0000223774-GUIDED READERS, INC	Plymouth	01.0-30100.0-11100-10000-4310-2040000	\$1,837.00	\$0.00
PO2W-64790-2040000-2300000000291-1-New						Sum:	\$1,837.00	\$0.00
02/06/23	PO2W-64790-6010012-2300000000292-1-New		Board Meeting Nameplate for Jessica Garcia	0000223972-B & H SIGN CO., INC.	Superintendent	01.0-00000.0-00000-71100-4390-6010016	\$27.56	\$0.00
PO2W-64790-6010012-2300000000292-1-New						Sum:	\$27.56	\$0.00
02/06/23	PO2W-64790-6010012-2300000000294-1-New		Badges black brass plates laser engraved w/ gold holder	0000223927-SHAFFER AWARDS	Superintendent	01.0-00000.0-00000-71500-4390-6010012	\$211.02	\$0.00
PO2W-64790-6010012-2300000000294-1-New						Sum:	\$211.02	\$0.00
02/06/23	PO2W-64790-6020022-2300000000295-1-New		Renewal Webhelp Desk Software	0000223712-SOLARWINDS WORLD WIDE, LLC	Technology	01.0-00000.0-00000-77000-5841-6020022	\$1,350.00	\$0.00
PO2W-64790-6020022-2300000000295-1-New						Sum:	\$1,350.00	\$0.00

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 03/09/2023

Purchase Order Board List

Run Time: 3:28:26 PM

From 02/03/23 - To 03/03/23

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
02/06/23	PO2W-64790-604004 7-230000000289-1- New		MHS Swimming Pool Offices-Paint	0000315614-Jimenez Painting Company	Maintenance	01.0-81500.0-00000-81100-5630-6040047	\$4,789.40	\$0.00
PO2W-64790-6040047-230000000289-1-New						Sum:	\$4,789.40	\$0.00
02/06/23	PO2W-64790-604004 7-230000000290-1- New		District Office -Staff Lounge Paint walls and Cabinets	0000315614-Jimenez Painting Company	Maintenance	01.0-81500.0-00000-81100-5630-6040047	\$4,875.00	\$4,875.00
PO2W-64790-6040047-230000000290-1-New						Sum:	\$4,875.00	\$4,875.00
02/06/23	PO2W-64790-710000 0-230000000293-1- New		Peer Support specialist training - 11/5/2022 - 1/7/2023	0000341446-Los Angeles Centers for Alcohol and Drug Abuse	Adult Education School	11.0-63710.0-41340-10000-5810-7100000	\$20,800.00	\$20,800.00
PO2W-64790-7100000-230000000293-1-New						Sum:	\$20,800.00	\$20,800.00
02/06/23	PO3W-64790-408000 0-230000000224-1- New		Ceramics Supplies MHS	0000223946-LAGUNA CLAY	MHS	01.0-00000.0-17039-10000-4410-4080000	\$10,748.10	\$10,748.10
PO3W-64790-4080000-230000000224-1-New						Sum:	\$10,748.10	\$10,748.10
02/06/23	PO3W-64790-600000 0-230000000231-1- New		District Wide AED Units	0000343180-Heartsafe America, Inc.	District Wide	01.0-32120.0-00000-31400-4491-6000000	\$23,562.63	\$0.00
PO3W-64790-6000000-230000000231-1-New						Sum:	\$23,562.63	\$0.00
02/06/23	PO3W-64790-601001 2-230000000230-1- New		Audio Video wireless Microphone	0000223395-AMAZON.COM	Superintendent	01.0-00000.0-00000-71500-4340-6010012	\$401.31	\$0.00
PO3W-64790-6010012-230000000230-1-New						Sum:	\$401.31	\$0.00
02/06/23	PO3W-64790-601001 4-230000000228-1- New	0	Positive Promotion supplies for new Social Worker	0000223211-POSITIVE PROMOTIONS	Instructional Services	01.4-07303.0-00000-31100-4390-6004500	\$2,605.86	\$0.00
PO3W-64790-6010014-230000000228-1-New						Sum:	\$2,605.86	\$0.00

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 03/09/2023

Purchase Order Board List

Run Time: 3:28:26 PM

From 02/03/23 - To 03/03/23

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
02/06/23	PO3W-64790-6010014-230000000229-2-Modification	1	Dustless Blasting Item for Auto/Montenegro	0000341455-MMLJ, Inc,	Instructional Services	01.4-07303.0-38000-10000-6410-6005000	\$9,139.25	\$0.00
PO3W-64790-6010014-230000000229-2-Modification						Sum:	\$9,139.25	\$0.00
02/06/23	PO3W-64790-6010040-230000000232-1-New		Printer for Business Services	0000224063-CDW COMPUTER CTRS, INC.	Business	01.0-00000.0-00000-72001-4440-6010040	\$498.98	\$0.00
PO3W-64790-6010040-230000000232-1-New						Sum:	\$498.98	\$0.00
02/08/23	PO1-64790-3070000-230000000285-2-Modification	1	2022-2023 OPEN PO Amazon to purchase S&C supplies	0000223395-AMAZON.COM	Santa Fe	01.4-07102.0-11100-10000-4310-3071400	\$4,646.21	\$0.00
PO1-64790-3070000-230000000285-2-Modification						Sum:	\$4,646.21	\$0.00
02/08/23	PO1-64790-6010014-230000000490-1-New		Agreement with Food Ed re MHS for 2022/23	0000223744-FOOD EXPLORATION & DISCOVERY	Instructional Services	01.4-07102.0-11100-10000-5850-6001100	\$6,000.00	\$0.00
PO1-64790-6010014-230000000490-1-New						Sum:	\$6,000.00	\$0.00
02/08/23	PO1-64790-6010014-230000000491-1-New		Food Ed Agreement for Santa Fe approved December 14, 2022,	0000223744-FOOD EXPLORATION & DISCOVERY	Instructional Services	01.4-07102.0-11100-10000-5850-6001100	\$15,770.00	\$0.00
PO1-64790-6010014-230000000491-1-New						Sum:	\$15,770.00	\$0.00
02/08/23	PO1-64790-6010040-230000000492-1-New		OPEN PO FOR OFFICE SUPPLIES - BUSINESS SERVICES FOR SY 22/23	0000223395-AMAZON.COM	Business	01.0-00000.0-00000-72001-4350-6010040	\$1,000.00	\$530.30
PO1-64790-6010040-230000000492-1-New						Sum:	\$1,000.00	\$530.30

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 03/09/2023

Purchase Order Board List

Run Time: 3:28:26 PM

From 02/03/23 - To 03/03/23

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount	
02/08/23	PO2W-64790-710000 0-230000000296-2-Cancellation	1	Typing test license	0000223576-STAFF TESTING INC	Adult Education School	11.0-00000.0-00000-27000-5841-7100000	\$1,295.00	\$0.00	
PO2W-64790-7100000-230000000296-2-Cancellation							Sum:	\$1,295.00	\$0.00
02/08/23	PO2W-64790-710000 0-230000000297-1-New		Typing test license	0000223576-STAFF TESTING INC	Adult Education School	11.0-00000.0-00000-27000-5841-7100000	\$1,295.00	\$0.00	
PO2W-64790-7100000-230000000297-1-New							Sum:	\$1,295.00	\$0.00
02/08/23	PO3W-64790-600000 0-230000000235-1-New		New Shipping Containers for emergency supplies	0000343011-Shipping Container Depot, Inc.	District Wide	14.0-00000.0-00000-81100-6590-6040047	\$16,068.38	\$16,068.38	
PO3W-64790-6000000-230000000235-1-New							Sum:	\$16,068.38	\$16,068.38
02/08/23	PO3W-64790-601001 5-230000000233-1-New		Assessment Protocols for School Psychologists TGrahm LEA	0000223984-PAR-PSYCHOLOGICAL ASSESSMENT	Pupil Services	01.0-65000.0-57600-31200-4310-6010015	\$2,675.21	\$2,675.21	
PO3W-64790-6010015-230000000233-1-New							Sum:	\$2,675.21	\$2,675.21
02/08/23	PO3W-64790-602002 2-230000000234-2-Modification	1	Refresh of site's desktop computers	0000328726-Intelli-Tech	Technology	01.0-00000.0-00000-77000-4440-6020022	\$62,706.64	\$0.00	
PO3W-64790-6020022-230000000234-2-Modification							Sum:	\$62,706.64	\$0.00
02/09/23	PO1-64790-2050000- 230000000493-1-New		Reimbursement-Sharon Naugle	0000224049-SHARON NAUGLE	Wild Rose	01.0-90125.0-11100-10000-4390-2050000	\$125.40	\$0.00	
PO1-64790-2050000-230000000493-1-New							Sum:	\$125.40	\$0.00
02/09/23	PO1-64790-2050000- 230000000494-1-New		Reimbursement - Paige Ramos, Family Paint Night	0000341884-Paige Ramos	Wild Rose	01.0-90124.0-11100-10000-4390-2050000	\$167.74	\$0.00	

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 03/09/2023

Purchase Order Board List

Run Time: 3:28:26 PM

From 02/03/23 - To 03/03/23

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
PO1-64790-2050000-230000000494-1-New						Sum:	\$167.74	\$0.00
02/09/23	PO1-64790-2050000-230000000495-1-New		Reimbursement - Joanna Prather, Family Paint Night	0000341886-Joanna Prather	Wild Rose	01.0-90124.0-11100-10000-4390-2050000	\$26.25	\$0.00
PO1-64790-2050000-230000000495-1-New						Sum:	\$26.25	\$0.00
02/09/23	PO1-64790-6010030-230000000496-1-New		MEAP 2021 AWARD FOR CLASSIFIED EMPLOYEE - NEVER ISSUED	0000343892-Maria Pichardo	Personnel Services	01.0-00000.0-00000-74920-5883-6010030	\$250.00	\$0.00
PO1-64790-6010030-230000000496-1-New						Sum:	\$250.00	\$0.00
02/09/23	PO1-64790-6010040-230000000247-3-Modification	2	FY 2022-23 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	\$600.00
PO1-64790-6010040-230000000247-3-Modification						Sum:	\$2,450.00	\$600.00
02/09/23	PO1-64790-6010040-230000000253-2-Modification	1	OPEN PO FY 2022-23 GAS UTILITY SERVICE	0000223101-SOUTHERN CALIFORNIA GAS CO.	Business	01.0-00000.0-00000-82000-5520-2010000	\$5,829.00	\$3,999.02
02/09/23		1	OPEN PO FY 2022-23 GAS UTILITY SERVICE	0000223101-SOUTHERN CALIFORNIA GAS CO.	Business	01.0-00000.0-00000-82000-5520-2020000	\$2,257.00	\$1,827.94
02/09/23		1	OPEN PO FY 2022-23 GAS UTILITY SERVICE	0000223101-SOUTHERN CALIFORNIA GAS CO.	Business	01.0-00000.0-00000-82000-5520-2030000	\$14,812.00	\$10,542.06
02/09/23		1	OPEN PO FY 2022-23 GAS UTILITY SERVICE	0000223101-SOUTHERN CALIFORNIA GAS CO.	Business	01.0-00000.0-00000-82000-5520-2040000	\$22,219.00	\$15,661.33

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 03/09/2023

Purchase Order Board List

Run Time: 3:28:26 PM

From 02/03/23 - To 03/03/23

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
02/09/23		1	OPEN PO FY 2022-23 GAS UTILITY SERVICE	0000223101-SOUTHERN CALIFORNIA GAS CO.	Business	01.0-00000.0-00000-82000-5520-2050000	\$15,293.00	\$10,445.91
02/09/23		1	OPEN PO FY 2022-23 GAS UTILITY SERVICE	0000223101-SOUTHERN CALIFORNIA GAS CO.	Business	01.0-00000.0-00000-82000-5520-3060000	\$35,118.00	\$25,610.99
02/09/23		1	OPEN PO FY 2022-23 GAS UTILITY SERVICE	0000223101-SOUTHERN CALIFORNIA GAS CO.	Business	01.0-00000.0-00000-82000-5520-3070000	\$16,584.00	\$9,895.85
02/09/23		1	OPEN PO FY 2022-23 GAS UTILITY SERVICE	0000223101-SOUTHERN CALIFORNIA GAS CO.	Business	01.0-00000.0-00000-82000-5520-4080000	\$272,508.00	\$201,349.03
02/09/23		1	OPEN PO FY 2022-23 GAS UTILITY SERVICE	0000223101-SOUTHERN CALIFORNIA GAS CO.	Business	01.0-00000.0-00000-82000-5520-4090000	\$2,400.00	\$1,316.62
02/09/23		1	OPEN PO FY 2022-23 GAS UTILITY SERVICE	0000223101-SOUTHERN CALIFORNIA GAS CO.	Business	01.0-00000.0-00000-82000-5520-6000000	\$5,555.00	\$2,858.21
02/09/23		1	OPEN PO FY 2022-23 GAS UTILITY SERVICE	0000223101-SOUTHERN CALIFORNIA GAS CO.	Business	01.0-00000.0-00000-82000-5520-6010000	\$8,392.00	\$6,414.02
02/09/23		1	OPEN PO FY 2022-23 GAS UTILITY SERVICE	0000223101-SOUTHERN CALIFORNIA GAS CO.	Business	01.0-00000.0-00000-82000-5520-6040047	\$2,418.00	\$1,361.25

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 03/09/2023

Purchase Order Board List

Run Time: 3:28:26 PM

From 02/03/23 - To 03/03/23

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
02/09/23		1	OPEN PO FY 2022-23 GAS UTILITY SERVICE	0000223101-SOUTHERN CALIFORNIA GAS CO.	Business	01.0-00000.0-81000-82000-5520-6000000	\$5,131.00	\$2,468.19
02/09/23		1	OPEN PO FY 2022-23 GAS UTILITY SERVICE	0000223101-SOUTHERN CALIFORNIA GAS CO.	Business	11.0-00000.0-00000-82000-5520-7100000	\$5,768.00	\$3,568.18
PO1-64790-6010040-230000000253-2-Modification						Sum:	\$414,284.00	\$297,318.60
02/09/23	PO1-64790-6040047-230000000041-2-Modification	1	OPEN PO 2022-23 Bus Parts/Supply	0000223942-A-Z BUS SALES, INC	Maintenance	01.0-07230.0-00000-36000-4360-6040049	\$9,000.00	\$2,163.02
PO1-64790-6040047-230000000041-2-Modification						Sum:	\$9,000.00	\$2,163.02
02/09/23	PO1-64790-6040047-230000000075-2-Modification	1	2022-23 Open PO Locksmith Supply	0000223267-MONTGOMERY HARDWARE CO.	Maintenance	01.0-81500.0-00000-81100-4380-6040047	\$40,000.00	\$19,333.13
PO1-64790-6040047-230000000075-2-Modification						Sum:	\$40,000.00	\$19,333.13
02/09/23	PO2W-64790-2050000-2300000000298-1-New		Payment for attached invoice (#1003).	0000338431-Julia Picarelli	Wild Rose	01.0-90625.0-11100-10000-5850-2050000	\$2,500.00	\$0.00
PO2W-64790-2050000-2300000000298-1-New						Sum:	\$2,500.00	\$0.00
02/09/23	PO2W-64790-4080000-2300000000299-1-New		Jostens - Inv 29596797	0000223926-JOSTENS INC.	MHS	01.0-00000.0-00000-27001-4390-4080000	\$2,381.79	\$0.00
PO2W-64790-4080000-2300000000299-1-New						Sum:	\$2,381.79	\$0.00
02/09/23	PO3W-64790-6000000-2300000000236-1-New		District wide disposal of sharps & expired medication	0000343271-WCM Waste & Compliance Management Inc.	District Wide	01.0-32120.0-00000-31400-5810-6000000	\$1,152.32	\$1,152.32
PO3W-64790-6000000-2300000000236-1-New						Sum:	\$1,152.32	\$1,152.32

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 03/09/2023

Purchase Order Board List

Run Time: 3:28:26 PM

From 02/03/23 - To 03/03/23

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
02/09/23	PO3W-64790-6010014-230000000227-2-Modification	1	Purchase with Amazon.com for supplies for new Social Worker	0000223395-AMAZON.COM	Instructional Services	01.4-07303.0-00000-31100-4390-6004500	\$653.41	\$0.00
PO3W-64790-6010014-230000000227-2-Modification						Sum:	\$653.41	\$0.00
02/09/23	PO3W-64790-6010030-230000000237-1-New		Handbook for records - HR	0000327268-Sherman Garnett & Associates	Personnel Services	01.0-00000.0-00000-74002-4350-6010035	\$109.94	\$0.00
PO3W-64790-6010030-230000000237-1-New						Sum:	\$109.94	\$0.00
02/09/23	PO3W-64790-6020022-230000000219-2-Modification	1	Replacement Projector for Clifton	0000224063-CDW COMPUTER CTRS, INC.	Technology	01.0-00000.0-00000-24203-6540-6000000	\$6,146.93	\$0.00
PO3W-64790-6020022-230000000219-2-Modification						Sum:	\$6,146.93	\$0.00
02/10/23	PO1-64790-2050000-230000000498-1-New		Open PO for Southwest School Supplies Wildrose	0000223928-SOUTHWEST SCHOOL & OFFICE	Wild Rose	01.0-00000.0-11100-10000-4310-2050000	\$2,000.00	\$1,004.11
PO1-64790-2050000-230000000498-1-New						Sum:	\$2,000.00	\$1,004.11
02/10/23	PO1-64790-2050000-230000000500-1-New		Petty Cash Disbursement / Reimbursement - Paige Ramos	0000341884-Paige Ramos	Wild Rose	01.0-00000.0-11100-10000-4310-2050000	\$482.40	\$0.00
PO1-64790-2050000-230000000500-1-New						Sum:	\$482.40	\$0.00
02/10/23	PO1-64790-6010015-230000000393-2-Modification	1	Speech and Language Pathologist for Sp Ed	0000223391-CATALYST SLP	Pupil Services	01.0-65000.0-57600-11901-5810-6010015	\$230,000.00	\$121,378.75
PO1-64790-6010015-230000000393-2-Modification						Sum:	\$230,000.00	\$121,378.75

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 03/09/2023

Purchase Order Board List

Run Time: 3:28:26 PM

From 02/03/23 - To 03/03/23

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
02/10/23	PO1-64790-6010030-230000000499-1-New		OPEN PO FOR LEGAL ATKINSON, ANDELA, LOYA, RUUD & ROMO	0000333093-Atkinson, Andelson, Loya, Ruud & Romo	Personnel Services	01.0-00000.0-00000-74001-5821-6010030	\$80,000.00	\$41,589.06
PO1-64790-6010030-230000000499-1-New						Sum:	\$80,000.00	\$41,589.06
02/10/23	PO2W-64790-6010014-2300000000300-1-New		SWP 3- MHS Pathways Dobe Student Certification	0000223365-NCS PEARSON, INC.	Instructional Services	01.0-63880.1-38000-10000-5841-6010014	\$600.00	\$600.00
PO2W-64790-6010014-2300000000300-1-New						Sum:	\$600.00	\$600.00
02/10/23	PO2W-64790-6010014-2300000000301-1-New		AVID/ Regional ElevateXP	0000223232-AVID CENTER	Instructional Services	01.4-07106.0-11100-10000-5220-6002200	\$565.00	\$565.00
PO2W-64790-6010014-2300000000301-1-New						Sum:	\$565.00	\$565.00
02/10/23	PO3W-64790-2040000-2300000000238-1-New		Classroom Book Display (Cook)	0000223395-AMAZON.COM	Plymouth	01.0-00000.0-11100-10000-4310-2040000	\$170.09	\$0.00
PO3W-64790-2040000-2300000000238-1-New						Sum:	\$170.09	\$0.00
02/10/23	PO3W-64790-6010014-2300000000239-1-New		Dustless Blasting Supplies for Auto/ MHS	0000341455-MMLJ, Inc,	Instructional Services	01.0-35500.0-38001-10000-4310-6010014	\$981.10	\$981.10
PO3W-64790-6010014-2300000000239-1-New						Sum:	\$981.10	\$981.10
02/10/23	PO3W-64790-6010014-2300000000240-1-New		HMH Dual Immersion instructional materials for 2nd Gr @ WR	0000224006-HOUGHTON MIFFLIN CO.	Instructional Services	01.0-63000.0-11100-10000-4110-6010014	\$9,809.50	\$0.00
PO3W-64790-6010014-2300000000240-1-New						Sum:	\$9,809.50	\$0.00

Report ID: FIN-PROC-0099

Run Date: 03/09/2023

Run Time: 3:28:26 PM

Monrovia Unified School District

Purchase Order Board List

From 02/03/23 - To 03/03/23

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
02/10/23	PO3W-64790-6010014-230000000242-1-New		Video game class Materials for Carlson/ MHS	0000223395-AMAZON.COM	Instructional Services	01.0-35500.0-38006-10000-4410-6010014	\$2,039.63	\$0.00
PO3W-64790-6010014-230000000242-1-New						Sum:	\$2,039.63	\$0.00
02/10/23	PO3W-64790-6010040-230000000241-1-New		Monitor for Business Service Jessica Garcia	0000223734-AREY JONES EDUCATIONAL SOLUTIONS	Business	01.0-00000.0-00000-72001-4340-6010040	\$372.89	\$372.89
PO3W-64790-6010040-230000000241-1-New						Sum:	\$372.89	\$372.89
02/14/23	PO1-64790-2040000-230000000501-1-New		Open PO for Southwest School Supply (School / Office) PL	0000223928-SOUTHWEST SCHOOL & OFFICE	Plymouth	01.0-00000.0-00000-27000-4350-2040000	\$5,000.00	\$5,000.00
PO1-64790-2040000-230000000501-1-New						Sum:	\$5,000.00	\$5,000.00
02/14/23	PO1-64790-2040000-230000000502-1-New		Open PO for Amazon PL	0000223395-AMAZON.COM	Plymouth	01.0-00000.0-00000-27000-4350-2040000	\$5,000.00	\$4,951.55
PO1-64790-2040000-230000000502-1-New						Sum:	\$5,000.00	\$4,951.55
02/14/23	PO1-64790-2050000-230000000503-1-New		Reimbursement - Maria Lomelin, Family Paint Night	0000341888-Maria Lomelin	Wild Rose	01.0-90124.0-11100-10000-4390-2050000	\$12.50	\$0.00
PO1-64790-2050000-230000000503-1-New						Sum:	\$12.50	\$0.00
02/14/23	PO2W-64790-2040000-230000000303-1-New		Creative World Art Program @ Plymouth 2022-2023	0000337953-Creative World Art Center	Plymouth	01.0-90625.0-11100-10000-5810-2040000	\$14,741.00	\$14,741.00
PO2W-64790-2040000-230000000303-1-New						Sum:	\$14,741.00	\$14,741.00

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 03/09/2023

Purchase Order Board List

Run Time: 3:28:26 PM

From 02/03/23 - To 03/03/23

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
02/14/23	PO2W-64790-307000 0-230000000304-1- New		School Banner 10'x5' Banner and Business cards for Principal	0000223417- STUBBIES PROMOTIONS	Santa Fe	01.0-00000.0-11100-10000-4310-3070000	\$203.97	\$203.97
PO2W-64790-3070000-230000000304-1-New						Sum:	\$203.97	\$203.97
02/14/23	PO3W-64790-600000 0-230000000243-1- New		Emergency Key Boxes for Fire and Police Response	0000344291-Knox Company	District Wide	01.0-32120.0-00000-83200-4490-6000000	\$14,668.76	\$14,668.76
PO3W-64790-6000000-230000000243-1-New						Sum:	\$14,668.76	\$14,668.76
02/15/23	PO1-64790-6010012- 230000000507-1-New		Display Advertisement 1/4 Page Run Date 02/09/2023 Websit	0000347102-HLR Media LLC	Superintenden t	01.0-00000.0-00000-71500-5839-6010012	\$500.00	\$0.00
PO1-64790-6010012-230000000507-1-New						Sum:	\$500.00	\$0.00
02/15/23	PO1-64790-6010014- 230000000506-1-New		Open PO for Office Supplies for Educational Services	0000223928- SOUTHWEST SCHOOL & OFFICE	Instructional Services	01.0-00000.0-00000-21100-4350-6010014	\$1,200.00	\$1,098.97
PO1-64790-6010014-230000000506-1-New						Sum:	\$1,200.00	\$1,098.97
02/15/23	PO2W-64790-204000 0-230000000302-2- Modification	1	Raz-Plus Renewal (Reveles)	0000223357- LEARNING A-Z	Plymouth	01.4-07102.0-11100-10000-5841-2041500	\$234.00	\$0.00
PO2W-64790-2040000-230000000302-2-Modification						Sum:	\$234.00	\$0.00
02/15/23	PO2W-64790-204000 0-230000000307-1- New		Subscription supporting DI language acquisition (TCB Inst.)	0000342198-The Chairman's Bao	Plymouth	01.4-07102.0-11100-10000-5841-2040000	\$1,300.00	\$0.00
PO2W-64790-2040000-230000000307-1-New						Sum:	\$1,300.00	\$0.00

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 03/09/2023

Purchase Order Board List

Run Time: 3:28:26 PM

From 02/03/23 - To 03/03/23

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
02/15/23	PO2W-64790-710000 0-230000000305-1- New		Guard Training 1/9-1/13/23 Adult Ed	0000223673-SEI SECURITY EDUCATION INSTITUTE	Adult Education School	11.0-63710.0-41340-10000-5810-7100000	\$5,980.00	\$0.00
PO2W-64790-7100000-230000000305-1-New						Sum:	\$5,980.00	\$0.00
02/15/23	PO2W-64790-710000 0-230000000306-1- New		Security Training 1/23 -27 2023 Adult Ed	0000223673-SEI SECURITY EDUCATION INSTITUTE	Adult Education School	11.0-63710.0-41340-10000-5810-7100000	\$20,930.00	\$0.00
PO2W-64790-7100000-230000000306-1-New						Sum:	\$20,930.00	\$0.00
02/15/23	PO3W-64790-601004 0-230000000244-1- New		Business Cards for Jessica and Arin	0000223345- IMPRINTABILITY	Business	01.0-00000.0-00000-72001-4390-6010040	\$99.23	\$99.23
PO3W-64790-6010040-230000000244-1-New						Sum:	\$99.23	\$99.23
02/15/23	PO3W-64790-710000 0-230000000245-1- New		Graduation cap, gown & tassels Adult Ed	0000223466- ACADEMIC CAP & GOWN	Adult Education School	11.0-00000.0-00000-27001-4390-7100000	\$2,084.39	\$2,084.39
PO3W-64790-7100000-230000000245-1-New						Sum:	\$2,084.39	\$2,084.39
02/16/23	PO1-64790-6000028- 230000000510-1-New		Agreement for Consultant Services Jeremy Torres	0000223989- REVOLVING CASH FUND - BUS. SVC	District Wide - Music Programs	63.0-90221.0-00000-60003-5850-6000028	\$200.00	\$0.00
PO1-64790-6000028-230000000510-1-New						Sum:	\$200.00	\$0.00
02/16/23	PO1-64790-6010014- 230000000508-1-New		Tablecloth Rental for Monrovia Showcase 2/16	0000223989- REVOLVING CASH FUND - BUS. SVC	Instructional Services	01.0-32120.0-00000-24905-5610-6000000	\$1,048.54	\$0.00
PO1-64790-6010014-230000000508-1-New						Sum:	\$1,048.54	\$0.00
02/16/23	PO1-64790-6010014- 230000000511-1-New		Wireless Up Lights for Showcase	0000223502- ASHLEY KIRKLAND	Instructional Services	01.0-32120.0-00000-24905-5610-6000000	\$1,080.00	\$0.00

Report ID: FIN-PROC-0099

Run Date: 03/09/2023

Run Time: 3:28:26 PM

Monrovia Unified School District

Purchase Order Board List

From 02/03/23 - To 03/03/23

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
PO1-64790-6010014-230000000511-1-New						Sum:	\$1,080.00	\$0.00
02/16/23	PO1-64790-6010014-230000000513-1-New		LH Production, Audio for Monrovia Showcase	0000327202-LH Productions	Instructional Services	01.0-32120.0-00000-24905-5610-6000000	\$978.00	\$0.00
PO1-64790-6010014-230000000513-1-New						Sum:	\$978.00	\$0.00
02/16/23	PO1-64790-6010040-230000000509-1-New		CASH Conference Registration for Anthony Parada	0000348262-California's Coalition for Adequate School Housing	Business	01.0-00000.0-00000-72001-5220-6010040	\$1,660.00	\$0.00
PO1-64790-6010040-230000000509-1-New						Sum:	\$1,660.00	\$0.00
02/16/23	PO2W-64790-6000028-230000000063-2-Cancellation	1	Agreement for Consultant Services Jeremy Torres	0000318346-Jeremy Torres	District Wide - Music Programs	63.0-90221.0-00000-60003-5850-6000028	\$200.00	\$0.00
PO2W-64790-6000028-230000000063-2-Cancellation						Sum:	\$200.00	\$0.00
02/16/23	PO2W-64790-6010014-2300000000252-2-Modification	1	Navigate 360 EMS, ALICE, CSTAG	0000338393-Navigate360, LLC	Instructional Services	01.0-32120.0-00000-21500-5841-6000000	\$64,299.82	\$0.00
PO2W-64790-6010014-2300000000252-2-Modification						Sum:	\$64,299.82	\$0.00
02/16/23	PO2W-64790-7100000-2300000000308-2-Modification	1	WASC reception invitation	0000223237-SIR SPEEDY	Adult Education School	11.0-00000.0-00000-27000-5891-7100000	\$53.47	\$0.00
PO2W-64790-7100000-2300000000308-2-Modification						Sum:	\$53.47	\$0.00
02/16/23	PO3W-64790-0000000-2300000000246-1-New	0	Paper Products for Warehouse Inventory	0000223645-HOME DEPOT PRO	No Location	01.0-00000.0-00000-00000-9320-0000000	\$7,037.26	\$7,037.26
PO3W-64790-0000000-2300000000246-1-New						Sum:	\$7,037.26	\$7,037.26

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 03/09/2023

Purchase Order Board List

Run Time: 3:28:26 PM

From 02/03/23 - To 03/03/23

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
02/16/23	PO3W-64790-710000 0-230000000187-2- Modification	1	Ceramics Clay Order Adult Ed Wheelhouse Ceramics	0000223946- LAGUNA CLAY	Adult Education School	11.0-00000.0-41100-10000-4310-7100000	\$3,597.43	\$0.00
PO3W-64790-7100000-230000000187-2-Modification						Sum:	\$3,597.43	\$0.00
02/17/23	PO1-64790-6000028- 230000000514-1-New		Table Rental for Events at MHS	0000347692- California Party Rentals	District Wide - Music Programs	63.0-90221.0-00000-60003-5610-6000028	\$536.63	\$0.00
PO1-64790-6000028-230000000514-1-New						Sum:	\$536.63	\$0.00
02/17/23	PO1-64790-6010015- 230000000473-2- Modification	1	Reimbursement to parent for OT Services OAH 2022040153	0000341637- Michael Pollock	Pupil Services	01.0-65000.0-57600-11900-5889-6010015	\$1,400.00	\$0.00
PO1-64790-6010015-230000000473-2-Modification						Sum:	\$1,400.00	\$0.00
02/17/23	PO2W-64790-165000 0-230000000309-1- New		Sharp Copier Wireless Card Addition CELC	0000223540- SHARP ELECTRONICS CORPORATION	Preschool	12.0-61050.0-00000-27000-4340-1650000	\$222.65	\$222.65
PO2W-64790-1650000-230000000309-1-New						Sum:	\$222.65	\$222.65
02/17/23	PO3W-64790-205000 0-230000000247-1- New		Order for Thinking Mats Wildrose	0000341493- Thinking Mats	Wild Rose	01.0-30100.0-11100-10000-4310-2050000	\$306.66	\$0.00
PO3W-64790-2050000-230000000247-1-New						Sum:	\$306.66	\$0.00
02/17/23	PO3W-64790-602002 2-230000000249-1- New		Projector Bulbs	0000223658- NORTHSTAR AV	Technology	01.0-00000.0-00000-77000-4390-6020022	\$1,125.21	\$1,125.21
PO3W-64790-6020022-230000000249-1-New						Sum:	\$1,125.21	\$1,125.21

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 03/09/2023

Purchase Order Board List

Run Time: 3:28:26 PM

From 02/03/23 - To 03/03/23

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
02/17/23	PO3W-64790-602002 2-230000000250-1- New		Additional ports USB	0000224063-CDW COMPUTER CTRS, INC.	Technology	01.0-00000.0-00000-77000-4340-6020022	\$1,008.13	\$1,008.13
PO3W-64790-6020022-230000000250-1-New						Sum:	\$1,008.13	\$1,008.13
02/17/23	PO3W-64790-710000 0-230000000248-1- New		Brother IntelliFax 4100 e Adult Ed	0000224063-CDW COMPUTER CTRS, INC.	Adult Education School	11.0-00000.0-00000-27000-4440-7100000	\$484.99	\$484.99
PO3W-64790-7100000-230000000248-1-New						Sum:	\$484.99	\$484.99
02/21/23	PO1-64790-6040047- 230000000515-1-New		Open PO - Plumbing Services and Repairs	0000338017-Ripple Plumbing Inc.	Maintenance	01.0-81500.0-00000-81100-5630-6040047	\$5,000.00	\$5,000.00
PO1-64790-6040047-230000000515-1-New						Sum:	\$5,000.00	\$5,000.00
02/21/23	PO1-64790-6040047- 230000000516-1-New		OPEN PO - Door Service Repair, Installations	0000343933-JLM Installations, Inc	Maintenance	01.0-81500.0-00000-81100-5630-6040047	\$25,000.00	\$25,000.00
PO1-64790-6040047-230000000516-1-New						Sum:	\$25,000.00	\$25,000.00
02/21/23	PO2W-64790-604004 7-230000000310-1- New		MHS Swimming Pool Exterior Lighting	0000324647- CALWEST LIGHTING SERVICES	Maintenance	01.0-81500.0-00000-81100-5630-6040047	\$6,698.25	\$6,698.25
PO2W-64790-6040047-230000000310-1-New						Sum:	\$6,698.25	\$6,698.25
02/21/23	PO2W-64790-604004 7-230000000311-1- New		Bradoaks & CELC . Replace damaged privacyfence screen	0000331962-RSA Awnings & Canvas	Maintenance	01.0-81500.0-00000-81100-5630-6040047	\$6,394.50	\$6,394.50
PO2W-64790-6040047-230000000311-1-New						Sum:	\$6,394.50	\$6,394.50
02/21/23	PO3W-64790-710000 0-230000000251-1- New		ESL Supplemental (Modern Dramas 1)	0000328957- Pearson Education, Inc	Adult Education School	11.0-63910.0-41310-10000-4310-7100000	\$430.74	\$430.74

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 03/09/2023

Purchase Order Board List

Run Time: 3:28:26 PM

From 02/03/23 - To 03/03/23

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
PO3W-64790-7100000-230000000251-1-New						Sum:	\$430.74	\$430.74
02/22/23	PO1-64790-6010014-230000000385-3-Modification	2	Amazon open PO MHS AP Materials	0000223395-AMAZON.COM	Instructional Services	01.4-07106.0-11100-10000-4210-6002100	\$12,000.00	\$768.33
PO1-64790-6010014-230000000385-3-Modification						Sum:	\$12,000.00	\$768.33
02/22/23	PO2W-64790-2050000-2300000000312-1-New		PO Request - Disney's The Aristocats Kids	0000224022-MUSIC THEATRE INTERNATIONAL	Wild Rose	01.0-90124.0-11100-10000-4390-2050000	\$590.00	\$590.00
PO2W-64790-2050000-230000000312-1-New						Sum:	\$590.00	\$590.00
02/22/23	PO2W-64790-7100000-2300000000313-1-New		Pharmacy Tech Online Exam	0000223591-NATIONAL HEALTHCARE ASSOCIATION	Adult Education School	11.0-63910.0-41340-10000-5889-7100000	\$625.00	\$625.00
PO2W-64790-7100000-230000000313-1-New						Sum:	\$625.00	\$625.00
02/23/23	PO1-64790-2010000-2300000000315-2-Modification	1	OPEN PO health supplies 2022-2023	0000223203-SCHOOL NURSE SUPPLY, INC.	Bradoaks	01.0-00000.0-11100-10000-4390-2010000	\$550.00	\$349.44
PO1-64790-2010000-230000000315-2-Modification						Sum:	\$550.00	\$349.44
02/23/23	PO1-64790-3060000-2300000000517-1-New	0	Reorder/Tables & Benches @ Clifton Student Wellness/ Safety	0000223309-ULINE	Clifton	01.0-74220.0-11100-10000-4390-6000000	\$12,329.95	\$12,329.95
PO1-64790-3060000-2300000000517-1-New						Sum:	\$12,329.95	\$12,329.95
02/23/23	PO1-64790-6040047-2300000000262-2-Modification	1	MHS Nurse Office (COVID) : Install Wall, Door, Flooring	0000324654-New Art Construction	Maintenance	01.0-81500.0-00000-81107-6290-6040047	\$27,400.00	\$0.00
PO1-64790-6040047-2300000000262-2-Modification						Sum:	\$27,400.00	\$0.00

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 03/09/2023

Purchase Order Board List

Run Time: 3:28:26 PM

From 02/03/23 - To 03/03/23

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
02/23/23	PO1-64790-6040049-230000000287-4-Modification	3	Clifton Field Trip Knotts Berry Farm	0000327176-Elite School Transit	Transportation	01.0-90801.0-11100-41000-5812-6040049	\$43,000.00	\$12,333.00
PO1-64790-6040049-230000000287-4-Modification						Sum:	\$43,000.00	\$12,333.00
02/23/23	PO2W-64790-6010015-230000000276-2-Cancellation	1	SEIS Reimbursement Travel and Conference Vonni Cummings	0000339904-Vonni Cummings	Pupil Services	01.0-65000.0-50010-39000-5220-6010015	\$273.54	\$0.00
PO2W-64790-6010015-230000000276-2-Cancellation						Sum:	\$273.54	\$0.00
02/28/23	PO3W-64790-4080000-230000000223-2-Modification	1	Ceramics Supplies MHS	0000223938- AARDVARK CLAY & SUPPLIES, INC.	MHS	01.0-90305.0-17039-10000-4310-4080000	\$2,676.21	\$2,676.21
PO3W-64790-4080000-230000000223-2-Modification						Sum:	\$2,676.21	\$2,676.21
03/01/23	PO2W-64790-6010014-2300000000314-1-New		Online Courses for Pearl Prep (Title II)	0000223536-PESI, INC.	Instructional Services	01.0-40350.0-11100-10000-5841-6000092	\$557.00	\$557.00
PO2W-64790-6010014-2300000000314-1-New						Sum:	\$557.00	\$557.00
03/01/23	PO3W-64790-4080000-2300000000252-1-New		Track and Field Equipment MHS	0000338909-Lynx Systems Developers	MHS	01.0-00000.0-15000-10000-6490-4080000	\$11,088.21	\$11,088.21
PO3W-64790-4080000-2300000000252-1-New						Sum:	\$11,088.21	\$11,088.21
03/02/23	PO1-64790-2020000-2300000000518-1-New		Pizza for Paint Night organized by Patrick Garcia	0000223205- MICHELE COSTARELLA	Mayflower	01.0-90109.0-17010-10000-4310-2020000	\$167.74	\$167.74
PO1-64790-2020000-2300000000518-1-New						Sum:	\$167.74	\$167.74

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 03/09/2023

Purchase Order Board List

Run Time: 3:28:26 PM

From 02/03/23 - To 03/03/23

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount	
03/02/23	PO1-64790-6010014-230000000505-3-Modification	2	Video Game Class Materials for Calrson at MHS	0000223395-AMAZON.COM	Instructional Services	01.0-35500.0-38006-10000-4310-6010014	\$4,298.88	\$0.00	
03/02/23		2	Video Game Class Materials for Calrson at MHS	0000223395-AMAZON.COM	Instructional Services	01.0-63880.1-38000-10000-4310-6010014	\$1,350.56	\$251.56	
PO1-64790-6010014-230000000505-3-Modification							Sum:	\$5,649.44	\$251.56
03/02/23	PO2W-64790-2020000-2300000000315-1-New		Stubbies Invoices - Mayflower Staff Shirts & PBIS material	0000223417-STUBBIES PROMOTIONS	Mayflower	01.0-90109.0-17010-10000-4310-2020000	\$3,202.80	\$0.00	
PO2W-64790-2020000-2300000000315-1-New							Sum:	\$3,202.80	\$0.00
03/02/23	PO3W-64790-6010012-2300000000256-1-New		Peak Design Everyday Backpack V2 20L Charcoal Camera Bag	0000223395-AMAZON.COM	Superintendent	01.0-00000.0-00000-71500-4350-6010012	\$308.61	\$0.00	
PO3W-64790-6010012-2300000000256-1-New							Sum:	\$308.61	\$0.00
03/02/23	PO3W-64790-6010012-2300000000257-1-New		Brother ADS-3100 High-Speed Desktop Scanner Item #7158157	0000224027-ODP Business Solutions, LLC	Superintendent	01.0-00000.0-00000-71500-4450-6010012	\$727.63	\$727.63	
PO3W-64790-6010012-2300000000257-1-New							Sum:	\$727.63	\$727.63
03/02/23	PO3W-64790-6010014-2300000000254-1-New		Social Studies Student Textbooks for BO and Wild Rose	0000223475-TCI	Instructional Services	01.0-63000.0-11100-10000-4110-6010014	\$2,370.82	\$2,370.82	
PO3W-64790-6010014-2300000000254-1-New							Sum:	\$2,370.82	\$2,370.82
03/02/23	PO3W-64790-7100000-2300000000255-2-Modification	1	Diploma Covers - Adult Education	0000223926-JOSTENS INC.	Adult Education School	11.0-00000.0-00000-27001-4390-7100000	\$560.56	\$560.56	
PO3W-64790-7100000-2300000000255-2-Modification							Sum:	\$560.56	\$560.56

Report ID: FIN-PROC-0099

Monrovia Unified School District

Run Date: 03/09/2023

Purchase Order Board List

Run Time: 3:28:26 PM

From 02/03/23 - To 03/03/23

PO Approval Date	PO Number	Change Order Number	Document Description	Vendor	Doc School Location/ Dept	Accounting Distribution	Acctg Line Amount	Open Acctg Line Amount
03/03/23	PO2W-64790-205000 0-2300000000317-1- New		Aristocats Kids Screen projections Wildrose School	0000224022- MUSIC THEATRE INTERNATIONAL	Wild Rose	01.0-90124.0-11100-10000-4390-2050000	\$450.00	\$450.00
PO2W-64790-2050000-2300000000317-1-New						Sum:	\$450.00	\$450.00
03/03/23	PO2W-64790-408000 0-2300000000316-1- New		Costumes for the fall production	0000224038- THEATRE CO. COSTUMES	MHS	01.0-90221.0-17030-10000-5610-4080000	\$745.00	\$0.00
PO2W-64790-4080000-2300000000316-1-New						Sum:	\$745.00	\$0.00
03/03/23	PO3W-64790-000000 0-2300000000258-1- New	0	Paper Products for Warehouse Inventory	0000223645-HOME DEPOT PRO	No Location	01.0-00000.0-00000-00000-9320-0000000	\$14,742.19	\$14,742.19
PO3W-64790-0000000-2300000000258-1-New						Sum:	\$14,742.19	\$14,742.19
03/03/23	PO3W-64790-000000 0-2300000000259-1- New	0	Nitrile Gloves - Warehouse Inventory Quote # 142263	0000223454- CHATSWORTH GLOVES INC.	No Location	01.0-00000.0-00000-00000-9320-0000000	\$1,896.30	\$1,896.30
PO3W-64790-0000000-2300000000259-1-New						Sum:	\$1,896.30	\$1,896.30
							\$1,809,216.50	\$920,744.60

**RATIFICATION OF WARRANTS
RECOMMENDED FOR BOARD APPROVAL
March 22, 2023**

ACCOUNTS PAYABLE:

DATE ISSUED February 23, 2023 through March 7, 2023

Batch Numbers:	618-623	\$	538,249.67
----------------	---------	----	------------

PAYROLL:

FOR THE MONTH OF: February, 2023

Certificated Salaries and Wages	\$	2,905,209.49	
Classified Salaries and Wages	\$	1,120,369.45	
CalSTRS and CalPERS Contributions	\$	799,644.56	
Health & Welfare Contributions	\$	666,212.39	
Employer Payroll Taxes	\$	149,776.55	
Total Salary and Benefit:		<u>5,641,212.44</u>	\$ 5,641,212.44

RETROACTIVE PAY FOR JULY, 2022 THROUGH DECEMBER, 2022:

Certificated Salaries and Wages	\$	796,972.82	
Classified Salaries and Wages	\$	354,771.37	
CalSTRS and CalPERS Contributions	\$	204,774.51	
Health & Welfare Contributions	\$	-	
Employer Payroll Taxes	\$	45,947.39	
Total Salary and Benefit:		<u>1,402,466.09</u>	\$ 1,402,466.09

PAYROLL TOTAL with RETRO	\$	7,043,678.53
--------------------------	----	--------------

TOTAL DISTRICT ACCOUNTS:	\$	<u>7,581,928.20</u>
---------------------------------	-----------	----------------------------

Agenda Item Details

Meeting Date: 2023-03-22 18:30:00

AGENDA ITEM TITLE:

3. 22/23-2119 - DISTRICT CASH RECEIPTS

RECOMMENDATION

The Board of Education is requested to receive District cash receipts, Deposit Report No. 28 through No. 29, deposited February 28, 2023, through March 8, 2023, for a total amount of \$446,832.54.

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 #28 through #29 is attached.

ATTACHMENTS

- [BA Item 2119\(b-c\) Deposit Rpt #28-#29 3-22-23.pdf](#)

DEPOSIT REPORT

2/28/2023

DEP #28

ACCOUNT	AMOUNT	
01.0-00000.0-00000-00000-8699-0000000	\$ 3,112.63	Other Local Income
01.0-00000.0-00000-71100-3412-6010016	415.29	Abate/Reimbursement/H&W
01.0-00000.0-00000-82000-8650-6000028	1,792.50	LKT PAC Rental/Utilities
01.0-00000.0-00000-82100-8650-6010040	5,100.00	Leases & Rentals/Labor
01.0-34100.0-00000-00000-8699-0000000	198.11	Workability II
01.0-90109.0-00000-00000-8699-4080000	100.91	Donations/MHS
01.0-90124.0-00000-00000-8699-2050000	73.00	Donations/Wild Rose
01.0-90210.0-00000-00000-8650-2020000	74.70	Leases & Rentals
01.0-90210.0-00000-00000-8650-2030000	7.20	Leases & Rentals
01.0-90210.0-00000-00000-8650-3060000	229.50	Leases & Rentals
01.0-90210.0-00000-00000-8650-3070000	186.90	Leases & Rentals
01.0-90210.0-00000-00000-8650-6000000	6,169.58	Leases & Rentals
01.0-90221.0-00000-82100-8650-4080000	1,715.60	LKT PAC Rental/MHS
01.0-90221.0-17030-00000-8650-4080000	1,715.60	LKT PAC Rental/MHS
01.0-90305.0-00000-00000-8699-4090000	495.10	Materials Contribution/COHS
01.0-90707.0-00000-00000-8290-0000000	478.34	Medi-Cal
01.0-90801.0-00000-00000-8689-0000000	2,295.00	Pupil Transportation
Subtotal	<u>24,159.96</u>	General Fund
11.0-00000.0-00000-27000-5882-7100000	(1,215.66)	Bank Fees
11.0-00000.0-41340-00000-8671-0000000	36,782.00	Ad Ed Tuition/Career Ed
11.0-00000.0-41340-10000-4310-7100000	(2,255.00)	Refund/Ad Ed Supplies/Career Ed
11.0-00000.0-41360-10000-8699-7100000	(450.00)	Refund/Ad Ed Supplies/Adult Literacy
11.0-00000.0-41390-00000-8671-0000000	35,825.00	Ad Ed Tuition/Fee Based
Subtotal	<u>68,686.34</u>	Adult Education Fund
12.0-90503.0-00000-00000-8673-1650000	585.70	Tuition Based Preschool
Subtotal	<u>585.70</u>	Child Development Fund
13.0-53100.0-00000-00000-9200-0000000	431.20	P/Y Accounts Receivable
13.0-53100.0-00000-37000-8634-0000000	17,234.80	Food Service Sales
Subtotal	<u>17,666.00</u>	Food Services Fund
25.0-95500.0-00000-00000-8681-0000000	50,280.63	Developer Fees
Subtotal	<u>50,280.63</u>	Capital Facilities Fund
63.0-90123.0-00000-00000-8699-0000000	150.00	LKT PAC Donations
63.0-90221.0-00000-00000-8650-6000028	30,880.80	LKT PAC Rental
63.0-90221.0-00000-60003-8650-6000028	5,816.50	LKT PAC Rental-labor
Subtotal	<u>36,847.30</u>	Enterprise Fund
76.0-00000.0-00000-00000-9537-0000000	19,409.90	Retirees Health Insurance
Subtotal	<u>19,409.90</u>	Payroll Clearance Fund
Total	<u>\$217,635.83</u>	

DEPOSIT REPORT

3/8/2023

DEP #29

ACCOUNT	AMOUNT	
25.0-95500.0-00000-00000-8681-0000000	<u>\$ 229,196.71</u>	Developer Fees
Total	<u><u>\$ 229,196.71</u></u>	Capital Facilities Fund

Agenda Item Details

Meeting Date: 2023-03-22 18:30:00

AGENDA ITEM TITLE:

4. 22/23-2120 - BUDGETARY TRANSFERS AND REVISIONS

RECOMMENDATION

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

Rationale:

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

Background:

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

Budget Implication (\$ Amount):

No impact on the fund balance. (See additional information)

Legal References:

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

Account:

Additional Information:

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

ATTACHMENTS

- [BA Item 2120\(b\) Budgetary Transfers 3-22-23.pdf](#)

**FISCAL SERVICES DEPARTMENT
Fiscal Year 2022 - 2023**

Board Report:
Budget Revision

Board Meeting Date:
3/22/2023

GENERAL FUND #01.0

BUDGET REVISION

<u>DESCRIPTION</u>	<u>AMOUNT BUDGETED</u>	<u>TOTAL ALLOCATION</u>	<u>RATIONALE</u>
RESTRICTED FEDERAL RESOURCES			
# 34101.0 - TPP			
Classified Salaries	(\$1,624.00)	(\$1,624.00)	Budget Allocation
# 35500.0 - CARL PERKINS GRANT			
Books and Supplies	\$3,710.00		
Indirect Costs	\$225.00	\$3,935.00	Budget Allocation
# 32160.0 - ESSER II (STATE RESERVE)			
Certificated Salaries	\$23,976.00		
Classified Salaries	\$35,125.00		
Employees' Benefits	\$14,317.00		
Services/Other Operations	\$117,399.00	\$190,817.00	Budget Allocation
# 32170.0 - GEER II			
Classified Salaries	\$43,097.00		
Employees' Benefits	\$11,225.00		
Computers, Software & Rel. Eqpt	\$640.00	\$54,962.00	Budget Allocation
Total Restricted Federal Resources	\$248,090.00	\$248,090.00	
RESTRICTED STATE RESOURCES			
# 60100.0 - ASES			
Books and Supplies	(\$10,000.00)		
Services/Other Operations	(\$15,258.00)	(\$25,258.00)	Budget Allocation
# 65200.0 - WORKABILITY 1			
Services/Other Operations	\$6,399.00		
Indirect Cost	\$118.00	\$6,517.00	Budget Allocation
# 74250.0 - EXPANDED LEARNING GRANT (ELO)			
Certificated Salaries	(\$210,467.00)		
Classified Salaries	(\$20,940.00)		
Books and Supplies	(\$688,426.00)		
Services/Other Operations	(\$748,866.00)	(\$1,668,699.00)	Budget Allocation
# 74260.0 - EXPANDED LEARNING GRANT (ELO) - PARAPROFESSIONAL			
Classified Salaries	\$32,214.00		
Employees' Benefits	\$26,226.00		
Books and Supplies	\$27,425.00		
Services/Other Operations	\$111,084.00	\$196,949.00	Budget Allocation
Total Restricted State Resources	(\$1,490,491.00)	(\$1,490,491.00)	
TOTAL BUDGET REVISION	(\$1,242,401.00)	(\$1,242,401.00)	

Agenda Item Details

Meeting Date: 2023-03-22 18:30:00

AGENDA ITEM TITLE:

5. 22/23-2121- ACCEPTANCE OF GIFTS

RECOMMENDATION

The Board of Education is requested to accept the gifts as described in Acceptance of Gifts Report No. 2023-11.

Rationale:

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

Budget Implication (\$ Amount):

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

Legal References:

Board Policy No. 3290 requires Board approval of gifts.

Additional Information:

The Acceptance of Gifts Report is attached.

ATTACHMENTS

- [Acceptance of Gifts #2023-11 03-22-23.pdf](#)

Agenda Item Details

Meeting Date: 2023-03-22 18:30:00

AGENDA ITEM TITLE:

6. 22/23-2122 - PROFESSIONAL SERVICE AGREEMENTS

RECOMMENDATION

The Board of Education is requested to approve the Professional Service Agreements Report #12 for the Monrovia Unified School District 2022-23 SY.

Rationale:

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

Budget Implication (\$ Amount):

Legal References:

Government Code 53060 and Board Policy 3600.

Additional Information:

The professional services agreement report is attached.

ATTACHMENTS

- [Professional Service Agmts #12.pdf](#)

Monrovia Unified School District
Professional Service Agreements #12

Agenda Item # 22/23-2122
March 22, 2023

Name/Company	Services	Amount	Site	Effective Dates	Funding
Restorative Focus, LLC	Four days of Restorative Practices professional development training. The training will be 8/7-10/2023 and will serve 30 participants at each session.	\$8,600.00	Ed Services	8/7/2023 – 8/10/2023	Supplemental and Concentration Funds
Elevo Learning	Coaches for Elementary Olympics. Five coaches at 6.25 hours each.	\$593.75	Ed Services	3/30/2023	General Fund
Kana Croissant	Accompanist for Performing Arts Gala	\$400.00	Performing Arts Dept.	3/24/2023	TPAC Donations
Targeted Solutions, LLC	Printing and mailing postcards targeting TK families	\$2,511.66	District Office	3/23/2022	General Fund (TK Funds)

Agenda Item Details

Meeting Date: 2023-03-22 18:30:00

AGENDA ITEM TITLE:

7. 22/23-3076 - 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_20230322_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 #	Claudia	Carson	ESL Instructor	Employ	3/9/23	Adult Ed		C 63910.0	004075	A/01	100%
2 #	Jacob	Steedman	Teacher	Employ	3/13/23	Mayflower		G 00000.0	000028	E/01	100%
3 #	Roger	Wu	Academic Lab/Computer Instructor	Employ	3/8/23	Adult Ed		C 00000.0	003403	A/01	100%

B. Supplemental Hours/Special Assignments

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
4 #	Rebecca	Alarcon	Teacher	Home Hospital Teacher	3/13/23-6/30/23	Wild Rose	hrs/week	C 65000.0	004106	\$40/hr	100%
5 #	Amanda	Alfieri	Teacher	Monrovia Showcase	2/16/2023	Clifton	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
6 #	Carolyn	Arberry	Teacher	Parent engagement, ELAC, family literacy	2/21/23-6/7/23	Bradoaks	NTE: 6 hrs	C 30100.0	004221	\$40/hr	100%
7 #	Gina	Ayala	Teacher	Monrovia Showcase	2/16/2023	Clifton	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
8 #	Alyson	Barrett	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
9 #	Karla	Becerra	Teacher	Tutoring	8/17/22-6/7/23	Plymouth	NTE: 1 hr/day	C 30100.0	001519	\$40/hr	100%
10 #	Randall	Bell	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
11 #	Steven	Burns	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
12 #	Carol	Burrill	Teacher	Monrovia Showcase	2/16/2023	Adult Ed	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
13 #	Douglas	Butler	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
14 #	Delma	Cardenal	Instructional Specialist	CABE Asian Language Institute Conference	3/24/23-3/27/23	Ed Services	NTE: 5 hrs	C 07201.0	004222	\$40/hr	100%
15 #	Anthony	Carlson	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
16 #	Hayde	Chahla	Counselor	Parent engagement, ELAC, family literacy	2/21/23-6/7/23	Bradoaks	NTE: 6 hrs	C 30100.0	004221	\$40/hr	100%
17 #	Meihan	Chang	Teacher	Monrovia Showcase	2/16/2023	Adult Ed	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
18 #	Dianne	Chow	Counselor	Parent & Student Engagement	2/16/2023	Plymouth	NTE: 3 hrs	C 30100.0	004220	\$40/hr	100%
19 #	Katrina	Cuasay	SELPA Nurse	Provide hearth support to SPED Students	1/01/23-6/30/23	SPED	NTE: 2 hrs/day	C 65000.0	003958	62.43/hr	100%
20 #	Carlos	Cuellar	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
21 #	Erinn	Dickinson	Teacher	TEAL Family parent engagement	3/2/2023	Bradoaks	NTE: 3 hrs	C 30100.0	004221	\$40/hr	100%
22 #	Thomas	Dobson	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
23 #	Paul	Dols	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
24 #	Adlina	Dugan	Counselor	Monrovia Showcase	2/16/2023	Clifton	NTE: 3 hrs	C 30100.0	004220	\$40/hr	100%
25 #	Delaney	Evans	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
26 #	Delaney	Evans	Teacher	Home Hospital Teacher	1/19/23-2/10/23	MHS	hrs/week	C 65000.0	004106	\$40/hr	100%
27 #	Kelsey	Fielding	Teacher	Monrovia Showcase	2/16/2023	Clifton	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
28 #	Kristin	Ford	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
29 #	Heather	Gac	Teacher	Monrovia Showcase	2/16/2023	Santa Fe	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
30 #	Steven	Garrison	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
31 #	Amanda	Ghezzi	Counselor	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	004220	\$40/hr	100%
32 #	Naomi	Godinez	Teacher	Monrovia Showcase	2/16/2023	Clifton	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%

B. Supplemental Hours/Special Assignments (Continued)

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
33 #	Nedra	Graham	Teacher	PBIS Meeting	1/11/23-6/7/23	Santa Fe	NTE: 8 hrs	C 07102.0	003464	\$40/hr	100%
34 #	Marina	Grande	Teacher	EL Tutoring	2/6/23-4/21/23	Santa Fe	NTE: 50 hrs	C 30100.0	002628	\$40/hr	100%
35 #	Evelia	Gutierrez-Ochoa	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
36 #	Sara	Gutkind	Teacher	Monrovia Showcase	2/16/2023	Clifton	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
37 #	Noel	Hernandez	Counselor	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	004220	\$40/hr	100%
38 #	Shelby	Hightower	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
39 #	Spring	Hills-Durose	Teacher	Monrovia Showcase	2/16/2023	Clifton	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
40 #	Samara	Hirsch	Counselor	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	004220	\$40/hr	100%
41	Rebecca	Hsu	Teacher	CABE Asian Language Institute Conference	3/24/23-3/27/23	Plymouth	NTE: 5 hrs	C 07201.0	004223	\$40/hr	100%
42	Shannon	Hsu	Teacher	CABE Asian Language Institute Conference	3/24/23-3/27/23	Plymouth	NTE: 5 hrs	C 07201.0	004223	\$40/hr	100%
43 #	Alison	Hupp	SDC Teacher	Professional Development	7/1/22-6/30/23	CELC	NTE: 8 hrs	C 65000.0	003013	\$40/hr	100%
44 #	Azalena	Jones	Counselor	Monrovia Showcase	2/16/2023	Clifton	NTE: 3 hrs	C 30100.0	004220	\$40/hr	100%
45 #	Yvonne	Koskela	Teacher	PBIS Meeting	1/11/23-6/7/23	Santa Fe	NTE: 8 hrs	C 07102.0	003464	\$40/hr	100%
46 #	David	Krausse	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
47 #	Ji Hyun	Lee	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
48 #	Jill	Levendood	Teacher	TEAL Family parent engagement	3/2/2023	Bradoaks	NTE: 3 hrs	C 30100.0	004221	\$40/hr	100%
49 #	Sydney	Loft	Teacher	EL Tutoring	2/6/23-3/10/23	Clifton	NTE: 50 hrs	C 30100.0	002628	\$40/hr	100%
50 #	Mark	Lovers	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
51 #	Rhonda	Luna	Counselor	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	004220	\$40/hr	100%
52 #	Daniel	Magallanes	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
53 #	Kevin	Mercado	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
54 #	Jessica	Mez	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
55 #	Richard	Montenegro	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
56 #	Christian	Mora	Teacher	Monrovia Showcase	2/16/2023	Clifton	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
57 #	Sharon	Naugle	Teacher	Student engagement w/Arts& Drama - Aristocats Jr. Spring productions	3/1/23-4/26/23	Wild Rose	NTE: 41 hrs	C 07102.0	003441	\$40/hr	100%
58 #	Robin	Noble Dolan	Teacher	Monrovia Showcase	2/16/2023	Adult Ed	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
59 #	Raul	Ochoa	Teacher	Monrovia Showcase	2/16/2023	Clifton	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
60 #	Ross	October	Teacher	Parent engagement, family literacy	2/22/23-6/7/23	Bradoaks	NTE: 6 hrs	C 30100.0	004221	\$40/hr	100%
61 #	Ross	October	Teacher	TEAL Family parent engagement	3/2/2023	Bradoaks	NTE: 3 hrs	C 30100.0	004221	\$40/hr	100%
62 #	Ross	October	Teacher	Student science engagement	2/22/23-6/7/23	Bradoaks	NTE: 45 hrs	C 07102.0	003395	\$40/hr	100%
63 #	Nathaniel	Overby	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
64 #	Brian	Phelan	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
65 #	Heather	Povinelli	Teacher	Parent engagement, ELAC, family literacy	2/21/23-6/7/23	Bradoaks	NTE: 6 hrs	C 30100.0	004221	\$40/hr	100%
66 #	Marissa	Quinones	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
67 #	Erika	Ramirez Morales	Intstucional Coach	Monrovia Showcase	2/16/2023	Ed Services	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
68 #	Noelani	Reynoso	Counselor	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	004220	\$40/hr	100%
69 #	Yvette	Romero	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
70 #	Danyelle	Rucker	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%

#-Ratification
C-Categorical Fund G-General Fund

B. Supplemental Hours/Special Assignments (Continued)

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
71	Tamara	Sharova	Teacher	CABE Asian Language Institute Conference	3/24/23-3/27/23	Plymouth	NTE: 5 hrs	C 07201.0	004223	\$40/hr	100%
72 #	Tonya	Sherman	Teacher	Parent engagement, ELAC, family literacy	2/21/23-6/7/23	Bradoaks	NTE: 6 hrs	C 30100.0	004221	\$40/hr	100%
73 #	Laura	Shih	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
74	Carol	Sieh	Teacher	CABE Asian Language Institute Conference	3/24/23-3/27/23	Plymouth	NTE: 5 hrs	C 07201.0	004223	\$40/hr	100%
75 #	Monica	Taylor	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
76 #	Alyssa	Valmores	Teacher	EL Tutoring	2/6/23-3/10/23	Clifton	NTE: 50 hrs	C 30100.0	002628	\$40/hr	100%
77 #	Luis	Vazquez	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
78 #	Vickie	Velasco	Teacher	Monrovia Showcase	2/16/2023	Clifton	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
79 #	Amanda	Velez-Buck	Teacher	Student engagement w/Arts& Drama - Aristocats Jr. Spring productions	3/1/23-4/26/23	Wild Rose	NTE: 41 hrs	C 07102.0	003441	\$40/hr	100%
80 #	Janette	Wallick	Teacher	Monrovia Showcase	2/16/2023	Clifton	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
81 #	Janette	Wallick	Teacher	Provide support to SPED Students	9/6/22-11/7/22	Clifton	NTE: 1 hr/day	C 65000.0	003011	\$40/hr	100%
82 #	Tirinity	Wedgworth	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
83 #	Timothy	Weed	Teacher	Monrovia Showcase	2/16/2023	Clifton	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
84 #	Holly	Willahme	Teacher	Monrovia Showcase	2/16/2023	MHS	NTE: 3 hrs	C 30100.0	003314	\$40/hr	100%
85 #	Heidi	Wilson	ESL Instructor	Developing 1.5 extra Civic Unit course work	11/1/22-4/1/23	Adult Ed	NTE: 37 hrs	C 63910.0	003915	\$43.37/hr	100%

C. Leaves of Absences

	First Name	Last Name	Classification	Action	Effective	Site
	None					

D. Terminations

	First Name	Last Name	Classification	Action	Effective	Site

E. Change Status

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
86 #	Erika	Ramirez-Morales	Instructional Specialist	Change in position	11/3/2022	Ed Services		C 07102.0	002976	F/15	100%
87 #	Caitlin	MacDonald	Instructional Specialist	Change in position	3/14/2023	Ed Services		C 07102.0	002976	F/10	100%

#-Ratification
C-Categorical Fund G-General Fund

F. Other

	First Name	Last Name	Classification	Action	Effective	Site	Hours	Program	Position	Range	Percentage
88 #	Yvette	Romero	Teacher	Approve 6th Period Assignment	1/11/23-6/7/23	MHS		G 00000.0	004132		Equivalent preparation time to take place outside the regular work day. Salary will increase 16.67%. (MTA contract)
89 #	Steven	Garrison	Teacher	Approve 6th Period Assignment	1/11/23-6/7/23	MHS		G 00000.0	004132		Equivalent preparation time to take place outside the regular work day. Salary will increase 16.67%. (MTA contract)

F. Other - Volunteers

	First Name	Last Name	Classification	Action	Effective	Site
90 #	Erika	Braxton	Volunteer I	Approve	3/3/2023	MHS, Wild Rose
91 #	Emily	Brown-Lee	Volunteer I	Approve	2/28/2023	Monroe
92 #	Marisa	De la Pena	Volunteer I	Approve	3/7/2023	Plymouth
93 #	Amber	Dupuy	Volunteer I	Approve	2/27/2023	MHS
94 #	Jessica	Feld-Perez	Volunteer I	Approve	2/24/2023	Clifton, Mayflower
95 #	Angelena	Gavenas	Volunteer I	Approve	3/6/2023	Plymouth
96 #	Patricia	Johnston	Volunteer I	Approve	3/3/2023	Mayflower
97 #	Karen	Locken	Volunteer I	Approve	2/28/2023	Mayflower
98 #	Haydee	Oliva	Volunteer I	Approve	3/6/2023	Monroe
99 #	Angela	Pao-Johnson	Volunteer II	Approve	2/28/2023	Plymouth
100 #	Lazarus	Perez	Volunteer I	Approve	3/3/2023	Bradoaks, Clifton, MHS
101 #	Dianela	Quezada Shulman	Volunteer I	Approve	2/24/2023	Monroe
102 #	Leonora	Randall	Volunteer I	Approve	2/24/2023	MHS
103 #	Cristina	Rivas Cabral	Volunteer I	Approve	3/8/2023	Clifton, Monroe
104 #	Maria	Secaira-Molina	Volunteer I	Approve	3/2/2023	COHS, MHS, Monroe
105 #	Jennifer	Tucker	Volunteer I	Approve	2/28/2023	Clifton
106 #	Joy	Wong	Volunteer I	Approve	3/6/2023	Plymouth

#-Ratification

C-Categorical Fund G-General Fund

MONROVIA UNIFIED SCHOOL DISTRICT
Personnel Assignment Report #14

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	# Thomas	Chavez	Food Service Worker	MHS	Employ	\$16.54/hr.	12	1	3 hr./d.; 9 mo./yr.	3/6/2023	004016	C 53100.0	100%
2	# Garbo	Fu	Food Service Accounting Clerk	Food Service	Employ	\$4050.80/mo	24-H	3	8 hr./d.; 12 mo./yr.	3/6/2023	002783	C 53100.0	100%
3	* Arin	Golestani	Director of Technology	Technology	Employ	\$13144.07/mo Correct salary schedule placement; \$12277.50/mo originally Board approved 9/14/22	16-M	3	8 hr./d.;12 mo./yr.	8/22/2022	004158	G 00000.0 C 07303.0	90% 10%
4	# Michelle	Orozco Diaz	Food Service Worker	MHS	Employ	\$16.54/hr.	12	1	3 hr./d.; 9 mo./yr.	3/6/2023	004016	C 53100.0	100%

B. Supplemental Hours/Special Assignments

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent
5	# Alicia	Acuna	Campus Assistant Extra Hours	Bradoaks	Employ: Interpreter for Parent- Teacher conferences.	\$16.54/hr.	4	2	NTE: 15 hours total.	3/6/23-3/10/23	003446	C 07102.0	100%
6	# Veronica	Escobedo	Clerical Assistant III Extra Hours	District Office	Employ: Monrovia Showcase.	\$25.66/hr.	22	6	NTE: 3 hours total.	2/16/2023	002986	C 30100.0	100%
7	# Terry	Forrest	Clerical Assistant I Extra Hours	Fiscal Services	Employ: Additional hours for special projects as needed.	\$22.67/hr.	17	6	NTE: 10 hours per week.	1/30/23-6/30/23	003374	G 00000.0	100%
8	* Margarita	Hernandez	Campus Assistant Extra Hours	Santa Fe	Employ: Interpreter for Parent- Teacher conferences.	\$16.54/hr.	4	6	NTE: 4 hours total.	2/3/23-2/7/23 Revised effective date 1/31/2023; originally Board approved 2/22/2023.	003819	C 07102.0	100%
9	# Julie	Kilbury	Library Media Specialist I Extra Hours	Santa Fe	Employ: Monrovia Showcase.	\$27.64/hr.	25	6	NTE: 3 hours total.	2/16/2023	002986	C 30100.0	100%
10	# Carie	Nuss	ASB Clerk Extra Hours	MHS	Employ: Monrovia Showcase.	\$26.96/hr.	24	6	NTE: 3 hours total.	2/16/2023	002986	C 30100.0	100%
11	# Mariela	Samano	Clerical Assistant III Extra Hours	District Office	Employ: Monrovia Showcase.	\$21.05/hr.	22	2	NTE: 3 hours total.	2/16/2023	002986	C 30100.0	100%

Ratification
* Correction
G General Fund
C Categorical Fund

B. Supplemental Hours/Special Assignments (continued)

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent	
12	*	Maria	Sandoval	School Office Manager Extra Hours	Santa Fe	Employ: Interpreter for Parent- Teacher conferences.	\$28.33/hr.	26	6	NTE: 4 hours total.	2/3/23-2/7/23 Revised effective date 1/31/2023; originally Board approved 2/22/2023.	003819 C	07102.0	100%
13	*	Hugo	Torres	Personnel Specialist Extra Hours	Santa Fe	Employ: Interpreter for Parent- Teacher conferences.	\$23.21/hr.	28	1	NTE: 4 hours total.	2/3/23-2/7/23 Revised effective date 1/31/2023; originally Board approved 2/22/2023.	003819 C	07102.0	100%
14	#	Yesica	Valenzuela	Campus Assistant Extra Hours	Bradoaks	Employ: Interpreter for Parent- Teacher conferences.	\$16.54/hr.	4	6	NTE: 15 hours total.	3/6/23-3/10/23	003446 C	07102.0	100%

C. Leaves of Absence

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent	
15	#	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 2/20/23 8/20/23	002972 C	65002.0	100%
16	#	Erica	Sahatjian	Health Clerk	Bradoaks	Approve: Unpaid Leave of Absence.	\$21.05/hr.	18	4	3.5 hr./d.; 9 mo./yr.	1/25/23-3/31/23 Revised end date 2/22/23; originally Board approved 2/22/2023.	001630 G	00000.0	100%

D. Resignations

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Range	Step	Hours	Effective	Position	Program	Percent	
17	#	Mauro	Dela Torre	Head Custodian III	MHS	Retirement	\$5315.84/mo	29-H	6	8 hr./d.; 12 mo./yr.	1/31/2023	000488 G	00000.0	100%
18		Alyson	Fishkind	Instructional Aide - Special Education	CELC	Retirement	\$22.67/hr.	17	6	3 hr./d.; 9 mo./yr.	3/31/2023	000937 C	65000.0	100%
19	#	Cynthia	Obregon	Instructional Aide - Kindergarten	Mayflower	Voluntary Resignation	\$18.61/hr.	15	3	3 hr./d.; 9 mo./yr.	3/1/2023	003892 G	00000.0	100%
20	#	EID # EY9471531	Administrative Secretary	Pupil Pers. Services	Probationary Employment Release	\$4690.14/mo.	34	18	18 hr./d; 12 mo./yr.	3/22/2023	000928 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

None

- # Ratification
- * Correction
- G General Fund
- C Categorical Fund

F. Other

	First Name	Last Name	Classification	Site/ Department	Action	Rate of pay	Effective	Position	Program	Percent
20	# Megan	Chaney	Walk-on Coach	MHS	Approve stipend - Varsity Softball Assistant Coach	\$500. stipend paid over 3 months.	2/1/23-4/30/23	000206	C 00701.0	100%
21	# Anthony	Craft Sr.	Walk-on Coach	MHS	Approve stipend - Frosh Baseball Head Coach.	\$1,819. stipend paid over 4 months.	2/1/23-5/31/23	000206	C 00701.0	100%
22	# Clarence	Darrow	Walk-on Coach	MHS	Approve stipend - Track Assistant Coach.	\$1,300. stipend paid over 4 months.	2/1/23-5/31/23	000206	C 00701.0	100%
23	# Krista	Luiten	Walk-on Coach	MHS	Approve stipend - JV Swim Head Coach.	\$1,900. stipend paid over 4 months.	2/1/23-5/31/23	000206	C 00701.0	100%
24	# Andrew	Mendez	Walk-on Coach	MHS	Approve stipend - Track Assistant Coach.	\$1,300. stipend paid over 4 months.	2/1/23-5/31/23	000206	C 00701.0	100%
25	# Michael	Minter	Walk-on Coach	MHS	Approve stipend - Varsity Golf Head Coach.	\$2,564. stipend paid over 4 months.	2/1/23-5/31/23	000206	C 00701.0	100%
26	# Huayi	Ni	Walk-on Coach	MHS	Approve stipend - JV Boys Volleyball Head Coach.	\$1,634. stipend paid over 4 months.	2/1/23-5/31/23	000206	C 00701.0	100%
27	# James	Wright	Walk-on Coach	MHS	Approve stipend - JV Baseball Head Coach.	\$1,819. stipend paid over 4 months.	2/1/23-5/31/23	000206	C 00701.0	100%

Ratification
 * Correction
 G General Fund
 C Categorical Fund

Agenda Item Details

Meeting Date: 2023-03-22 18:30:00

AGENDA ITEM TITLE:

8. 22/23-3077 - CONFERENCE/ IN-SERVICE ATTENDANCE AND TRAVEL

RECOMMENDATION

The Board of Education is requested to approve Travel and Conference Report #13.

Rationale:

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

Additional Information:

A copy of Travel and Conference Report #13 is attached.

ATTACHMENTS

- [03222023TravelConference.pdf](#)

MONROVIA UNIFIED SCHOOL DISTRICT
Conference/Inservice Attendance and Travel
Report # 13

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

- 1/ California League of Educators.
Schools to Watch Annual Conference.
June 21-24, 2023; Washington D.C.
Account#: 01.0-00000.0-00000-21500-5220-6000014
Estimated cost: \$2447.13
(Registration: \$379.00; Mileage: \$15.00; Meals: \$296.25; Hotel Parking: \$135.00;
Airport Parking: \$45.00; Lodging: \$856.88; Airfare: \$750.00.)

Rob Hammond, Board Clerk.
Maritza Travanti, Board Member.
- 2/ Superintendent's Summer Institute.
Leadership Associates.
June 11-13, 2023; San Diego, CA.
Account#: 01.0-00000.0-00000-71500-5220-6000012
Estimated cost: \$957.19
(Mileage: \$166.37; Meals: \$103.00; Hotel Parking: \$90.00; Lodging: \$597.82)

Ryan Smith, Superintendent of Schools.
- 3/ CASBO Annual Conference.
April 3-7, 2023; Long Beach, CA.
Account#: 01.0-00000.0-00000-72001-5220-6000040
Estimated cost: \$2334.50
(Registration: \$975.00; Mileage: \$49.26; Meals: \$139.00; Lodging: \$1071.24;
Other: \$100.00)

Jessica Garcia, Assistant Superintendent, Business Services.
- 4/ AP by the Sea- AP Training.
June 18-22, 2023; San Diego, CA.
Account#: 01.0-00000.0-11100-10000-5220-4080000
Estimated cost: \$2033.21
(Registration: \$795.00; Mileage: \$82.00; Meals: \$187.00; Lodging: \$897.01;
Hotel Parking: \$72.00)

Mark Lover, Teacher, Monrovia High School.

GROUP B (Not within budget. Budget transfer required)

None.

GROUP C (Within budget of Federal/Special programs)

None.

GROUP D (No cost to District)

None.

Agenda Item Details

Meeting Date: 2023-03-22 18:30:00

AGENDA ITEM TITLE:

1. 22/23-1101 - CONTRACT WITH LANGUAGE TESTING INTERNATIONAL

RECOMMENDATION

The Board of Education is requested to approve a contract with Language Testing International (LTI) for a one-year subscription for Assessment of Performance toward Proficiency in Language.

Motion by _____, seconded by _____, Vote _____

Board Member Lockerbie_, Board Member Travanti_, Board Member Hammond_, Board Member Anderson_, Board President Gholar_.

Rationale:

The contract with Language Testing International is for a one-year subscription for Assessment of Performance toward Proficiency in Languages (AAPPL) to begin in March 2023 for the 2022-23 school year. The subscription will provide Mandarin and Spanish language assessments for students enrolled in the Mandarin dual immersion program in third grade and above. There is interest in utilizing a standardized assessment for Mandarin language proficiency for students enrolled in our dual immersion programs in grades three through seven. There is an interest in utilizing standardized language proficiency assessments for our Spanish and Mandarin dual immersion students. Currently, Spanish and Mandarin teachers use local assessments to monitor and assess levels of language proficiency. While this provides important information for parents, students, and educators, it does not allow us to make meaningful comparisons to state and national standards. In the past, Spanish students in grades three through eight have taken the California Spanish Assessment (CSA). While this has provided a measure of program quality, assessment results do not provide teachers or students with timely and actionable feedback for instruction. Based on our experience with the AAPPL this spring, we will consider expanding its use to include all grade three and above students participating in dual immersion programs. The AAPPL is the most widely used language assessment developed in coordination with the American Council on the Teaching of Foreign Languages (ACTFL).

Background:

The AAPPL assesses standards-based language learning across the three modes of communication (interpersonal, presentational, and interpretive) as defined by the National Standards for Foreign Language Learning. The AAPPL assesses interpersonal listening/speaking, presentational writing, interpretive reading, and interpretive listening, and ratings are assigned according to the ACTFL Performance Descriptors for Language Learners. The four components of the test take a total of approximately two hours. Each component can be administered separately. The AAPPL can be ordered as a combined four-component test or in other bundled options.

Budget Implication (\$ Amount):

The AAPPL subscription cost is \$5,050 and will be funded from Supplemental and Concentration funds.

Legal References:

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

Additional Information:

A copy of the subscription contract is attached.

ATTACHMENTS

- [LTI - AAPPL Spring 2023 \(Revised #2\) V1 - 20230310.pdf](#)
- [LTI Privacy Policy.pdf](#)
- [LTI Terms and Conditions.pdf](#)



EXCLUSIVE LICENSEE OF **ACTFL**

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

Created Date 3/6/2023
Quote Number 00001312

Fed ID #: 13-3678798

Expiration Date 4/6/2023

Contact Information

Prepared By Leonardo Islas
Title Senior Account Executive
Email lislas@languagetesting.com

Contact Name Greg Gero
Estimated Testing Date 3/13/2023
Email ggero@monroviashools.net

Address Information

Account Name Monrovia Unified (Monrovia, CA)

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

Product	Sales Price	Quantity	Total Price
AAPPL	\$20.00	154.00	\$3,080.00
Form E - Elementary	\$10.00	197.00	\$1,970.00

Thank you for your business!

Grand Total \$5,050.00

Payment Options:

- Pay By **ACH/Wire**: - Capital One Bank

- Pay by Check:

Acct.#3746625574
Routing#065000090 Swift Code: HIBKUS44

Payable to: Language Testing International
Mail to Lockbox:
P.O. Box 825497 Philadelphia, PA 19182-5497

For all billing inquiries please contact billing@languagetesting.com

Language Testing International Privacy Policy

Last updated: November 2022



Kids Privacy Assured by PRIVO: COPPA Safe Harbor Certification

Language Testing International, Inc. is a member of the PRIVO Kids Privacy Assured COPPA safe harbor certification Program (“the Program”). The Program certification applies to the digital properties listed on the certification page that is viewable by clicking on the PRIVO Seal. PRIVO is an independent, third-party organization committed to safeguarding children's personal information collected online. The PRIVO COPPA safe harbor certification Seal posted on this page indicates Language Testing International, Inc. has established COPPA compliant privacy practices and has agreed to submit to PRIVO’s oversight and consumer dispute resolution process. If you have questions or concerns about our privacy practices, please contact us at (800) 486-8444 or privacy@languagetesting.com. If you have further concerns after you have contacted us, you can contact PRIVO directly at privacy@privo.com.

Contents

Definitions.....	3
LTI Websites Covered by This Privacy Policy.....	4
Child Audience Websites for K-12 Academic Candidates under Age 13	4
Child Audience Websites for K-12 Academic Candidates under Age 18	4
General Adult Audience Websites for K-12 Academic Clients	4
General Adult Audience Websites for Commercial, Government, or Post-Secondary Academic Clients.....	5
Use of Personally Identifiable Information (PII)	5
LTI Website.....	6
Visitor Information.....	6
General Use	7
Security	7
Copyright Protection and Use of LTI Information.....	7
Data Deidentification Policy	8
Test Takers from an LTI Client Organization.....	8
Test Takers Over 18 Years of Age	8
Test Takers Under 18 years of age	8
Individual Clients.....	8
Student Privacy Policy	9
Students Aged 18 and Over	9
Students Under the Age of 18.....	9
Receipt, Collection, and Use of Student PII.....	10
LTI Service Providers	11
Providers Who May Service Students Under 18 Years of Age	11
Providers Who May Service Website Visitors and Candidates Aged 18 and Over	12
Use of Aggregated, Anonymous Student Data	12
Special Reporting or Research Agreements	12
Student-Directed Content on LTI's Website	12
PII in Student-Generated Content for Students Under Age 18	13
Collection.....	13
Use.....	13
Retention	13
De-identification, Deletion, or Disposal	13
Parent / Legal Guardian Access to Student PII and Requests for Deletion.....	14
Data Security Breach Notification for Students Under Age 18	14
Privacy Considerations Related to Computer-Based Proctoring	14

California Student Data Privacy Requirements	15
Changes to the Privacy Policy	15
LTI Contact Information.....	15

Definitions

The following list defines acronyms and terms used throughout this document.

- Assessments provided by LTI and covered by this privacy policy:
 - **AAPPL:** ACTFL Assessment of Performance toward Proficiency in Languages®
 - **ALIRA:** ACTFL Latin Interpretive Reading Assessment®
 - **APPT:** ACTFL Proficiency Placement Test®
 - **ACTFL TEP:** ACTFL Test of English Proficiency®
 - **LPT:** ACTFL Listening Proficiency Test®
 - **L&Rcat:** ACTFL Listening and Reading Computer Adaptive Test®
 - **OPI:** ACTFL Speaking Assessment: The Oral Proficiency Interview®
 - **OPIc:** ACTFL Speaking Assessment: The Oral Proficiency Interview—computer®
 - **OPI & WPT for the Seal of Biliteracy:** ACTFL Oral Proficiency Interview & Writing Proficiency Test for the Seal of Biliteracy®
 - **RPT:** ACTFL Reading Proficiency Test®
 - **WPT:** ACTFL Writing Proficiency Test®
 - Proficiency Screener
 - Sometimes referred to as “Vocabulary Screener”
- **aggregated anonymous data:** a set of anonymized data from multiple test takers that has been grouped together for the purpose of demonstrating trends or comparing the results of individuals or subsets of individuals against the entire set.
- **anonymized / deidentified / sanitized data:** data that have had all customer personally identifiable information (PII) removed so that what remains cannot be traced back to the identity of the original owner.
- **candidate / test taker:** someone who takes a test administered through LTI.
- **client / ordering entity / client organization / organization:** any entity that orders a test administered through LTI. Usually this will be an academic, commercial, or government organization that orders tests for its students, employees, or potential employees via the Client Site. (See **individual client** below.)
- **Client Site:** LTI’s proprietary, online test management system. Clients use it to do such things as order tests, review the status of ordered tests or to make changes, and receive test results.
- **COPPA:** The [Children's Online Privacy Protection Act](#) imposes certain requirements on operators of websites or online services directed to children under 13 years of age.
- **customer:** a candidate / test taker, client, or individual client.
- **DPA:** A Data Privacy Agreement is a legally binding contract between LTI and a client (usually a school or school district) that defines, among other things, how PII and other data for that client’s test takers and administrative agents should be handled, stored, deidentified, or deleted.
- **FERPA:** The [Family Educational Rights and Privacy Act](#) protects the privacy of K–12 student education records.
- **IDEA:** The [Individuals with Disabilities Education Act](#) ensures that all children with disabilities have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living.

- **individual client / individual student:** someone who orders their own test online via LTI’s website (independently of an ordering entity).
- **PII:** Personally Identifiable Information is any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means.
- **service provider:** a third-party entity who performs some service for LTI.
- **SOPIPA:** The [Student Online Personal Information Protection Act](#) in California provides clear rules to ensure that children's personally identifiable information is securely collected and managed and not exploited for commercial or harmful purposes.
- **student:** a candidate / test taker whose test was ordered for them by their teacher, school, school district, or state.
- **student-generated content:** written or audio recorded responses that students submit during testing.

LTI Websites Covered by This Privacy Policy

This privacy policy applies to many LTI websites. By default, LTI’s websites are for “general adult audiences,” which means that LTI has taken care to restrict access to these websites only to those clients who are adults. In most cases, this includes LTI’s commercial clients, government clients, and adult academic clients (e.g., college students and staff; K–12 teachers; K–12 school, district, or state administrators; parents or legal guardians of K–12 students; and K–12 eligible students). However, in order to comply with federal or some state data security laws or guidelines, some LTI websites have been designed and built for “child audiences.” Within this group are two subgroups: “for children under age 18” and “for children under age 13.” All websites in these two subgroups are compliant with FERPA, SOPIPA, and IDEA, as explained elsewhere in this document. Additionally, all “for children under age 13” websites are compliant with COPPA.

Here is an organizational listing of the LTI websites covered by this privacy policy.

Child Audience Websites for K–12 Academic Candidates under Age 13

Candidates under age 13 can access only the following websites, which are compliant with COPPA, FERPA, SOPIPA, and IDEA.

- AAPPL Student Test Portal: <http://aappl2.actfltesting.org>
- ALIRA Student Test Portal: <https://actflrhtml.actfltesting.org>
- AAPPL Student Demo webpage: <https://www.languagetesting.com/aappl2-demo>
- ALIRA Student Demo test: <https://alirademo.actfltesting.org/>

Child Audience Websites for K–12 Academic Candidates under Age 18

Candidates under age 18 can access only the under age 13 websites above and the following two websites, which are compliant with FERPA, SOPIPA, and IDEA.

- AAPPL Remote Proctoring Test Portal: <https://languagetesting.com/AutoRP>
- ACTFL WPT for the Seal of Biliteracy Test Portal: <https://wpt.actfltesting.org/>

General Adult Audience Websites for K–12 Academic Clients

Academic clients can access the under age 13 and under age 18 websites above and the following websites. LTI’s main website and the AAPPL Registration Site are intended for teachers and school administrators. Parents, legal guardians, and eligible students can access the AAPPL Parent Portal once the school sets up their account and provides them with a access passcode.

For Teachers and School Administrators:

- LTI main website: <https://www.languagetesting.com/>
- AAPPL Registration Site: <https://tms.languagetesting.com/AAPPLNew/>

For Parents, Legal Guardians, and Eligible Students:

- AAPPL Parent Portal: <https://tms.languagetesting.com/AAPPLStudentRegistration>

General Adult Audience Websites for Commercial, Government, or Post-Secondary Academic Clients

Commercial, government, and post-secondary clients can access the following websites.

- LTI main website: <https://www.languagetesting.com/>
- ACTFL LPT Test Portal: <https://actflrhtml.actfltesting.org/>
- ACTFL L&Rcat Test Portal: <https://lrcat.actfltesting.org/>
- ACTFL OPIc Test Portal: <https://opic.actfltesting.org/>
- ACTFL RPT Test Portal: <https://actflrhtml.actfltesting.org/>
- ACTFL WPT Test Portal: <https://wpt.actfltesting.org/>
- APPT Test Portal: <https://www.languagetesting.com/APPT>
- ACTFL TEP Test Portal: The ACTFL TEP is bundle of the L&Rcat, OPIc, and WPT. Each component is accessible from its corresponding test portal (see above).
- Proficiency Screener: <https://proficiencyscreener.languagetesting.com/>

Use of Personally Identifiable Information (PII)

The PII collected by LTI depends on each customer's role within LTI's systems (e.g., test taker, account administrator) as well as the testing agreement established between LTI and that customer. The collected PII may include the following data types:

- First and Last Name
- Phone Number
- Mailing Address
- Email Address
- Test Scores
- Employer or Program Affiliation (for those who test through their organization or who are administrators for their organization)
- Job Title
- ID Number
- Spoken or Written Test Responses

The following disclosures and uses of customer PII are permitted under this policy.

- LTI will not disclose any of its customers' PII except under the conditions outlined in this privacy policy.
- LTI may disclose customer PII to any person or entity as required by law, as required to protect the rights or safety of LTI or its customers, or in response to a specific court order.
- If a test taker's employer or ordering entity contracts with LTI for a test, sends LTI a list of candidates who will be taking the test, and requests that each test taker self-register online via LTI's website, LTI may share the test takers' PII and test results with the ordering entity.
- LTI may provide customer PII to select service providers, as required to deliver our services. LTI will share only the minimum PII required by each service provider to facilitate the provision of their services. LTI requires service providers to sign a confidentiality agreement that prohibits them from using any

customer PII for unauthorized purposes. If LTI becomes aware that a service provider is using or disclosing PII contrary to this policy, LTI will take the necessary steps to prevent or stop the misuse or disclosure and inform affected customers, as stipulated in its Incident Management & Response Policy.

- **Note:** Test takers are strongly discouraged from including PII in their open-ended test responses. While LTI takes all reasonable action to protect and limit access to customer PII, test response information is, by its very nature, shared with those service providers who rate those open-ended responses. LTI maintains confidentiality agreements with all raters but cannot be held responsible for the possible identification of a test taker by a rater during the rating process.
- Some foreign countries' security regulations may require LTI to provide foreign and domestic government agencies with access to customer PII.
- LTI may use aggregated anonymous information about its customers for internal research or to update and maintain its systems. However, LTI does not sell, rent, or loan any PII to any third parties that are not authorized service providers, or who are not clients with whom LTI has signed confidentiality agreements concerning the use of PII.

Candidates who test through our remote proctoring service providers are also required to verify their identity for testing integrity purposes by showing their government-issued photo ID to the live human remote proctor, who verifies it against their account details. Alternatively, some remotely proctored tests require that test takers photograph their ID prior to taking their test, which is later verified before test scores are released. Candidates that test with remote proctoring are recorded via their webcam while the content on their screen is also recorded throughout the remotely proctored session. LTI has purge policies in place with all of its remote proctoring providers to ensure that candidate data are stored for no more than 30 days to allow for review of any reported issues. After that period, all user data are automatically purged from the remote proctoring providers' systems.

- **Note:** In the event that an integrity issue is confirmed, LTI will download a copy of the video and images and store the files on LTI servers (not the remote proctor's servers). These downloads will serve as evidence of the issue should any claims or disputes be raised by the candidate or client. Any such downloads are automatically deleted two (2) years after the download date.

LTI Website

Visitor Information

- **Note:** The following information applies only to adult-directed pages of the LTI website. It does not apply to any student-directed pages.

To better serve customers, the LTI website may internally track aggregated, anonymous information about its visitors. LTI and select, contracted service providers use such information to compile statistics about the daily number of visitors to its sites, the daily requests received for services and products, and what countries those requests originate from.

LTI collects the following technical information automatically from visitors to its website. This information is only used for internal analytics to improve the functionality of the products and services provided by LTI.

- **Device information:** information about the device used to access LTI's website, including IP address, browser information, model, and operating system.
- **Usage information:** LTI employs third-party services, including cookies, to collect information about page visits such as logins, frequency of visits, time on page, links clicked, features used, products and services requested, what countries those requests come from, and websites visited before and after accessing LTI's website. Visitors may disable cookies through their browser settings if desired; however, without cookies, some aspects of the LTI website may not function as intended.

The LTI website does include an optional support chat feature in which, if they choose, visitors may introduce PII such as name, email address, and phone number when sending their inquiries to LTI's customer support team. This information is always introduced voluntarily by the visitor and is never collected passively by the LTI website or its features. The support chat feature is completely disabled, as are all analytics, for those pages on the LTI website that are directed toward visitors under the age of 18.

General Use

Access to and use of the LTI website, including individual client test data, is at the risk of the visitor. Under no circumstances, including but not limited to negligence, shall LTI, its officers, directors, owners, employees, agents, and any other party involved in creating, producing, or delivering the website and any content on the website, be liable for any damages whatsoever (including, without limitation, any direct, incidental, consequential, indirect, or punitive damages) arising out of or related to any individual's access to, use of, inability to access or use the website for any reason (e.g., failure of performance or operation, any interruption of service, computer virus), any unauthorized use or access to a customer's files, or any damages to their computer equipment, programs, files, or other property, even if LTI has been advised of the possibility of such damages.

Occasionally, LTI may provide an external link from its website to a third-party affiliated with LTI. LTI is not responsible for the contents of any on-site or off-site pages referenced through such links, nor is LTI liable for any defamatory, offensive, or illegal conduct that may occur from or through such third-party links. Links to other websites do not constitute an endorsement of that site by LTI.

Security

Protecting PII is an important priority for LTI. LTI employees who violate its confidentiality and security policies and procedures are subject to disciplinary action. Service providers or affiliates that receive PII are required to preserve the confidentiality of that information under the terms of legal confidentiality agreements. LTI also maintains physical, electronic, and procedural safeguards in accordance with industry standards that are designed to keep unauthorized persons from accessing PII stored on LTI systems, as well as protecting it from loss or destruction, misuse, alteration, or disclosure.

All customer communication and files in digital format are stored on a secure network, accessible only by approved staff. LTI uses 256-bit AES encryption or higher encryption technology to protect data while in motion or at rest in its custody. All critical systems and servers are separately housed within LTI's secure facilities, or secure cloud vendor, and are accessible only by authorized personnel. LTI's physical premises are protected by live security surveillance methods, and all off-hour entry is logged through an access control system.

LTI has policies in effect in the event of a breach or unauthorized disclosure of PII. These policies include a plan for notifying clients and specify a required timeline for doing so, based on the severity of the breach as determined by the National Vulnerability Database's [Common Vulnerability Scoring System](#), which is an open framework for communicating the characteristics and severity of software vulnerabilities.

Please see the **Student Privacy Policy** section below for information on our plan for notifying clients in the event of a breach containing data related to the AAPPL, ALIRA, or ACTFL OPI & WPT for the Seal of Biliteracy, which may involve data related to customers under the age of 18.

Copyright Protection and Use of LTI Information

The testing products and services provided by LTI are protected by copyright as a collective work and/or compilation, pursuant to U.S. copyright laws, international conventions, and other copyright laws. Company names, logos, and trademarks may not be used by any individual member of the public or any client or customer in any manner without the prior written consent of ACTFL, LTI, or the respective licensor. Users should assume,

unless specifically noted, that all content on the LTI website and any files or programming related to the website and/or testing products and services provided by LTI are protected by such rights owned exclusively by ACTFL, LTI, or the respective licensor. Therefore, users may not recopy, distribute, publicly display, modify, transmit, reuse, repost, or use for public or commercial purposes any of the contents of the website without the express written permission of the content owner, obtained in advance of such use. Permission requests should be sent to: info@languagetesting.com.

Please note that content contained within the LTI Blog, though part of *languagetesting.com*, is exempt from the requirement to obtain permission before reposting and may be shared without the need to contact LTI in advance. Blog posts can be identified by the /blog/ that is part of their page URLs and the special note in the page footer that specifies that the content is part of the exception to this privacy policy.

Data Deidentification Policy

This Data Deidentification Policy is based on the standards defined by the [General Data Protection Regulation \(GDPR\)](#) as it establishes the “right to be forgotten.”

- **Note:** Individual clients and client organizations who request deidentification of their data within LTI’s systems must accept that the procedure is permanent and irreversible. Once the process has begun, it is not possible to restore or reidentify the data in any way.

Test Takers from an LTI Client Organization

Test Takers Over 18 Years of Age

Test takers of majority age whose PII was provided to LTI by one of LTI’s client organizations must contact the organization and have it initiate the request to LTI for data deidentification. The organization may contact privacy@languagetesting.com.

- **Note:** In some cases, a client organization may have a previously executed Data Privacy Agreement (DPA) in place with LTI. In such cases, LTI will follow any data deidentification or disposition terms agreed to in the DPA. Any exceptions to those terms should be requested in writing by the client organization and subsequently agreed to by LTI.

Test Takers Under 18 years of age

If a test taker whose PII was provided to LTI through one of LTI’s client organizations is under the age of 18, the test taker’s parent or legal guardian must contact the organization and have it initiate the request to LTI for data deidentification.

Individual Clients

Individual clients who purchased a test on their own via the LTI website (independent of a client organization) must send a request for PII deidentification that includes the following information of the person whose PII is to be deidentified:

- Full Name
- Mailing Address
- Contact Telephone Number
- Email Address

Such requests should be sent to privacy@languagetesting.com, and should originate from the same email address that LTI already has in its systems, that is, the same email address that the requestor used to set up an account on

LTI's website. If this is not possible due to loss of access to the original email address, other means will be used to verify the identity of the requestor prior to proceeding with data deidentification.

Once the identity of the requestor has been confirmed, LTI will proceed to deidentify the data in all of its systems. LTI will also request deidentification of the data in the systems of any service providers who received the requestor's PII as part of the testing process.

Based on the following terms, LTI will comply with any requests from individual clients to (1) deidentify PII that is intentionally provided to it through the test ordering process, (2) destroy PII, or (3) dispose of test responses before the usual 10-year disposal date.

- All requests for de-identification, deletion, or disposal require a period of 75 days for LTI to complete.
- If no request for de-identification, deletion, or disposal is received by LTI, all PII, test data, and test responses will remain in its original state (not de-identified) within LTI's secure, encrypted systems for 10 years.

Student Privacy Policy

This section of the LTI Privacy Policy outlines special considerations for the handling of student data and applies only to those candidates for whom language testing is conducted through an educational institution, whether at the K-12 or post-secondary level. LTI is committed to protecting all of its customers' information. As part of this commitment, it works to ensure that student data are handled in a manner consistent with FERPA and COPPA, as outlined below.

LTI's Privacy Policy protects the data and right to privacy for all students. In this regard, this policy applies to students who test through their educational institution after reaching the age of 18 (or the age of majority in states in which that age is lower than 18). This policy also applies to the protection of student education records under the Individuals with Disabilities Education Act (IDEA).

Students Aged 18 and Over

LTI's Privacy Policy applies to all PII collected from students aged 18 and over who test through their educational institutions, as described in the **Use of Personally Identifiable Information** section above. Additionally, such students' data are protected by FERPA. LTI personnel will not communicate about student PII or other aspects of the student educational record with any party other than with eligible students themselves or with verified LTI Client Site users associated with the educational institution through which testing is conducted. Otherwise, all terms of the privacy policy above apply to these users.

Students Under the Age of 18

LTI collects some PII for students under the age of 18 from the teachers, schools, school districts, and states that purchase tests provided by LTI. It limits the use of such PII to only those educational contexts authorized by the teacher, school, school district, or state.

LTI administers some tests to students under 13 years of age, but it should be understood that LTI applies the rigorous data privacy standards required for students under 13 years of age to all students under the age of 18.

Tests provided by LTI to students under the age of 18 include:

- ACTFL Assessment of Performance toward Proficiency in Languages (AAPPL)
- ACTFL Latin Interpretive Reading Assessment (ALIRA)
- ACTFL Oral Proficiency Interview (OPI) & Writing Proficiency Test (WPT) for the Seal of Biliteracy

- **Note:** The ACTFL OPI & WPT for the Seal of Biliteracy is intended only for students in grades 11 and 12 for the purpose of attaining their state's Seal of Biliteracy prior to their high school graduation. As such, there are no privacy considerations related to this test for students under 13 years of age.

These tests are used to measure students' proficiency in a language and can also measure their longitudinal progress toward achieving educational outcomes. At no time does LTI ask students under age 18 to participate in any survey that could reveal PII or any other protected category of information.

The AAPPL, ALIRA, and ACTFL WPT for the Seal of Biliteracy are administered over the Internet using a computer or tablet. The ACTFL WPT for the Seal of Biliteracy can be administered in a pencil/paper (booklet) version if requested by the teacher, school, school district, or state. The ACTFL OPI for the Seal of Biliteracy is administered over the telephone. In all cases, the tests are proctored by a teacher, school employee, parent/guardian, or via a computer-based proctoring service, as requested by the teacher, school, school district, or state. (See the **Privacy Considerations Related to Computer-Based Proctoring** section below.)

For human-proctored tests, proctors are directed to enter the URL of the appropriate testing platform for students just before they are to begin their tests.

- AAPPL Student Test Portal: <http://aappl2.actfltesting.org>
- ALIRA Student Test Portal: <https://actflrhtml.actfltesting.org>
- ACTFL WPT for the Seal of Biliteracy Test Portal: <https://wpt.actfltesting.org/>

Through this privacy policy, LTI provides each school with all notices required under COPPA. Any parent/guardian of a student under the age of 18 who wishes to request access to their child's PII in order to review and/or have it deleted must do so by contacting their child's school, which will then contact LTI, as described below in the **Parent / Legal Guardian Access to Student PII and Requests for Deletion** section.

The products and services provided by LTI do not enable students under age 18 to make their PII publicly available.

Receipt, Collection, and Use of Student PII

Since all students under age 18 are registered for testing by their teacher, school, school district, or state, no email or contact information is collected directly from students. Access to student PII within LTI's secure systems is limited to select LTI employees and agents of the school, school district, or state who require access as specified in their LTI Client Site account. Information provided by the teacher, school, school district, or state about students, which is encrypted by LTI, may include:

- first and last name
- gender
- preferred gender pronouns
- identification number
- school where a student is enrolled
- grade (or course level/years of study)
- testing accommodations requests, when applicable
- school district and state
- first and last name and email of the teacher, principal, or other agent of the school, school district, or state who ordered the student's test

Information that LTI collects prior to or during the test taking process include:

- written answers and audio responses, depending on the form and scope of the test
- information captured by our systems (login timestamps, operating system, browser, IP address, item submission timestamps, error timestamps)

Teachers, schools, school districts, or states, receive individual student score reports from LTI, and they disseminate that information and/or a certificate to students.

- **Note:** Alternatively, if a teacher, school, school district, or state wishes to send that information and/or certificate directly to a parent / legal guardian of each student, they may do so by using a feature within the Client Site that releases scores and certificates to users that are registered and validated through a secure web portal.

LTI does not communicate directly with parents / legal guardians or students; any requests to review the information that LTI has received about a particular student must be communicated to LTI by their teacher, school, school district, or state. If required by the teacher, school, school district, or state, LTI will delete or correct an individual student record. However, since actual test items are proprietary and must be kept confidential, they are never disclosed.

In addition to the uses of customer PII mentioned in the **Use of Personally Identifiable Information** section near the beginning of this document, LTI may use student test response data to...

- provide reports to teachers or administrators at the school, school district, or state level.
- investigate information security, test security, and information asset protection-related incidents.
- support teachers or school, school district, or state administrators in implementing products or services it provides.
- monitor the use of the products it provides and perform such analyses as might be necessary or helpful in improving product performance, efficiency, and security.
- perform analyses directed at improving the educational effectiveness of the products and services it provides and to contribute to general knowledge about student achievement in languages.
- provide training to language proficiency raters who score the AAPPL, ALIRA, and ACTFL OPI & WPT for the Seal of Biliteracy.
- research and develop new test products and services.

LTI does not sell or use any PII for students under the age of 18 for marketing purposes.

The school, school district, or state through which AAPPL, ALIRA, or the ACTFL OPI & WPT for the Seal of Biliteracy tests are ordered and administered may report student scores to third parties for purposes of awarding the Seal of Biliteracy or to others as determined and agreed upon at the school, school district, or state level. LTI is not responsible for student PII that is shared by teachers, schools, school districts, or states to third parties.

LTI Service Providers

LTI may rely on service providers that support the internal operations of its digital properties, such as hosting the website, designing and/or operating the features of its digital property, tracking analytics, or performing other administrative services. These service providers are held to the same obligations as LTI with regard to PII from students under age 18. They may not disclose or use PII for any purpose other than those for which they are contracted, and they are subject to the terms of this privacy policy. If any of these uses involves LTI's licensor, ACTFL, or a service provider, LTI requires that ACTFL and such service providers sign a confidentiality agreement ensuring that all PII that is shared will be protected to the same degree that LTI protects it.

Below is a list of the service providers used by LTI, the services they provide, and links to their respective privacy policies.

Providers Who May Service Students Under 18 Years of Age

- [Amazon Web Services \(AWS\)](#): Cloud data storage for all student data, including for students under age

- [Verificient Technologies, Inc.](#): Remote computer-based proctoring, available only to students aged 13 and over
- [Learnosity](#): Content editing

Providers Who May Service Website Visitors and Candidates Aged 18 and Over

- [Amazon Web Services \(AWS\)](#): Cloud data storage
- [Verificient Technologies, Inc.](#): Remote computer-based proctoring
- [Learnosity](#): Content editing
- [Examity](#): Remote computer-based proctoring
- [Prometric](#): Remote computer-based proctoring
- [ProctorU \(Meazure Learning\)](#): Remote computer-based proctoring
- [WebFx](#): Collection of aggregated, anonymous visitor information on adult-directed webpages
- [Google Analytics](#): Collection of aggregated, anonymous visitor information on adult-directed webpages
- [Prevaj](#): Access to LTI website visitor information for consulting purposes. (Contracted consultant, secured by a non-disclosure agreement.)
- [Intercom](#): Provider of the customer self-service chatbot on the LTI main website

Use of Aggregated, Anonymous Student Data

LTI may use the aggregated, anonymous student data it collects to...

- analyze test results, outcomes, and preferences.
- improve testing services it provides to meet customer and student needs.
- monitor test usage and perform analyses to improve product performance, efficiency, and security.
- research how students use the products and services it provides.
- analyze the educational effectiveness of the products and services it provides.
- contribute to the general knowledge about students' achievement in language via external academic research and scholarship.
- enforce its [Terms of Use](#).

Additionally, LTI may use the information as may be required or permitted by legal, regulatory, industry self-regulatory, audit, or security requirements.

Special Reporting or Research Agreements

In some cases, teachers, schools, school districts, or state administrators who register students for tests may include an agreement with LTI for additional information that they wish to include in their data for specific reporting purposes. Some of these data could potentially be linked to an individual student based on such demographic categories as ethnicity, first language, free or reduced lunch status. When such agreements are in place, reports containing this aggregated anonymous information are provided only to the teachers, school, school district, or state administrators authorized to receive that information. In such cases, data are held securely and only LTI employees directly involved in producing these reports have access to the student PII.

LTI does not collect or maintain any demographic, academic or other school record information about students, teachers, or school, school district, or state administrators unless it has a separate reporting or research agreement with a school, school district, or state, as described above.

Student-Directed Content on LTI's Website

Certain pages hosted on LTI's website include student-directed content that is intended to assist students in preparing for the AAPPL or ALIRA. As a means of ensuring compliance with COPPA regarding data collection for

students under the age of 13, such pages are considered to contain student-directed content and do not collect or track information about visitors. Additionally, LTI's support chat feature is disabled on those pages to prevent the introduction of PII by students under the age of 18 and there are no links back to the LTI website from the student-directed pages. Students are provided the direct URLs to those student-directed pages by their teachers or school administrators.

PII in Student-Generated Content for Students Under Age 18

Collection

Student-generated content, or students' recorded or written responses to open-ended prompts within the AAPPL or ACTFL OPI & WPT for Seal of Biliteracy, is collected as part of the standard process of administering those two tests. (The ALIRA does not include any open-ended prompts and, therefore, does not collect any student-generated content.) While it is possible that some students may include personal details as part of the content they generate while responding to the aforementioned open-ended prompts on the AAPPL or ACTFL OPI & WPT for Seal of Biliteracy, these tests do not explicitly request such information from students. Any details that students opt to share are incidental and not intentionally collected by LTI.

Use

Student-generated content for the AAPPL ILS and PW components is reviewed by certified test raters and used exclusively for the purpose of providing test ratings to the teachers, schools, school districts, and states that order tests for their students. Authorized users of the LTI Client Site can review student responses to the AAPPL ILS and PW components for 60 days after the date of administration of the test, after which the response data are automatically removed from the Client Site portal. Only authorized users who are logged into the secure site can access these data and the site provides no mechanism with which to download the student-generated content.

Student-generated content for the ACTFL OPI & WPT for the Seal of Biliteracy is never made available except to the certified test raters who score the tests through LTI's secure rating platform.

LTI does facilitate some student-generated content to its licensor, ACTFL, for purposes of rater renorming and certification. These are necessary programs that ACTFL delivers to ensure consistent and accurate rating and scoring procedures.

- **Note 1:** Any student-generated content that LTI shares with ACTFL for rater training purposes is reviewed to ensure that it does not include PII.
- **Note 2:** When student-generated content is shared with ACTFL for rater training purposes, it is done so without connection to the PII that the teacher, school, district, or state provided when ordering the tests. That is, the associated test record is deidentified prior to providing ACTFL with access to the student-generated content.
- **Note 3:** In the event that a teacher, school, district, or state enters into an agreement with LTI that specifies that student-generated content associated with their account may not be used by ACTFL for its training purposes, LTI ensures that that content is not shared.

Retention

Unless otherwise requested, student-generated content for the AAPPL, ALIRA, or ACTFL OPI & WPT for the Seal of Biliteracy is retained in LTI's secure and encrypted systems for up to 10 years.

De-identification, Deletion, or Disposal

Based on the following terms, LTI complies with any requests to (1) deidentify PII that is intentionally provided to it through the test ordering process, (2) destroy PII, or (3) dispose of student-generated content before the usual 10-year disposal date.

1. All requests for de-identification, deletion, or disposal require a period of 75 days for LTI to complete.
2. The 75-day period may only commence once all tests ordered by the teacher, school, school district, or state have been administered, rated, and confirmed; and, after any outstanding invoices from LTI for the tests administered have been paid by the school, school district, or state.
3. Requests for de-identification, deletion, or disposal can be stipulated in a previously executed data privacy agreement (DPA) between LTI and the school, school district, or state that ordered the tests.
4. If a school, school district, or state that ordered the tests wishes to amend the de-identification, deletion, or disposal request stipulated in their DPA, or if they never had a DPA; they may make such a request in writing at any time. (See the **LTI Contact Information** at the bottom of this document.)
5. In all other cases, all PII, test data, and student-generated content will remain in its original state (not de-identified) within LTI's secure, encrypted systems for 10 years.

Parent / Legal Guardian Access to Student PII and Requests for Deletion

In the event that parents or legal guardians of students under age 18 wish to review or request deletion of their children's PII, they must directly contact the school, school district, or state that ordered the testing. The school, school district, or state will be responsible for verifying the identity of the requesting parents or legal guardians. If deletion is required, the school, school district, or state will forward the request to LTI, which will in turn handle the request and report back to the school, school district, or state. LTI will only communicate with the school, school district, or state.

Data Security Breach Notification for Students Under Age 18

In the event of a data security breach related to testing with the AAPPL, ALIRA, or ACTFL OPI & WPT for the Seal of Biliteracy, LTI will not contact parents, guardians, or test takers directly. Instead, it will notify the teacher, school, school district, or state that ordered the affected tests.

Privacy Considerations Related to Computer-Based Proctoring

In order to meet the remote testing needs of students aged 13 and over, LTI has partnered with a service provider for computer-based proctoring to enable secure testing away from school when necessary. Computer-based proctoring uses AI technology to monitor the student testing experience, ensuring that no human is viewing students while testing. In fact, as a protective measure, AI proctoring prevents students from having to interact with any human during the testing process. Videos are reviewed by select internal LTI employees only when tests are flagged for a potential security violation; video file access is restricted to pertinent LTI employees only.

Computer-based proctoring is not available for students under 13 years of age in compliance with COPPA regulations. As part of the computer-based proctoring onboarding process, students must enter their complete date of birth and acknowledge and agree to this policy. Students who enter a date of birth that reveals them to be younger than age 13 are blocked from proceeding to the computer-based proctoring system and directed to contact their teacher or administrator.

LTI passes to the computer-based proctoring service provider only the minimum amount of information required, which are the student's first name and test ID.

The computer-based proctoring service provider collects the following additional information about students, all of which the student creates directly during the proctoring session:

- photograph of the student
- audio and video recordings of the student taking the test and of the test-room environment
- screen captures during test administration

LTI's agreement with the computer-based proctoring service provider ensures that all student data (name, images, videos) are deleted in accordance with a 14-day data purge policy.

Lastly, because requirements for parental permission vary by state and district, LTI requests that teachers, schools, school districts, or states confirm that they have any necessary parental permission prior to ordering their students' tests.

California Student Data Privacy Requirements

Related to the Student Online Personal Information Protection Act (SOPIPA) in California, LTI performs only testing services within a K–12 school that take place under the direction of a teacher, school, or school district. Therefore, the student profile that LTI receives is specifically related to each K–12 school or school district. LTI does not use any data it receives from K–12 students in California to conduct targeted advertising. That is, student email information is not collected nor are the home addresses of students or parents. At the request of the teacher, school, or school district that ordered a student's test, LTI will remove the student's information from its database. LTI does not sell student information covered by SOPIPA to any other entity, including any educational services operator that may be covered by the California law, nor does it disclose such student information to any of its service providers who are not also contractually bound to comply with SOPIPA. Finally, LTI may use aggregated, anonymous student data to develop and improve the tests and services it provides. However, because of the proprietary and secure nature of the tests, students are not permitted to save or download copies of the tests or the responses they create.

LTI uses contractual terms and privacy policies to ensure that its service providers conform to all of these policies when any information subject to COPPA, FERPA, or SOPIPA may come into their possession. Those other terms and policies may modify any LTI policy for information received or released under those terms, but they will never contradict the policy terms described here.

Changes to the Privacy Policy

LTI may modify this privacy policy from time to time, as circumstances may dictate. If we make a material change to this policy that affects our collection or use of PII, we will post notice at the top of this policy prior to making the change. If we have your contact information, we will use it to notify you before we make the change. If you have any questions or concerns about the policy, please contact LTI at privacy@languagetesting.com or call (914) 963-7110 (or 800-486-8444), Option 1.

LTI Contact Information

Language Testing International, Inc.
580 White Plains Road, Suite 660
Tarrytown, NY 10591
(914) 963-7110 (or 800-486-8444), Option 1
privacy@languagetesting.com

Language Testing International Terms of Service

Last Updated: February 1, 2021

The LTI test sites (“**Site**”) are provided by Language Testing International, (“**LTI**,” “**we**,” “**us**,” “**Company**,” or “**our**”) to provide services offered by LTI (collectively, the “**Services**”) to you (“**User**,” “**Users**” “**you**” or “**your**”). These Services are governed by these LTI Terms of Service (“**LTI Terms**”), our Privacy Policy available at <https://www.language-testing.com/lti-information/privacy> and any other written agreements you have entered into with LTI, if any.

PLEASE READ THESE TERMS CAREFULLY, AS YOUR USE OF THE SITE CONSTITUTES ACCEPTANCE OF THESE LTI TERMS.

1. Restrictions on Use

1.1. You agree that you will not use the Services for any purpose prohibited by applicable laws and to maintain any materials shown to you when using our Services (“**Materials**”), in strict confidence, and not to share, disclose, transfer, record or otherwise allow an unauthorized third party to view the Materials. The results of any language testing provided via the Services are not part of the Materials.

1.2. You agree: (a) not to duplicate, copy or distribute the Site or Services, except as necessary to use it on a device to access the Services; (b) not to modify, translate or create derivative works based on the Site or Services or disassemble, decompile or reverse engineer any part of the Site or Services, except and only to the extent that applicable law expressly permits; and (c) to preserve all copyright and other proprietary rights notices on the Site or Services and all copies thereof, and to take no actions to violate the intellectual property rights of another.

1.3. To use certain features of the Services, you may be required to register for the Services. To register for the Services, you must be 18 years or older.

1.4. You agree not to use the account, username or password of another user at any time or to do anything else that might jeopardize the security of your account or that of another user. You agree to notify us immediately of any unauthorized use of your account, if applicable.

2. User Submissions

2.1. The Services allow the submission of content (“**User Submissions**”). User Submissions are subject to our applicable [Privacy Policy](#). By providing any User Submissions you provide LTI a fully paid up, irrevocable, sub-licensable right to the User Submissions and represent that you have the appropriate rights to do so.

3. Security

3.1. We use reasonable administrative, physical and technical safeguards designed to protect information you share with us through the Services. Despite these safeguards and our additional efforts to secure your information, we cannot promise or guarantee that hackers, cybercriminals or other unauthorized third parties will not be able to defeat our security and improperly collect, access, steal or modify such information.

4. Term and Termination

4.1. We reserve the right to suspend, discontinue, enhance, update or otherwise modify the Site or Services, or its availability to you, at any time without notice. Upon termination of the license to the Site or Services, you will cease all use of the Site or Services.

4.2. Furthermore, we reserve the right, at our sole discretion, to change, modify, add or remove any portion of this Agreement, in whole or in part, at any time. Please refer to the “Last Updated” date for the date of the most recent update. Use of this Site, or any such update, will be considered your agreement to be bound by any such changes.

5. Warranty Disclaimer and Liability Limit

5.1. EXCEPT FOR WARRANTIES SET FORTH EXPRESSLY IN THESE LTI TERMS, NEITHER PARTY MAKES ANY REPRESENTATION OR WARRANTY OF ANY KIND WHETHER EXPRESS, IMPLIED (EITHER IN FACT OR BY OPERATION OF LAW), OR STATUTORY. EACH PARTY EXPRESSLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, QUALITY, ACCURACY AND TITLE. LTI DOES NOT WARRANT AGAINST INTERFERENCE WITH THE ENJOYMENT OF THE SITE OR THE SERVICES OR AGAINST INFRINGEMENT OF THIRD-PARTY INTELLECTUAL PROPERTY RIGHTS. WE DO NOT WARRANT THAT THE SITE OR THE SERVICES WILL BE ERROR-FREE, THAT THE INFORMATION THEY PROVIDE, TRACK OR STORE WILL BE ACCURATE OR TIMELY OR THAT OPERATION OF THE SITE OR SERVICES WILL BE SECURE OR UNINTERRUPTED.

5.2. EXCEPT WITH REGARD TO OUR WILLFUL MISCONDUCT, NOTWITHSTANDING ANYTHING CONTAINED IN THESE LTI TERMS TO THE CONTRARY, AND IN CONSIDERATION OF THE RELATIVE RISKS AND REWARDS, WE WILL NOT, UNDER ANY CIRCUMSTANCES, BE LIABLE TO YOU OR ANY THIRD PARTY FOR CONSEQUENTIAL, INCIDENTAL, SPECIAL, PUNITIVE OR EXEMPLARY DAMAGES ARISING OUT OF OR RELATED TO THESE LTI TERMS, INCLUDING BUT NOT LIMITED TO LOST PROFITS OR LOSS OF BUSINESS, EVEN IF WE ARE APPRISED OF THE LIKELIHOOD OF SUCH DAMAGES OCCURRING; NOR, EXCEPT FOR OUR WILLFUL ATTEMPTS TO HARM YOU, SHALL OUR TOTAL LIABILITY OF ANY KIND ARISING OUT OF OR RELATED TO THESE LTI TERMS, REGARDLESS OF THE FORUM AND REGARDLESS OF WHETHER ANY ACTION OR CLAIM IS BASED ON CONTRACT, TORT OR OTHERWISE, EXCEED THE TOTAL AMOUNT OF \$100.00.

6. Release and Indemnity

You hereby release the Company and its employees and agents from any and all liability arising out of your use of the Services, and you waive any claims against the Company, its employees and agents, that may arise out of or be related to your use of the Services and the information the Services provide, develop, track or store. You also agree to defend, indemnify and hold the Company, its employees and agents, harmless from and against any and all losses, damages, judgments, settlements and other claims, including attorney fees and court costs, arising out of or related to (a) your breach of any of the provisions of these LTI Terms, including without limitation the usage rules, (b) your use of the Site or Services, (c) your negligent or intentional acts or omissions and (d) your conduct that is contrary to applicable law. You agree, if we so request, to appoint us as your agent for purposes of pursuing and managing any insurance claims arising out of or related to these LTI Terms.

7. Independent Contractor

You agree that nothing in these LTI Terms shall, or shall be deemed to, create any franchise or relationship of agency or employer/employee between you, us or any third-party service providers. The parties are independent contractors and may not bind each other in any fashion without the express written consent of the other party.

8. Notices

We may provide you with notices, including those regarding changes to these LTI Terms, by email, regular mail or postings on the Site. You must provide notice to us by email or regular mail using the information in the “Contact Us” section below.

9. Governing Law and Jurisdiction

Your use of the Services and this Site are governed by the laws of the State of New York without giving effect to any principles of conflict of law.

10. Claims; Statute of Limitations

YOU AND LTI AGREE THAT ANY CAUSE OF ACTION ARISING OUT OF OR RELATED TO THESE TERMS OR THE SERVICES MUST COMMENCE WITHIN ONE (1) YEAR AFTER THE CAUSE OF ACTION ACCRUES. OTHERWISE, SUCH CAUSE OF ACTION IS PERMANENTLY BARRED.

Agenda Item Details

Meeting Date: 2023-03-22 18:30:00

AGENDA ITEM TITLE:

2. 22/23-1103 - PUBLIC REVIEW OF RECOMMENDED TEXTBOOK

RECOMMENDATION

The Board of Education is requested to accept for public review the textbook *College Physics for the AP Physics Courses, Third Edition*, by Bedford, Freeman & Worth, for use in the high school science program beginning in the 2023-24 school year before the adoption of the textbook.

Motion by _____, seconded by _____, Vote _____

Board Member Lockerbie_, Board Member Travanti_, Board Member Hammond_, Board Member Anderson_, Board President Gholar_.

Rationale:

The Advanced Placement (AP) Physics 1 course is a new course for the 2023-24 school year. The textbook, "College Physics for the AP Physics Courses, Third Edition," is recommended by the College Board and is designed to follow the AP Physics 1 and AP Physics 2 curriculum sequence. This textbook integrates AP skill-building and exam preparation and provides students and teachers with the resources they need to be successful in AP Physics 1 and AP Physics 2. The textbook incorporates AP exam tips, AP practice problems, and complete AP practice exams, with each section of the textbook using a skill-building approach. Because Monrovia High School offers both AP Physics 1 and AP Physics 2, the adoption of this textbook would provide the necessary resources for the new course and an updated curriculum for the AP Physics 2 course. The current AP Physics 2 book was adopted in 2016.

Background:

The textbook will be on display for public review for 30 days, March 22 through April 21, 2023, 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 \$8,800, which will be paid with Local Control and Accountability Plan (LCAP) funds.

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: 2023-03-22 18:30:00

AGENDA ITEM TITLE:

3. 22/23-2124 - MEMORANDUM OF UNDERSTANDING (MOU) WITH LIQUIDITY SERVICES OPERATIONS, LLC DBA GOVDEALS

RECOMMENDATION

The Board of Education is requested to approve a Memorandum of Understanding (MOU) with Liquidity Operations Services, LLC DBA GovDeals to provide additional online auction resources for the District to facilitate and provide online auction platform services to support and improve District surplus auction marketing, advertising, buyer leads, sales revenue and profit margin activities.

Motion by _____, seconded by _____, Vote _____

Board Member Lockerbie_, Board Member Travanti_, Board Member Hammond_, Board Member Anderson_, Board President Gholar_.

Rationale:

Approval of a commercial online auction vendor platform service will allow the District to prepare, value, post, market, and advertise surplus assets within a network of e-commerce auction marketplaces. This service will offer flexible sales approaches and provide an opportunity to market surplus assets to a wider customer base across various industries. The company utilizes a broad network of online marketplace partners to reach targeted and more customizable target buyers. This results in improved sales opportunities and increased profits. Liquidity Services Operations, LLC will provide transparency, operational checks and balances, and auxiliary revenue opportunities for the District. It supports District environmental and sustainability activities and goals. Liquidity Services, LLC reporting services will provide evidence to support District audits for fiscal responsibility, environmental waste sustainability, school site space usage priorities, and auxiliary revenue for student programs and minimize liability.

Background:

Liquidity Services Operations, LLC has one (1) million registered buyers and over three (3) million potential buyer candidates using its' various online marketplace network partners. They provide effective surplus asset valuation, e-commerce auction listing advertisements, electronic customer payment capture methods, and applicable online customer reports. Surplus asset categories include food service equipment, industrial machinery, commercial grade athletic equipment, maintenance shop machinery, custodial machinery, maintenance shop equipment, grounds equipment, motorized equipment, and vehicles within the District. Regional client references include school districts such as West Covina Unified School District, Azusa Unified School District, Los Angeles Unified School District, and Bonita Unified School District. County government clients include Los Angeles County and Orange County Bureau areas.

Budget Implication (\$ Amount):

There is no cost for the approval of this MOU. The program will generate additional revenue for the District. Winning bidders pay a 12.50% buyers premium.

Legal References:

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

Additional Information:

A copy of the Memorandum of Understanding is attached.

ATTACHMENTS

- [BA Item 2124\(b\) MOU with Liquidity Services Operations, LLC 3-22-23.pdf](#)

Liquidity Services Operations LLC dba GovDeals

Online Auction Memo of Understanding

This Online Auction Memo of Understanding (MOU) is between Liquidity Services Operations LLC dba GovDeals, Inc. (“GovDeals”), a Delaware corporation having its principal place of business at 100 Capitol Commerce Boulevard - Suite 110 - Montgomery, Alabama, 36117 and Client “Monrovia Unified School District (MUSD), having its principal place of business at 325 E. Huntington Drive, Monrovia, Ca. 91016.

1.0 Description of Services: GovDeals provides a means for Client to post assets for sale and for potential buyers to bid on these assets via an online auction system. Although GovDeals provides system access for Client to list assets, GovDeals is not a party to the actual sale and has no control over the listed information or the ability of the buyer and Client to complete the transaction.

2.0 GovDeals’ Responsibilities: In addition to maintaining and operating an online auction system, GovDeals will provide Client with the following services for the period agreed to in **5.0** below:

2.1 Access to a GovDeals online “Seller Asset Management” (SAM), which will allow Client to load assets to the online auction system, maintain information about assets and view and run reports. The SAM will provide Client with the following capabilities:

- Accept descriptive information concerning an asset including unlimited photos
- Allow different auction phases based upon dates and times
- Allow Client to set minimum starting prices, bid increments and reserves

2.2 GovDeals will provide all necessary training and support services to assist Client in implementing the GovDeals online auction system, which will include:

- Familiarization with the nature and operation of SAM
- Guidance in the posting of assets and provide ongoing support
- Procedures for taking and posting pictures of assets
- Based on mutual agreement between GovDeals and Client, training and support services will be provided on-site or via telephone or Internet

2.3 Help Desk support available via telephone or email during normal business hours, except announced holidays.

2.4 Provide marketing of assets posted to the online auction site and promote use of the site to potential buyers.

- Work with Client to identify items that may benefit from marketing attention.
- Provide documented proof of all marketing efforts made on behalf of Client.
- Assist in determining values and starting prices for unique and high value assets.
- Provide Auction Online Web link to Seller for posting on web page

3.0 Fees: The Client pays 0% and the winning bidder pays a 12.50% Buyers Premium.

4.0 Payment:

- 4.1 GovDeals will collect auction proceeds electronically via PayPal, credit card or wire transfer please review and complete **Exhibit A.**
- 5.0
- 5.1 Client shall promptly, but no more than fifteen (15) business days after the auction end date, notify GovDeals of any transaction that was not completed. The fees for said transaction shall be credited to Client during the next invoice period.
- 6.0 **Term of MOU:** This MOU shall commence on the date it is signed by the second party and will continue for a period of twelve months unless otherwise terminated upon sixty days written notice by either party. This MOU shall extend for additional one-year periods, subject to annual re-renewal; unless either party notifies the other in writing of its intent not to renew at least sixty days prior to the anniversary date.
- 7.0 **Terms and Conditions:** Please find **Exhibit B** attached as an example of suggested Client Terms and Conditions. At any time during the term of this MOU, Client may modify the Terms and Conditions of this agreement. Any substitutions or modification must be submitted to GovDeals in writing before posting assets to the GovDeals auction site.
- 8.0 **Governance:** This MOU will be governed, interpreted, construed and enforced in accordance with the laws of the State of California within the jurisdiction of Los Angeles County. Any agreement dispute by either party must be made in writing via electronic communication or certified mail. Each party cooperatively and in good faith will participate in a minimum of five (5) informal mediation sessions to resolve the dispute. The mediation sessions will be conducted via virtual meeting software methods or on-site at the Client’s district office. Any disputes not mediated successfully after the completion of five (5) mediation sessions will move forward to legal arbitration within sixty days of unsuccessful mediation settlement. The “Los Angeles County Alternative Dispute Resolution Program in concert with the - “American Arbitration Association and its rules will govern arbitration”. The arbitrator shall be jointly selected and agreed upon by both parties. Arbitration will be legally binding for both parties.
- 9.0 **Non-Exclusive Engagement:** This MOU is not exclusive. Client may utilize other approaches, including traditional auctioneer services or sealed bids. However, it is understood and agreed that Client will not utilize other disposal approaches for an asset at the same time the asset is listed on the GovDeals online auction site or sell by some other means to a prior bidder any item currently or previously listed on the GovDeals site for the purpose of avoiding payment of the GovDeals fee. Client agrees to not manipulate or interfere with the bidding process on the GovDeals site.

This online auction memo of understanding is agreed to by:

GovDeals, Inc

Signature: _____

Print Name: Steve Kranzusch

Title: Vice President and General Manager

Date: _____

Client: Monrovia Unified School District

Signature: _____

Print Name: Ryan D. Smith

Title: Superintendent

Date: _____

Memo of Understanding Contacts:

a. John Deatherage – Region

K-12 Vertical Specialist
916-540-6475 (Mobile)
jdeatherage@govdeals.com

b. Sales Support - Corporate
100 Capitol Commerce Blvd, Ste 110
Montgomery, AL 36117
Telephone Number: 866.377.1494
Fax Number: 334.387.0519
Email: salessupport@govdeals.com

EXHIBIT A - Online Auction Memo of Understanding

Financial Settlement Services (FSS)

It is understood the Client elects GovDeals to collect all proceeds due the Client from the winning bidder and remit the proceeds to the Client less the GovDeals fee

GovDeals will charge the winning bidder a "Buyer's Premium", therefore, the Client is not allowed to charge the winning bidder an additional "Buyer's Premium".

GovDeals will collect all proceeds from the winning bidder, including the "Buyer's Premium" through PayPal, credit card or wire transfer. This is the only means of payment by the bidder.

The Client will not release an asset to the winning bidder until the Client has received verification from GovDeals that payment has been received from the winning bidder. Prior to an item being released to the winning bidder, the Client will ensure the winning bidder or his/her agent has signed a "Bill of Sale" containing the following notation: "Asset is sold as is, where is and without warranty. Once the asset is removed from the seller's premises there is no refund of monies previously paid". The Bill of Sale must be printed from the Seller Asset Management (SAM). Any other "Bill of Sale" used by the Client must be submitted to GovDeals for approval.

No proceeds will be remitted to the Client for any asset sold without verification of payment from GovDeals and verification from the Client the item has been picked up by the winning bidder. Approved payment from the winning bidder through PayPal, credit card or wire transfer will be noted in SAM. It is the Client's responsibility to notify GovDeals when an item has been picked up, which is accomplished by the Client accessing SAM and selecting the "Picked Up" option from the "Paid, not picked up" report.

GovDeals will remit all proceeds collected, less the "Buyer's Premium" and the GovDeals fee to the Client on a weekly basis for all assets marked in SAM as 'Picked Up'. All proceeds will be remitted electronically by Automatic Clearing House (ACH). A detailed backup will be submitted to the Client to support the amount remitted.

Under no circumstance will the Client collect any proceeds directly from the winning bidder and if requested to do so, the Client should refer the winning bidder directly to GovDeals for payment instructions.

GovDeals will absorb all costs of Charge Backs by PayPal or a credit card company where an item is released to the winning bidder after the Client receives proper payment notification from GovDeals, GovDeals receives proper pickup notification from the Client and the Client obtained and retained a signed "Bill of Sale" from the winning bidder.

GovDeals will refund proceeds collected to the winning bidder in those rare occasions where the winning bidder pays for an asset but never picks it up and subsequently convinces PayPal or the credit card company to withdraw the amount from GovDeals' bank account. It is the Client's responsibility to request a credit on the asset paid for but not picked up as soon as the allowable pick up time passes. By taking the credit, it insures GovDeals will not charge the Client a fee and will allow the Client to resell the asset. If the asset is mistakenly placed in 'picked up' status by the Client and GovDeals has remitted payment, the Client agrees to refund this amount back to GovDeals.

A GovDeals' Client Services Representative or a GovDeals Help Desk Representative will train the Client on how to effectively use the Financial Settlement Services feature and provide ongoing support as needed. There are no additional costs to the Client for training and support.

GovDeals is covered by a Crime Insurance Policy with a limit of \$5,000,000, which will protect the Client against any loss of funds.

Financial Settlement Services (FSS) Remittance Information

Please complete information below:

This section must be completed when submitting the signed MOU back to GovDeals, as this is where GovDeals Payments to the Client will be made.

Accounting Contact: Ricardo Harris
(Person to receive invoices) Director of Procurement and Business Support Services

E-Mail Address: rharris@monroviасhools.net

Phone Number: (626) 471-2082

Please provide the required information:

Name of Bank	
County of Bank	
Name of Client: (Name on bank account)	
Bank Routing Number	
Bank Account Number	
Checking/Savings	

Monrovia Unified School District

**325 E. Huntington Drive
Monrovia, Ca. 91016**

Online Sales - Terms and Conditions

All bidders and other participants of this service agree they have read and fully understand these terms and agree to be bound thereby.

Guaranty Waiver. All assets are offered for sale “AS IS, WHERE IS.” Monrovia Unified School District (**Seller**) makes no warranty, guaranty or representation of any kind, expressed or implied, as to the merchantability or fitness for any purpose of the property offered for sale. The Buyer is not entitled to any payment for loss of profit or any other money damages – special, direct, indirect or consequential.

Description Warranty. Seller warrants to the Buyer the property offered for sale will conform to its description. Any claim for misdescription must be made prior to removal of the property. If **Seller** confirms the property does not conform to the description, **Seller** will keep the property and refund any money paid. The liability of the **Seller** shall not exceed the actual purchase price of the property. **Please note upon removal of the property, all sales are final.**

Personal and Property Risk. Persons attending during exhibition, sale, or removal of goods assume all risks of damage of or loss to person and property and specifically release the **Seller** and **GovDeals** from liability therefore.

Consideration of Bid. Seller reserves the right to reject any and all bids and to withdraw from sale any of the assets listed at any time until the Seller has received payment in full for the assets and Buyer has removed the assets from the Seller's premises in their entirety.

Buyer's Certificate. If applicable, successful bidders will receive a Buyer's Certificate by email from **GovDeals** as their notice of award.

Buyer's Premium & Additional Fees. If a Buyer's Premium and/or Additional Fees are shown on the auction page Bid Box, then that amount (expressed as a percentage of the final selling price or a specified amount) will be added to the final selling price of all items in addition to any taxes imposed.

Payment. Payment in full is due not later than **5 business days** from the time and date of the close of the auction. Please refer to the payment instructions listed on the auction page for complete payment terms and methods. Please refer to the Bid Box for all fees and taxes that may be associated with the auction.

State/Local Sales and/or Use Tax. Buyers may be subject to payment of State and/or local sales and/or use tax. Please review the Payment Instructions for all information related to Sales Tax and Tax Exemptions.

Removal. All assets must be removed within **ten (10) business days** from the time and date of the close of the auction. Purchases will be released only upon receipt of full payment as specified. Successful buyers are responsible for loading and removal of any and all property awarded to them from the place where the property is located as indicated on the website and in the Buyer's Certificate. The Buyer will make all arrangements and perform all work necessary, including packing, loading and transportation of the property. Under no circumstances will **Seller** assume responsibility for packing, loading or shipping. See instructions on each auction page for complete removal details. A daily storage fee of \$25.00 may be charged for any item not removed within the ten (10) business days allowed and stated on the Buyer's Certificate.

Vehicle Titles. **Seller** will issue a title or certificate upon removal of the vehicle. Titles may be subject to restrictions as indicated in the asset description on the website.

Approval. Some Auctions/Sales are subject to Seller approval prior to award to the high bidder. Please review the auction/sale page for full terms of the sale and whether the final bid/sale is subject to approval.

Default. Default shall include (1) failure to observe these terms and conditions; (2) failure to make good and timely payment; or (3) failure to remove all assets within the specified time. Default may result in termination of the contract and suspension from participation in all future sales until the default has been cured. If the Buyer fails in the performance of their obligations, **Seller** may exercise such rights and may pursue such remedies as are provided by law. **Seller reserves the right to reclaim and resell all items not removed by the specified removal date.**

Acceptance of Terms and Conditions. By submitting a bid, the bidder agrees they have read, fully understand and accept these Terms and Conditions, and agree to pay for and remove the property, by the dates and times specified. These Terms and Conditions are available for review in the bid box at the top of each page of each asset listed on **GovDeals**. Specific Instructions (Payment, Removal, and Special) appearing on the asset page will override certain sections of these Terms and Conditions.

Sales to Employees. Employees of the **Seller** may bid on the property listed for auction, so long as they do NOT bid while on duty.

Agenda Item Details

Meeting Date: 2023-03-22 18:30:00

AGENDA ITEM TITLE:

1. BOARD POLICY 4127, *TEMPORARY ATHLETIC COACHES*, AND ITS ACCOMPANYING ADMINISTRATIVE REGULATION

RECOMMENDATION

The Board of Education is requested to receive for Board Policy and Administrative Regulation 4127, *Temporary Athletic Coaches*, as recommended by the California School Boards Association (CSBA).

Rationale:

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

ATTACHMENTS

- [BP 4127 Temporary Athletic Team Coaches Board Policy.pdf](#)
- [AR 4127 Temporary Athletic Team Coaches Administrative Regulation.pdf](#)

TEMPORARY ATHLETIC TEAM COACHES**Personnel**

~~The Board of Education recognizes the importance of qualified temporary athletic team coaches to the district's sports program and to the success of students in sports and interscholastic athletic activities.~~

~~The Superintendent or designee shall establish qualification criteria for all athletic coaches in accordance with law and with district standards and priorities. These criteria shall ensure that all coaches possess an appropriate level of competence, knowledge, and skill.~~

The Governing Board desires to employ highly qualified coaches for the district's sports and interscholastic athletic programs in order to enhance the knowledge, skills, motivation, and safety of student athletes.

(cf. 6142.7 - Physical Education and Activity)
(cf. 6145.2 - Athletic Competition)

The Superintendent or designee may hire a certificated or noncertificated employee, other than a substitute employee, to supervise or instruct interscholastic athletic activities as a temporary employee in a limited assignment capacity. (5 CCR 5590)

(cf. 4121 - Temporary/Substitute Personnel)

~~Any certificated teacher employed by the district who applies for a position as a temporary athletic team coach and who satisfies the qualification criteria established for the position shall first be offered the position.~~

~~By December 31, 2008, all district coaches, including volunteer coaches, shall have completed a coaching education program that meets the standards developed by the California Interscholastic Federation (CIF). Coaches shall bear the expense of the program.~~

~~All coaches shall be subject to Board policy and administrative regulation, as well as CIF bylaws and codes of ethical conduct.~~

Volunteer Coaches

~~Volunteer athletic team coaches shall meet all the qualification criteria required of temporary athletic team coaches employed by the district.~~

When hiring a person to fill a position as a temporary athletic team coach, the position shall first be made available to qualified certificated teachers currently employed by the district. (Education Code 44919)

All coaches shall be subject to Board policies, administrative regulations, and California Interscholastic Federation bylaws and codes of ethical conduct.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5131.1 - Bus Conduct)
(cf. 5131.63 - Steroids)
(cf. 5141.4 - Child Abuse Prevention and Reporting)

Noncertificated coaches shall have no authority to assign grades to students. (5 CCR 5591)

(cf. 5121 - Grades/Evaluation of Student Achievement)

Qualifications and Training

The Superintendent or designee shall establish qualification criteria for all athletic coaches in accordance with law and district standards. These criteria shall ensure that coaches possess an appropriate level of competence, knowledge, and skill.

Any noncertificated employee or volunteer who works with students in a district-sponsored interscholastic athletic program shall, prior to beginning his/her duties, submit to the Superintendent or designee either an Activity Supervisor Clearance Certificate issued by the Commission on Teacher Credentialing or a Department of Justice and Federal Bureau of Investigation criminal background clearance. (Education Code 49024)

(cf. 1240 - Volunteer Assistance)
(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

Following the selection of a temporary athletic team coach, the Superintendent or designee shall certify to the Board, at the next regular Board meeting or within 30 days, whichever is sooner, that the coach meets the qualifications and competencies required by 5 CCR 5593. By April 1 of each year, the Board shall certify to the State Board of Education that the provisions of 5 CCR 5593 have been met. (5 CCR 5594)

In addition, the Superintendent or designee shall regularly report to the Board regarding the extent to which the district's coaches have completed the trainings required by law, including those required pursuant to Education Code 33479.6 and 49032, and by district policy.

Legal Reference:

EDUCATION CODE

35179-35179.7 Interscholastic athletics
33479-33479.9 The Eric Parades Sudden Cardiac Arrest Prevention Act
44010 Sex offense
44011 Controlled substance offense
44332-44332.5 Temporary certificates
44424 Conviction of a crime
44808 Liability when students are not on school property
44916 Written statement indicating employment status
44919 Classification of temporary employees
45125.01 Interagency agreements for criminal record information
45347 Instructional aides subject to requirements for classified staff
45349 Use of volunteers to supervise or instruct students
49024 Activity Supervisor Clearance Certificate
49030-49034 Performance-enhancing substances
49406 Examination for tuberculosis

CODE OF REGULATIONS, TITLE 5

5531 Supervision of extracurricular activities
5590-5596 Duties of temporary athletic team coaches

COURT DECISIONS

Neily v. Manhattan Beach Unified School District, (2011) 192 Cal. App. 4th 187
Kavanaugh v. West Sonoma County Union High School District, (2003) 29 Cal. 4th 911
CTA v. Rialto Unified School District, (1997) 14 Cal. 4th 627
San Jose Teachers Association, CTA, NEA v. Barozzi, (1991) 230 Cal.App.3d 1376

Management Resources:

CSBA PUBLICATIONS

Steroids and Students: What Boards Need to Know, Policy Brief, July 2005

CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

California Interscholastic Federation Constitution and Bylaws

Pursuing Victory with Honor, 1999

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

10-11 Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), July 20, 2010

WEB SITES

CSBA: <http://www.csba.org>

California Athletic Trainers' Association: <http://www.ca-at.org>

California Department of Education: <http://www.cde.ca.gov>

California Interscholastic Federation: <http://www.cifstate.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

National Athletic Trainers' Association: <http://www.nata.org>

~~Adopted: August 22, 2007~~
~~(Replaces: BP 4127 Athletic Team Coaches)~~
~~(Adopted: December 1989)~~

TEMPORARY ATHLETIC TEAM COACHES

Personnel

~~At the first regular Board of Education meeting or within 30 days after selection of a temporary athletic team coach, whichever is sooner, the Superintendent or designee shall certify to the Board that all temporary athletic team coaches meet the qualifications and competencies required by law.~~

~~Upon the recommendation of the Superintendent or designee, the Board shall certify to the State Board of Education, by April 1 of each year, that the district conforms with state requirements governing the employment of temporary athletic team coaches.~~

Qualifications

Minimum qualifications for temporary athletic team coaches shall include, but are not necessarily limited to, competencies in the following areas: (5 CCR 5593)

Competencies

The Superintendent or designee shall determine whether a temporary athletic team coach is knowledgeable and competent in the areas of:

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures

The Superintendent or designee shall establish qualifications in this competency area as evidenced by one or more of the following:

- a. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card
- b. A valid sports injury certificate or first aid card, and a valid cardiopulmonary resuscitation (CPR) card
- c. A valid Emergency Medical Technician (EMT) I or II card
- d. A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA)
- e. ~~Practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning and both valid CPR and first aid cards~~

Possession of both valid CPR and first aid cards and practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning

2. Coaching techniques

The Superintendent or designee shall establish qualifications in coaching theory and techniques in the sport or game being coached as evidenced by one or more of the following:

- a. Completion of a college course in coaching theory and techniques
- b. Completion of inservice programs arranged by a school district or county office of education
- c. Prior service as a student coach or assistant athletic coach in the sport or game being coached
- d. Prior coaching in community youth athletic programs in the sport being coached
- e. Prior participation in organized competitive athletics at high school level or above in the sport being coached

3. Rules and regulations in the athletic activity being coached

The Superintendent or designee shall establish knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules and, at the high school level, regulations of the California Interscholastic Federation.

4. **Knowledge of** child or adolescent psychology, whichever is appropriate to the grade level of the involved activity

The Superintendent or designee shall establish competency in knowledge of child or adolescent psychology as it relates to sport participation as evidenced by one or more of the following:

- a. Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions
- b. Completion of a seminar or workshop on human growth and development of youth
- c. Prior active involvement with youth in school or community sports program

The Superintendent or designee may waive competency requirements for persons enrolled in appropriate training courses leading to acquisition of the competency, provided such persons serve under the direct supervision of a fully qualified coach until the competencies are met. . (5 CCR 5593)

Volunteers who supervise or direct an athletic program shall meet the qualification criteria specified in 5 CCR 5593 required for temporary athletic team coaches employed by the district. Any volunteer who does not meet such criteria shall serve only under the supervision of a fully qualified coach and shall not be given charge of an athletic program.

Additional Competencies for Noncertificated Personnel

Additional Qualifications of Noncertificated Personnel and Volunteers

In addition to the competencies listed above, the Superintendent or designee shall determine that a noncertificated person employed as a temporary athletic team coach:

- ~~1. Has not been convicted of any offense referred to in Education Code 44010, 44011 or 44424, or any offense involving moral turpitude or evidencing unfitness to associate with children.~~
 - ~~2. Is free from tuberculosis and any other contagious disease that would prohibit certificated teachers from teaching, as verified by a written statement, renewable every four years, from a licensed physician or other person approved by the district.~~
1. Be free from tuberculosis and any other contagious disease that would prohibit certificated teachers from teaching, as verified by a written statement, renewable every four years, from a licensed physician or other person approved by the district
 2. Not have been convicted of any offense referred to in Education Code 44010, 44011, or 44424, or any offense involving moral turpitude or evidencing unfitness to associate with children

Any noncertificated employee or volunteer assigned as a temporary athletic team coach shall obtain an Activity Supervisor Clearance Certificate or a criminal background check in accordance with Board policy. (Education Code 49024)

~~Noncertificated coaches have no authority to give grades to students.~~

Training

Each employee or volunteer high school athletic team coach shall complete, at his/her expense, a coaching education program that meets the standards developed by the CIF and includes, but is not limited to, training in regard to sport psychology, sport pedagogy, sport physiology, sport management, statewide and school regulations, and CPR and first aid, including the signs, symptoms, and appropriate response to concussions. A high school coach who has completed the education program in another California school district shall be deemed to have met the requirement for this district. An individual who has not completed the education program may be assigned as a

coach for no longer than one season of interscholastic competition. (Education Code 35179.1, 49032)

In addition, prior to coaching an athletic activity and every two years thereafter, athletic coaches shall complete an approved training course on the nature and warning signs of sudden cardiac arrest. (Education Code 33479.2, 33479.6, 33479.7)

Code of Ethical Conduct

Employees providing supervisory or instructional services in interscholastic athletic programs and activities shall:

1. Show respect for players, officials, and other coaches
2. Respect the integrity and judgment of game officials
3. Establish and model fair play, sportsmanship, and proper conduct
4. Establish player safety and welfare as the highest priority
5. Provide proper supervision of students at all times
6. Use discretion when providing constructive criticism and when reprimanding players
7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game
8. Properly instruct players in the safe use of equipment
9. Avoid exerting undue influence on a student's decision to enroll in an athletic program at any public or private postsecondary educational institution
10. Avoid exerting undue influence on students to take lighter academic course(s) in order to be eligible to participate in athletics
11. Avoid suggesting, providing or encouraging any athlete to use nonprescriptive drugs, anabolic steroids or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General or the American Medical Association
12. Avoid recruitment of athletes from other schools
13. Follow the rules of behavior and the procedures for crowd control as established by the Board and the league in which the district participates

Adopted: August 22, 2007
(Replaces: BP 4127 Athletic Team Coaches)
(Adopted: December 1989)

Agenda Item Details

Meeting Date: 2023-03-22 18:30:00

AGENDA ITEM TITLE:

2. BOARD BYLAW 9320, *MEETINGS AND NOTICES*

RECOMMENDATION

The Board of Education is requested to receive for first reading Board Bylaw 9320, *Meetings and Notices*, as recommended by the California School Boards Association.

Rationale:

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

Background:

School districts receive regular policy updates from the California School Boards Association (CSBA), which are compared to existing policies to determine the extent of modification that is needed. This reviewed policy is updated as recommended by CSBA as Board Bylaw 9320, Meetings and Notices.

Additional Information:

A copy of the reviewed Board Bylaw 9320, Meetings and Notices, is attached.

ATTACHMENTS

- [9320_BB_MEETINGS_AND_NOTICES Updated 03.22.2023.pdf](#)

MEETINGS AND NOTICES

Meetings of the Governing Board are conducted for the purpose of accomplishing district business. ~~In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.~~

A Board meeting exists whenever a majority of Board members gather at the same time and ~~place location, including teleconference location as permitted by Government Code 54953, to hear, discuss, or deliberate, or take action upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)~~

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, including social media and other electronic communications, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. (Government Code 54952.2)

However, an employee or district official may engage in separate conversations or communications with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

In order to help ensure the participation of individuals with disabilities at Board meetings, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1, 54954.2)

~~In accordance with state open meeting laws, the Board shall hold its meetings in public and shall conduct closed sessions during these meetings only to discuss confidential matters specified by law. To encourage community involvement in the schools, meetings shall provide opportunities for questions and comments by members of the public and shall be conducted in accordance with law and Board-adopted bylaws.~~

~~Direct communication, personal intermediaries, and technological devices shall not be used by a majority of Board members to develop a collective concurrence as to an action that members will take on any item of district business.~~

Location of Meetings

~~Meetings shall be held within district boundaries, except when otherwise allowed by law.~~

Regarding Meetings Outside District Boundaries

~~Board meetings may be held outside district boundaries only to:~~

- ~~1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party.~~
- ~~2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property.~~
- ~~3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law.~~
- ~~4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district.~~
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction.
- ~~6. Meet in or near a facility owned by the district but located outside the district, provided the meeting is limited to items directly related to that facility.~~
- ~~7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs.~~
- ~~8. Attend conferences on nonadversarial collective bargaining techniques~~
- ~~9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district.~~
- ~~10. Interview a potential employee from another district.~~

Accessibility

Meetings shall be held in a facility that is accessible to all persons, including disabled persons, without charge.

In order to help ensure participation in the meeting by disabled individuals, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act.

Meeting notices and agendas shall specify that an individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent or designee in writing.

Regular Meetings

The Board shall generally hold two (2) regular meetings each month. Regular meetings shall generally be held on the 2nd and 4th Wednesdays at 6:30 p.m. at the District Administration Office in the Board Room.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public: **and on the district's website.** (Government Code 54954.2)

Whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose at the time the materials are distributed to all or a majority of the Board. (Government Code 54957.5)

~~If a fire, flood, earthquake or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a place designated by the president or designee, who shall so inform, by the most rapid available means of communication, all news media who have requested notice of special meetings.~~

Special Meetings

Special meetings of the Board may be called **at any time** by the presiding officer or a majority of the Board members. **However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1. (Government Code 54956)**

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. **The notice also shall be posted on the district's website.** The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and ~~place~~ **location** of the meeting and the business to be transacted or discussed. ~~;~~ **No other business shall be considered at these this meetings. (Education Code 35144; Government Code 54956)**

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Education Code 35144; Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or ~~after~~ **during** the item's consideration. (Government Code 54954.3)

~~Public notice shall be given at least 72 hours before any retreats, study sessions or training sessions held by the Board. All such meetings shall be held within district boundaries and action items shall not be included.~~

Emergency Meetings

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting.

An emergency situation means either of the following:

1. A work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board; or
2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act ~~activity~~, or threatened terrorist ~~act~~ **activity** that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting under this section may endanger the public health and/or safety as determined by a majority of the members of the Board

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. **All telephone numbers provided by the media in the most recent request for notification must be exhausted.** If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president **or designee** shall give such notice at or near the time ~~he/she notifies~~ **notification is given to** the other members of the Board about the meeting. **(Government Code 54956.5)**

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. **(Government Code 54956.5)**

Adjourned/Continued Meetings

A majority vote by the Board may adjourn/**continue** any meeting to a later time and ~~place~~ **location** that shall be specified in the order of adjournment. **Less than a quorum of the Board may adjourn such a meeting.** If no Board members are present, ~~at any regular or adjourned regular meeting,~~ the secretary or the clerk may declare the meeting adjourned to a later time **and place** and shall give notice in the same manner required for special meetings. **(Government Code 54955)**

~~A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within 24 hours after the time of adjournment.~~ **Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)**

Study Sessions, Retreats, Public Forums, and Discussion Meetings

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss Board roles and relationships.

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings.

Teleconferencing

~~A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video.~~

~~The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call.~~

~~During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries.~~

~~Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public.~~

~~All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location.~~

~~All Board policies, administrative regulations and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.~~

Hearings

~~The Board may occasionally convene public hearings at which no Board action is to be taken. Such hearings are held solely to allow the Board and members of the public to receive information. A hearing may take place immediately prior to a Board meeting.~~

~~If a quorum of Board members is present at a hearing, notice of the hearing shall be provided according to procedures specified above for regular meetings.~~

Other Gatherings

Attendance by a majority of the Board members at any of the following events is not subject to ~~state open meeting laws~~ **the Brown Act** provided that a majority of the Board members do not discuss specific district business among themselves other than as part

of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school ~~Boards~~ **board members**
2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
3. An open and noticed meeting of another body of the district ~~or at a legislative body of another local agency.~~
4. **An open and noticed meeting of a legislative body of another local agency**
5. A purely social or ceremonial occasion.
6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

Individual contacts or conversations between a Board member and any other person are not subject to ~~open meeting laws.~~ **the Brown Act. (Government Code 54952.2)**

Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135. In addition, meetings shall not be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

Meetings shall be held within district boundaries, except to do any of the following: (Government Code 54954)

1. **Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party**
2. **Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property**
3. **Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law**
4. **Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district**

5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on nonadversarial collective bargaining techniques
9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a location designated by the Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

Teleconferencing During a Proclaimed State of Emergency

The Board may conduct Board meetings by teleconference without posting agendas at all teleconference locations, identifying teleconference locations in meeting notices and agendas, allowing public access to each teleconference location, providing an opportunity for members of the public to address the Board directly at each teleconference location, and ensuring that at least a quorum of the Board participate from locations within district boundaries, during a proclaimed state of emergency pursuant to Government Code 8625-8629 in any of the following circumstances: (Government Code 54953)

1. State or local officials have imposed or recommended measures to promote social distancing
2. For the purpose of determining, by majority vote, whether as the result of the emergency meeting in person would present imminent risks to the health or safety of attendees
3. When it has been determined, by majority vote as described in Item #2 above, that as a result of the emergency meeting in person would present imminent risks to the health or safety of attendees

To conduct a teleconference meeting for these purposes the following requirements shall be satisfied: (Government Code 54953)

1. The notice and agenda shall be given and posted as otherwise required by the Brown Act
2. The notice and agenda of the meeting shall specify the means by which members of the public may access the meeting and offer public comments, including via a call-in or internet-based service option

Members of the public may be required to register to log in to a meeting when making public comments through an internet web site or other online platform that is operated by a third-party and not under the control of the Board.

3. Members of the public shall be allowed to access the meeting, and the agenda shall provide an opportunity for members of the public to address the Board directly pursuant to Government Code 54954.3
4. Members of the public shall not be required to submit public comments in advance of a Board meeting and shall be provided an opportunity to address the Board and offer comments in real time
5. Public comment periods shall not be closed until the timed public comment period, if such is offered by the Board, has elapsed or, if not timed, until a reasonable amount of time per agenda item has been allowed
6. If during a Board meeting a disruption occurs which prevents the district from

broadcasting the meeting to members of the public or for members of the public to offer public comments, the Board shall take no further action on any agenda item until public access via the call-in or internet-based service option to the meeting is restored

The district may, in its discretion, provide a physical location from which the public may attend or comment. (Government Code 54953)

The Board may continue to conduct meetings by teleconference, as specified above for teleconferencing during proclaimed states of emergency, by a majority vote finding within 30 days after teleconferencing for the first time, and every 30 days thereafter, that either: (Government Code 54953)

1. The state of emergency continues to directly impact the ability of the Board to meet safely in person
2. State or local officials continue to impose or recommend measures to promote social distancing

Adopted: February 28, 2007

(Replaces: BB 9510 Regular Meetings)

(Revised: 1984)

(Replaces: BB 9520 Special Meetings)

(Revised: 1984)

(Adopted: 1964)

(Replaces: BB 9530 Emergency Meetings)
(Revised: 1984)
(Adopted: 1964)
(Replaces: BB 9540 Adjourned Meetings)
(Revised: 1984)
(Adopted: 1964)

Agenda Item Details

Meeting Date: 2023-03-22 18:30:00

AGENDA ITEM TITLE:

3. BOARD BYLAW 9321, *CLOSED SESSION*

RECOMMENDATION

The Board of Education is requested to receive for first reading Board Bylaw 9321, *Closed Session*, Board Bylaw 9321, Exhibit 1, and Board Bylaw 9321, Exhibit 2, as recommended by the California School Boards Association.

Rationale:

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

Background:

School districts receive regular policy updates from the California School Boards Association (CSBA), which are compared to existing policies to determine the extent of modification that is needed. This reviewed policy is updated as recommended by CSBA as Board Bylaw 9321, Closed Session.

Additional Information:

Copies of the reviewed Board Bylaw 9321, Closed Session, Board Bylaw 9321, Exhibit 1, and Board Bylaw 9321, Exhibit 2 are attached.

ATTACHMENTS

- [9321_BB_CLOSED_SESSION Updated 03.22.2023.pdf](#)
- [9321_BB_Exhibit 1 CLOSED_SESSION.pdf](#)
- [9321_BB_Exhibit 2 CLOSED_SESSION.pdf](#)

CLOSED SESSION PURPOSES AND AGENDAS

~~The Governing Board may hold closed sessions only for purposes identified in law. The Board may hold a closed session at any time during a regular or special meeting and during emergency meetings in accordance with law.~~

The Governing Board is committed to complying with state open meeting laws and modeling transparency in its conduct of district business. The Board shall hold a closed session during a regular, special, or emergency meeting only for purposes authorized by law.

~~The agenda shall contain a brief general description of all closed session items to be discussed.~~

Each agenda shall contain a general description of each closed session item to be discussed at the meeting, as required by law and specified below. (Government Code 54954.2)

~~In the open session preceding the closed session, the Board shall disclose in open meeting the items to be discussed in closed session. In the closed session, the Board may consider only those matters covered in its statement.~~ (Government Code 54957.7)

~~No agenda, notice, announcement, or report required by the Brown Act need identify any victim or alleged victim of tortious sexual conduct or child abuse unless the identity of the person has been publicly disclosed.~~

~~In accordance with law, a Board member shall not disclose confidential information received in a closed session unless the Board authorizes the disclosure of that information.~~

After the closed session, the Board shall reconvene in open session before adjourning the meeting and, when applicable, shall publicly disclose any action taken in the closed session, the votes or abstentions thereon, and other disclosures specified below that are applicable to the matter being addressed. Such reports may be made in writing or orally at the location announced in the agenda for the closed session. (Education Code 32281; Government Code 54957.1, 54957.7)

When an action taken during a closed session involves final approval or adoption of a document such as a contract or settlement agreement, the Superintendent or designee shall provide a copy of the document to any person present at the conclusion of the closed session who submitted a written request. If the action taken results in one or more substantive amendments, the Superintendent or designee shall make the document available the next business day or when the necessary retyping is completed. Whenever copies of an approved agreement will not be immediately released due to an amendment, the Board president shall orally summarize the substance of the amendment for those present at the end of the closed session. (Government Code 54957.1)

Confidentiality

A Board member shall not disclose confidential information received in closed session unless the Board authorizes the disclosure of that information. (Government Code 54963)

The Board shall not disclose any information that is protected by state or federal law. In addition, no victim or alleged victim of tortious sexual conduct or child abuse shall be identified in any Board agenda, notice, announcement, or report required by the Brown Act, unless the identity of the person has previously been publicly disclosed. (Government Code 54957.7, 54961)

Personnel Matters

The Board may hold a closed sessions under the "personnel exception" to consider the appointment, employment, evaluation of performance, discipline, or dismissal of an employee. ~~These sessions~~ Such a closed session shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline. (Government Code 54957)

The Board may also hold closed sessions to hear complaints or charges brought against an employee by another person or employee, unless the employee who is the subject of the complaint requests an open session. Before the Board holds a closed session on specific complaints or charges brought against an employee, the employee shall receive written notice of his/her the right to have the complaints or charges heard in open session if desired. This notice shall be delivered personally or by mail at least 24 hours before the time of the session. (Government Code 54957)

The Board may hold a closed sessions to discuss a district an employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan. (Government Code 54957.10)

Agenda items related to public district employee appointments and employment shall describe the position to be filled. Agenda items related to performance evaluations shall specify the title of the employee being reviewed. Agenda items related to employee discipline, dismissal, or release require no additional information. (Government Code 54954.5)

After the closed session, the Board shall report any action taken to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a district employee and shall identify the title of the affected position. The report shall be given at the public meeting during which the closed session is held, except that the report of a dismissal or nonrenewal of an employment contract shall be deferred until the first public meeting after administrative remedies, if any, have been exhausted. (Government Code 54957.1)

Negotiations/Collective Bargaining

Unless otherwise agreed upon by the parties involved, the following shall not be subject to the **open meeting requirements of Brown Act: (Government Code 3549.1)**

1. Any meeting and negotiating discussion between the district and a recognized or certified employee organization;
2. Any meeting of a mediator with either party or both parties to the meeting and negotiating process;
3. Any hearing, meeting, or investigation conducted by a fact finder or arbitrator;
4. Any executive (closed) session of the district or between the district and its designated representative for the purpose of discussing its position regarding any matter within the scope of representation and instructing its designated representatives.

The Board may meet in closed session, **prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees, to review the Board's position and/or instruct its designated representative(s)** with the Board's designated representative regarding employee salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, **and, for represented employees, any other matter within the statutorily provided scope of representation. Prior to the closed session, the Board shall identify its designated representative in open session. Any closed session held for this purpose** ~~These closed sessions may include discussions of the district's available funds and funding priorities, but only insofar as they relate to providing instructions to the district's~~ **Boards designated representative. Final action on the proposed compensation of one or more unrepresented employees shall not be taken in closed session. (Government Code 54957.6)**

~~Closed sessions shall be for the purpose of reviewing the Board's position and instructing the Board's designated representative. Closed sessions may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees.~~

~~For represented employees, the Board may also meet in closed session to hear any other matter within the statutorily provided scope of representation.~~

~~For unrepresented employees, closed sessions held pursuant to Government Code 54957.6 shall not include final action on the proposed compensation of one or more unrepresented employees.~~

The Board also may meet in closed session with a state conciliator ~~or a mediator~~ who has intervened in ~~these~~ proceedings: **regarding any of the purposes enumerated in Government Code 54957.6.**

Agenda items related to negotiations shall specify the name(s) of the district's designated representative(s) attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the organization representing the employee(s) or the position title of the unrepresented employee who is the subject of the negotiations. (Government Code 54954.5)

Matters Related to Students

If a public hearing would lead to the disclosure of confidential student information, the Board shall meet in closed session to consider a suspension, disciplinary action, or any other action against a student, except expulsion, or a challenge to a student record against a student when a public hearing on the matter would violate student privacy rights. If a written request for open session is received from the parent/guardian or adult student, the meeting shall be public, except that any discussion at that meeting which may be in conflict with the right to privacy of any student other than the student requesting the public meeting shall be in closed session. (Education Code 35146, 48912, 49070) ~~it will be honored to the extent that it does not violate the privacy rights of any other student.~~

The Board shall meet in closed session to consider the expulsion of a student, unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the Board may meet in closed session for the purpose of deliberating and determining whether the student should be expelled. (Education Code 48918)

Agenda items related to student matters shall briefly describe the reason for the closed session, such as "student expulsion hearing," "grade change appeal," without violating the confidentiality rights of individual students. The student shall not be named on the agenda, but a number may be assigned to the student in order to facilitate record keeping. The agenda shall also state that the Education Code requires closed sessions in these cases in order to prevent the disclosure of confidential student record information.

Final action on a student matter deliberated in closed session shall be taken in open session and shall be a matter of public record. (Education Code 35146, 48918)

However, in taking final action, the Board shall not release any information in violation of student privacy rights provided in 20 USC 1232g or other applicable laws. In an expulsion or other disciplinary action, the cause for the disciplinary action shall be disclosed in open session, but the Board shall refer to the student number or other identifier and shall not disclose the student's name.

Security Matters

The Board may meet in closed session with the **Governor**, Attorney General, district attorney, sheriff or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings, to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service, or to the public's right of access to public services or public facilities. ~~The Board may meet~~ **Such discussions may be held** in closed session during an emergency meeting ~~held~~ **called** pursuant to Government Code 54956.5 ~~to meet with law enforcement officials for the emergency purposes specified in Government Code 54957~~ if agreed to by a two-thirds vote of the Board members present., ~~or, if~~ **If less than two-thirds of the members are present, by a unanimous vote of the members present.** (Government Code 54956.5, 54957) ~~then the Board must agree by a unanimous vote of the members present.~~

Agenda items related to **these** security matters shall specify the name of the law enforcement agency and the title of the officer, or name of applicable agency representative and title, with whom the Board will consult. (Government Code 54954.5)

The Board may meet in closed session to consult with law enforcement officials on the development of a plan for tactical responses to criminal incidents and to approve the plan. Following the closed session, the Board shall report any action taken to approve the plan, but need not disclose the district's plan for tactical responses. (Education Code 32281)

Conference with Real Property Negotiator **Negotiations**

The Board may meet in closed session with ~~the Board's~~ **its** real property negotiator prior to the purchase, sale, exchange, or lease of real property by or for the district in order to grant its negotiator the authority regarding the price and terms of **payment for** the property. (Government Code 54956.8)

Before holding the closed session, the Board shall hold an open and public session to identify its negotiator(s), ~~and the property under negotiation, and to specify~~ the person(s) with whom the negotiator may negotiate. For purposes of real property transactions, negotiators may include members of the Board. (Government Code 54956.8)

Agenda items related to real property negotiations shall specify the district negotiator attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. If there is no street address, the agenda item shall specify the parcel number or another unique reference of the property. The agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both. (Government Code 54954.5)

When the Board approves a final agreement concluding real estate negotiations pursuant to Government Code 54956.8, it shall report that approval and the substance of the agreement in open session at the public meeting during which the closed session is held. If final approval rests with the other party to the negotiations, the

Superintendent or designee shall disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the district of its approval. (Government Code 54957.1)

Pending Litigation

Based on the advice of its legal counsel, the Board may hold a closed session to confer with or receive advice from its legal counsel regarding pending litigation when a discussion of the matter in open session would prejudice the Board's position in the case. For this purpose, "litigation" ~~includes~~ means any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

Litigation is considered "pending" ~~when~~ in any of the following circumstances exist: (Government Code 54956.9)

1. Litigation to which the Board is a "party" has been initiated formally. (Government Code 54956.9(d)(1))
2. A point has been reached where, in the Board's opinion based on the advice of legal counsel ~~and on~~ regarding "the existing facts and circumstances," there is a "significant exposure to litigation" against the district, or the Board is meeting solely to determine whether, based on existing facts or circumstances, a closed session is authorized. (Government Code 54956.9(d)(2), (3))

Existing facts and circumstances for these purposes are limited to the following: (Government Code 54956.9)

- a. Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiff(s) and which do not need to be disclosed.
- b. Facts and circumstances including, but not limited to, an accident, disaster, incident, or transactional occurrence which might result in litigation against the district, which are already known to potential plaintiff(s) and which must be publicly disclosed before the closed session or specified on the agenda.
- c. The receipt of a claim pursuant to the Government Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.
- d. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the Board.
- e. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the Board, provided that the district official or employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection. Such record does not need to identify an alleged

victim of tortious sexual conduct or anyone making a threat of litigation on the victim's behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.

3. Based on existing facts and circumstances, the Board has decided to initiate or is deciding whether to initiate litigation.

~~"Existing facts and circumstances" authorizing a closed session pursuant to Government Code 54956.9(b) as described in item #2 above are limited to the following:~~

- ~~1. Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiffs and which do not need to be disclosed.~~
- ~~2. Facts and circumstances including, but not limited to, an accident, disaster, incident or transactional occurrence which might result in litigation against the district, which are already known to potential plaintiffs, and which must be publicly disclosed before the closed session or specified on the agenda.~~
- ~~3. The receipt of a claim pursuant to the Tort Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.~~
- ~~4. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the Board.~~
- ~~5. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the Board, provided that the district official or employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection.~~

~~The above record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat on his/her behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.~~

Before holding a closed session pursuant to this section, **the pending litigation exception**, the Board shall state on the agenda or publicly announce the subdivision of Government Code 54956.9 under which the closed session is being held. If authority is based on Government Code 54956.9(a), **54956.9 (d)(1)**, the Board shall either state the title or specifically identify the litigation to be discussed or state that doing so would jeopardize the district's ability to effectuate service of process upon unserved parties or to conclude existing settlement negotiations to its advantage. **(Government Code 54956.9)**

Agenda items related to "pending litigation" shall be described as a conference with legal counsel regarding "existing litigation" or "anticipated litigation." **(Government Code 54954.5)**

"Existing litigation" items shall identify the name of the case specified by either the claimant's name, names of parties, and case or claim number, unless the Board states that to identify the case would jeopardize service of process or existing settlement negotiations. (Government Code 54954.5)

"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to Government Code ~~54956.9(b)~~ 54956.9(d)(2) or (3) and shall specify the potential number of cases. When the district expects to initiate a suit, items related to anticipated litigation shall state that the discussion relates to the initiation of litigation pursuant to Government Code ~~54956.9(c)~~ 54956.9(d)(4) and shall specify the potential number of cases. The agenda or an oral statement before the closed session may be required to provide additional information pursuant to items #2-5 above. regarding existing facts and circumstances described in item #2 b-e above. (Government Code 54954.5)

Following the closed session, the Board shall publicly report, as applicable:
(Government Code 54957.1)

1. Approval to legal counsel to defend, appeal or not appeal, or otherwise appear in litigation. This report shall identify the adverse parties, if known, and the substance of the litigation.
2. Approval to legal counsel to initiate or intervene in a lawsuit. This report shall state that directions to initiate or intervene in the action have been given and that the action, defendants, and other details will be disclosed to inquiring parties after the lawsuit is commenced unless doing so would jeopardize the district's ability to serve process on unserved parties or its ability to conclude existing settlement negotiations to its advantage.
3. Acceptance of a signed offer from the other party or parties which finalizes the settlement of pending litigation. This report shall state the substance of the agreement.

If approval is given to legal counsel to settle pending litigation but final approval rests with the other party or with the court, the district shall report the fact of approval and the substance of the agreement thereon to persons who inquire once the settlement is final. (Government Code 54957.1)

Joint Powers Agency Issues

The Board may meet in closed session to discuss a claim ~~against~~ for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by a joint powers authority agency (JPA) formed for the purpose of insurance pooling or self-insurance authority of which it is a member. ~~for the payment of tort liability losses, public liability losses or workers' compensation liability.~~ (Government Code 54956.95)

Closed session agenda items related to liability claims shall specify the claimant's name and the name of the agency against which the claim is made. (Government Code 54954.5)

Following the closed session, the Board shall publicly report the disposition of joint powers agency or self-insurance claims, including the name of the claimant(s), the name of the agency claimed against, the substance of the claim, and the monetary settlement agreed upon by the claimant. (Government Code 54957.1)

When the board of the ~~joint powers agency~~ JPA has so authorized and upon advice of district legal counsel, the Board may also meet in closed session in order to receive, discuss and take action concerning information obtained in a closed session of the ~~joint powers agency~~ JPA that has direct financial or liability implications for the district. During the district's Board's closed session, a Board member serving on the JPA board may disclose confidential information acquired during a closed session of the JPA to fellow Board members. (Government Code 54956.96)

~~The Board member may also disclose the confidential JPA information to district legal counsel in order to obtain advice on whether the matter has direct financial or liability implications for the district.~~

Closed session agenda items related to "~~Conference Involving a Joint Powers Agency~~" conferences involving a JPA shall specify the name of the JPA, the closed session description used by the ~~joint powers agency~~ JPA, and the name of the ~~district representative on the joint powers agency board~~ Board member representing the district on the JPA board. Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives shall also be included. (Government Code 54954.5)

Review of Audit Report from ~~Bureau of State Audits~~ California State Auditor's Office
Upon receipt of a confidential final draft audit report from the ~~Bureau of State Audits~~ California State Auditor's Office, the Board may meet in closed session to discuss its response to that report. After public release of the report from the ~~Bureau of State Audits~~ California State Auditor's Office, any Board meeting to discuss the report must be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

Closed session agenda items related to an audit by the ~~Bureau of State Audits~~ California State Auditor's Office shall state "Audit by ~~Bureau of State Audits~~ California State Auditor's Office." (Government Code 54954.5)

Following the closed session, the Board shall publicly confirm that the report was reviewed and a response was prepared.

Review of Assessment Instruments

The Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review. (Education Code 60617)

Agenda items related to the review of student assessment instruments shall state that the Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program and that Education Code 60617 authorizes a closed

session for this purpose in order to maintain the confidentiality of the assessment under review.

Following the closed session, the Board shall confirm that the assessment instruments were reviewed. Any actions related to the review shall be taken in open session without revealing any proprietary or confidential information and shall be a matter of public record.

Adopted: February 28, 2007

(Replaces: BP 8346 Executive Session)

(Adopted: 1964)

(Replaces: BP 8360 Role of the Board of Education in the Employer-Employee Relations Processes under the Rodda Act)

(Adopted: September 1976)

(Replaces: BB 9650 Closed Session)

(Adopted: 1984)

MONROVIA UNIFIED SCHOOL DISTRICT

BOARD MEETING AGENDA DESCRIPTIONS FOR CLOSED SESSION ITEMS

The Governing Board meeting agenda shall include the following description of a closed session item, as applicable:

Personnel Matters

PUBLIC EMPLOYEE APPOINTMENT

Government Code 54957

Title: _____ *(Specify position to be filled)*

PUBLIC EMPLOYMENT

Government Code 54957

Title: _____ *(Specify position to be filled)*

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Government Code 54957

Title: _____ *(Specify position of employee being evaluated)*

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Government Code 54957

(No additional information is required. An employee's dismissal or nonrenewal shall not be reported until the employee has first exhausted any right to a hearing or other administrative remedy.)

SPECIFIC COMPLAINT OR CHARGE AGAINST EMPLOYEE

Government Code 54957

(No additional information is required.)

EMPLOYEE APPLICATION FOR EARLY WITHDRAWAL OF FUNDS IN DEFERRED COMPENSATION PLAN

Government Code 54957.10

(No additional information is required.)

Negotiations/Collective Bargaining

CONFERENCE WITH LABOR NEGOTIATORS

Government Code 54957.6

District-designated representatives: _____

(Specify names of representatives attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Employee organization: _____

MONROVIA UNIFIED SCHOOL DISTRICT

(Specify name of employee organization with which negotiations are being held.)

or

Unrepresented employee: _____

(Specify position of unrepresented employee who is the subject of the negotiations.)

Matters Related to Students

STUDENT SUSPENSION/OTHER DISCIPLINARY ACTION

Education Code 35146

Student identification number: _____

(It is recommended that the student's name not be listed. The district may use other means to identify the student for record-keeping purposes.)

STUDENT EXPULSION

Education Code 48912

Student identification number: _____

(It is recommended that the student's name not be listed. The district may use other means to identify the student for record-keeping purposes.)

STUDENT GRADE CHANGE APPEAL

Education Code 49070

Student identification number: _____

(It is recommended that the student's name not be listed. The district may use other means to identify the student for record-keeping purposes.)

CONFIDENTIAL STUDENT MATTER

Action under consideration: _____

(If the Board is considering a confidential student matter other than those listed above, specify type of action.)

Student identification number: _____

(It is recommended that the student's name not be listed. The district may use other means to identify the student for record-keeping purposes.)

Security Matters

THREAT TO PUBLIC SERVICES OR FACILITIES

Government Code 54957

Consultation with: _____

(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the Board will consult.)

DEVELOPMENT/APPROVAL OF TACTICAL RESPONSE PLAN

Education Code 32281

Consultation with: _____

MONROVIA UNIFIED SCHOOL DISTRICT

(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the Board will consult.)

Real Property Negotiations

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Government Code 54956.8

Property: _____

(Specify street address or, if no street address, the parcel number or other unique reference of the real property under negotiation.)

District negotiator: _____

(Specify names of negotiators attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Negotiating parties: _____

(Specify name of party, not agent.)

Under negotiation: _____

(Specify whether instruction to negotiator will concern price, terms of payment, or both.)

Pending Litigation

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Government Code 54956.9(d)(1)

Name of case: _____

(Specify by reference to claimant's name, names of parties, or case or claim numbers.)

or

Case name unspecified, as identification of the case would jeopardize service of process or existing settlement negotiations.

CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION

Government Code 54956.9(d)(2) or (3)

Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3). Number of potential cases: _____

or

Initiation of litigation pursuant to Government Code 54956.9(d)(4).

Number of potential cases: _____

If applicable, facts and circumstances: _____

(The district may be required to provide additional information on the agenda or in an oral statement prior to the closed session pursuant to Government Code 54956.9(e)(2)-(5). These include facts and circumstances, such as an accident, disaster, incident, or transactional occurrence that

MONROVIA UNIFIED SCHOOL DISTRICT

might result in litigation against the district and that are known to potential plaintiff(s).)

Joint Powers Authority Issues

LIABILITY CLAIMS FOR INSURANCE-RELATED JOINT POWERS AGENCY

Government Code 54956.95

Name of claimant(s): _____

(Specify name, except pursuant to Government Code 54961 when the claimant is a victim or alleged victim of tortious sexual conduct or child abuse unless the identity of the person has been publicly disclosed.)

Name of agency against which the claim is made: _____

CONFERENCE INVOLVING INFORMATION FROM A JOINT POWERS AGENCY WITH DIRECT FINANCIAL OR LIABILITY IMPLICATIONS FOR DISTRICT

Government Code 54956.96

Name of JPA: _____

Discussion will concern: _____

(Specify closed session description used by the JPA.)

Name of district representative on JPA board: _____

Names of agencies or titles of representatives attending the closed session as consultants or other representatives, if applicable:

Review of Audit from State Auditor's Office

AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE

Government Code 54956.75

(No additional information is required.)

Review of Assessment Instruments

REVIEW OF STUDENT ASSESSMENT INSTRUMENT

Education Code 60617

The Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program. Education Code 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.

REPORTS OF CLOSED SESSION ACTIONS

Following a closed session during any Governing Board meeting, the Board shall reconvene in open session to present, orally or in writing, a report of any of the following actions taken during the closed session, as applicable:

Personnel Matters

Title of position: _____

Action taken: _____

(e.g., appointment/employment/evaluation/discipline/dismissal/release)

Board member votes/abstentions: _____

Negotiations/Collective Bargaining

Approval of final agreement with represented employees

Item approved: _____

Other party/parties to the negotiation: _____

Board member votes/abstentions: _____

Matters Related to Students

(Final action must be taken in open session. It is recommended that the student's name not be disclosed.)

Security Matters

Action taken: _____

(e.g., consultation with law enforcement; approval of contract or memorandum of understanding; approval of tactical response plan, without disclosing the details of the plan)

Board member votes/abstentions: _____

Real Property Negotiations

Action taken: _____

(Report if Board approves a final agreement concluding real estate negotiations. If final approval rests with the other party, report as soon as the other party has approved the agreement.)

Substance of the agreement: _____

Board member votes/abstentions: _____

Existing Litigation

Action taken related to existing litigation: _____

(e.g., approval to legal counsel to defend, appeal or not appeal, or otherwise appear in litigation; or approval to legal counsel of a settlement of pending litigation at any stage prior to or during a judicial or quasi-judicial proceeding. If final approval of settlement rests with the other party, report to any person upon request once the settlement is final.)

Adverse party/parties, if known: _____

MONROVIA UNIFIED SCHOOL DISTRICT

Substance of the litigation: _____

Board member votes/abstentions: _____

Anticipated Litigation

Action taken: The Board has given approval to legal counsel to initiate or intervene in a lawsuit. The action, defendants, and other details will be disclosed to any person upon request after the lawsuit is commenced, unless doing so would jeopardize the district's ability to serve process on unserved parties or its ability to conclude existing settlement negotiations to its advantage.

(The report does not need to initially identify the action, defendants, or other details.)

Board member votes/abstentions: _____

Joint Powers Agency Issues

LIABILITY CLAIMS FOR INSURANCE-RELATED JOINT POWERS AGENCY

Name of claimant(s): _____

Name of agency against which the claim is made: _____

Substance of the claim: _____

Monetary settlement agreed upon by the claimant: _____

Board member votes/abstentions: _____

CONFERENCE INVOLVING INFORMATION FROM A JOINT POWERS AGENCY WITH DIRECT FINANCIAL OR LIABILITY IMPLICATIONS FOR DISTRICT

Name of JPA: _____

Action taken: _____

(Law does not include any specific disclosures to be reported.)

Board member votes/abstentions: _____

Review of Audit from State Auditor's Office

Action taken: The Board reviewed the confidential final draft audit report received from the California State Auditor's Office and has prepared a response.

(No additional information is required. Unless otherwise exempted by law, after the audit report is subsequently released to the public, any Board discussion of the report must be conducted in open session.)

Review of Assessment Instruments

Action taken: The Board reviewed the contents of a student assessment instrument approved or adopted for the statewide testing system.

Agenda Item Details

Meeting Date: 2023-03-22 18:30:00

AGENDA ITEM TITLE:

4. BOARD BYLAW 9323, *MEETING CONDUCT*

RECOMMENDATION

The Board of Education is requested to receive for first reading Board Bylaw 9323, *Meeting Conduct*, as recommended by the California School Boards Association.

Rationale:

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

Background:

School districts receive regular policy updates from the California School Boards Association (CSBA), which are compared to existing policies to determine the extent of modification that is needed. This reviewed policy is updated as recommended by CSBA as Board Bylaw 9321, Closed Session.

Additional Information:

A copy of the reviewed Board Bylaw 9323, Meeting Conduct is attached.

ATTACHMENTS

- [9323_BB_MEETING_CONDUCT Updated 03.22.2023.pdf](#)

MEETING CONDUCT

Meeting Procedures

All Governing Board meetings shall begin on time and shall be guided by an agenda prepared and delivered in advance to all Board members and to other persons upon request. in accordance with Board bylaws and posted and distributed in accordance with the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

The Board president shall conduct Board meetings in accordance with ~~(1) State law, (2) Board bylaws and procedures, and (3) Robert's Rules of Order~~ that enable the Board to efficiently consider issues and carry out the will of the majority.

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be adjourned by 10:30 p.m. unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and, if necessary, may subsequently be adjourned to a later date.

Quorum and Abstentions

The Board shall act by majority vote of all of the membership constituting the Board. (Education Code 35164)

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, the abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

Provided the Board typically has seven members and there are no more than two vacancies on the Board, the vacant position(s) shall not be counted for purposes of determining how many members of the Board constitute a majority. In addition, whenever any provisions of the Education Code require unanimous action of all or a specific number of the members, the vacant position(s) shall not be counted for purposes of determining the total membership constituting the Board. (Education Code 35165)

~~A majority of the number of filled positions on the Board constitutes a quorum.~~

~~Unless otherwise provided by law, affirmative votes by a majority of all the membership of the Board are required to approve any action under consideration, regardless of the number of members present.~~

Abstentions

~~The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. Board members who abstain shall provide a reason for abstention. When a member abstains, his/her abstention shall be considered to concur with the action taken by the majority of those who vote, whether affirmatively or negatively.~~

Board Meeting Documents

~~The Board Meeting Agenda will be made available to the public at the time of the meeting, or in advance upon prior request. Documents distributed to the Board by those representing the District shall be made available to the public at the time of distribution. Documents distributed by members of the public to the Board shall be made available following the Board meeting as soon as is reasonably practicable, but no later than the following business day.~~

Public Participation

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. **So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting, except that if the meeting is conducted using remote public participation or with a Board member attending remotely pursuant to Government Code 54953, a member of the public desiring to provide comment through the use of a third party internet website or online platform may be required to register as required by the third party provider.**

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. The Board shall give members of the public an opportunity to address the Board **on any item of interest to the public that is within the subject matter jurisdiction of the Board**, either before or during the Board's consideration of **the** each item. ~~of business to be discussed at regular or special meetings.~~
(Education Code 35145.5; Government Code 54954.3)

2. At a time so designated on the agenda **at a regular meeting**, members of the public may bring before the Board, ~~at a regular meeting~~, matters that are not listed on the agenda. The Board ~~may refer such a matter to the Superintendent or designee or take it under advisement~~, but shall not take **no** action or engage in discussion **on any item not appearing on the posted agenda, except as authorized by law.** (Education Code 35145.5; Government Code 54954.2) ~~at that time except as allowed by law. A matter directly related to school district business may be placed on the agenda of a subsequent meeting for action or discussion by the Board, as determined by the Board President and Superintendent. (See "Public Requests for Board Meeting Agenda Topics" section below.)~~

3. Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board **members** or staff **members** may ask a question for clarification, make a brief announcement, or make a brief report on ~~his/her~~ their own activities. (Government Code 54954.2)

Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a

subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code 54954.2)

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard it **the item**, the Board shall provide an opportunity for the public to speak. (Government Code 54954.3)

5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

In general, individual speakers will be allowed three minutes to address the Board on each agenda or nonagenda item, and the Board will limit the total time for public input on each item to 20 minutes. However, in exceptional circumstances when necessary to ensure full opportunity for public input, the Board president may, with Board consent, adjust the amount of time allowed for public input and/or the time allotted for each speaker. Any such adjustment shall be done equitably so as to allow a diversity of viewpoints. The president may also ask members of the public with the same viewpoint to select a few individuals to address the Board on behalf of that viewpoint.

In order to ensure that non-English speakers receive the same opportunity to directly address the Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the Board, unless simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously. (Government Code 54954.3)

~~Individual speakers are requested to limit comments to no more than three (3) minutes to address the Board on each agenda or non-agenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.~~

6. The Board president may rule on the appropriateness of a topic, **subject to the following conditions:**

- a. If the topic would be more suitably addressed at a later time, the president may indicate the time and place when it should be presented.
- b. The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts or omissions. (Government Code 54954.3)
- ~~c. In addition,~~ The Board may not prohibit public criticism of district employees. **However,** whenever a member of the public initiates specific complaints or charges against an **individual** employee, the Board president shall inform the

~~complainant of the appropriate complaint procedure. that in order to protect the employee's right to adequate notice before a hearing of such complaints and charges, and also to preserve the ability of the Board to legally consider the complaints or charges in any subsequent evaluation of the employee, it is the policy of the Board to hear such complaints or charges in closed session unless otherwise requested by the employee pursuant to Government Code 54957.~~

7. The Board President shall not permit actual disruption of Board meetings. Actual disruption by an individual or group or any conduct or statements that threaten the safety of any person(s) at the meeting shall be grounds for the president to terminate the privilege of addressing the Board and remove the individual from the meeting.

The Board President or designee may remove an individual for actually disrupting the meeting. Prior to removal, the individual shall be warned that their behavior is disrupting the meeting and that failure to cease the disruptive behavior may result in removal. If, after being warned, the individual does not promptly cease the disruptive behavior, the Board president, or designee, may then remove the individual from the meeting. (Government Code 54957.95)

When an individual's behavior constitutes the use of force or a true threat of force, the individual shall be removed from a Board meeting without a warning. (Government Code 54957.95)

Disrupting means engaging in behavior during a Board meeting that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes, but is not limited to, a failure to comply with reasonable and lawful regulations adopted by a legislative body pursuant to Section 54954.3 or any other law, or engaging in behavior that constitutes use of force or a true threat of force. (Government Code 54957.95)

True threat of force means a threat that has sufficient indicia of intent and seriousness, that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat. (Government Code 54957.95)

Additionally, the Board may order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

When disruptive conduct occurs, the Board may decide to recess the meeting to help restore order, or if removing the disruptive individual(s) or clearing the room is infeasible, move the meeting to another location. The Board may direct the Superintendent or designee to contact local law enforcement as necessary.

~~If a member of the public who is not present at a Board Meeting instead submits a written statement to the Board requesting that it be read at a Board Meeting, then:~~

- ~~1. The receipt of the correspondence and the correspondent's name will be noted at the "Public Comment" section of the Board Meeting, but the statement will not be read at the Board Meeting.~~
- ~~2. A copy of the statement will be provided to each Board Member and the Superintendent.~~
- ~~3. The correspondence and correspondent will be referenced in the Board Meeting minutes.~~
- ~~4. A copy of the correspondence will be attached to the approved Board Meeting minutes, but not distributed to the public.~~

Public Requests for Board Meeting Agenda Topics

~~Members of the public may request to place matters directly related to school district business on an agenda of school district board meeting for Board discussion, pursuant to Government Code 3514.5. Such requests shall be made in writing to the Superintendent or an appointed representative. The Board President and Superintendent shall determine if the matter relates directly to school district business and, if appropriate, when the matter would reasonably be placed on an agenda.~~

Disruption of a Public Meeting

~~The Board of Education, while encouraging appropriate participation by the public in Board meetings, is committed to conducting Board business in a safe, secure, non-disruptive environment.~~

~~The Board President shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group shall be grounds for the President or chair to terminate the privilege of addressing the Board. The Board may remove disruptive individuals and order the room cleared if necessary; in this case, members of the media not participating in the disturbance shall be allowed to remain, and individual(s) not participating in such disturbances may be allowed to remain at the discretion of the Board. If deemed necessary to terminate a disturbance, the Board may recess the Board meeting and vacate the Board Room until order is restored. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda.~~

~~Penal Code 403 states: "Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting, not unlawful in its character, other than such as is mentioned in Section 302 of the Penal Code and Section 29440 of the Elections Code, is guilty of a misdemeanor."~~

~~If a member of the public refuses to follow Board guidelines and/or behaves in a disruptive manner, the President of the Board shall:~~

- ~~1. Warn the person to curtail his/her disruptive behavior.~~

- ~~2. If the disruptive behavior continues, request the person again to end the disruptive behavior, and advise the person that to continue will be a disruption of the meeting in violation of Penal Code 403.~~
- ~~3. If necessary, again request the person to stop the disruptive behavior and advise that if he/she remains, he/she is deemed to be disturbing the public meeting according to Penal Code 403 and the Board will be forced to call a recess to have him/her removed.~~
- ~~4. As necessary, announce that because the person will not cease his/her disruptive behavior, the meeting is determined to be disturbed, and therefore, will be in recess until the disruptive person is removed.~~
- ~~5. If necessary, call for police assistance.~~

Recording by the Public

Members of the public may record an open Board meeting using an audio or video recorder, still or motion picture camera, cell phone, or other device, provided that the noise, illumination, or obstruction of view does not persistently disrupt the meeting. The Superintendent or designee may designate locations from which members of the public may make such recordings without causing a distraction.

If the Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)

~~The Superintendent or designee shall designate locations from which members of the public may broadcast, photograph or tape record open meetings without causing a distraction.~~

~~If the Board finds that noise, illumination or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board.~~

Revised: August 12, 2009

(Revised: February 11, 2009)

(Adopted: February 28, 2007)

(Replaces: BB 9512 Public Sessions)
(Revised: 1984)

(Replaces: BB 9512.2 Disruption of a Public Meeting)
(Adopted: June 2004)

(Replaces: BB 9620 Order of Business – Parliamentary Procedure)
(Revised: 1984)
(Adopted: 1964)

Agenda Item Details

Meeting Date: 2023-03-22 18:30:00

AGENDA ITEM TITLE:

5. BOARD BYLAW 9323.2, *ACTIONS BY THE BOARD*

RECOMMENDATION

The Board of Education is requested to receive for first reading Board Bylaw 9323.2, *Actions by the Board*, 9323.2 Exhibit 1, and 9323.2 Exhibit 2, as recommended by the California School Boards Association.

Rationale:

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

Background:

School districts receive regular policy updates from the California School Boards Association (CSBA), which are compared to existing policies to determine the extent of modification that is needed. This reviewed policy is updated as recommended by CSBA as Board Bylaw 9323.2, *Actions by the Board*, 9323.2 Exhibit 1, and 9323.2 Exhibit 2.

Additional Information:

Copy of the reviewed Board Bylaw 9323.2, *Actions by the Board*, 9323.2 Exhibit 1, and 9323.2 Exhibit 2, are attached.

ATTACHMENTS

- [9323.2_BB_ACTIONS_BY_THE_BOARD Updated 03.22.2023.pdf](#)
- [9323.2_BB_Exhibit 1 ACTION BY THE BOARD New 03.22.2023.pdf](#)
- [9323.2_BB_Exhibit 2 ACTION BY THE BOARD New 03.22.2023.pdf](#)

ACTIONS BY THE BOARD

The Governing Board shall act by a majority vote of all of the membership constituting the Board, unless otherwise required by law. (Education Code 35164)

An "action" by the Board means: (Government Code 54952.6)

1. A collective decision by a majority of the Board members
2. A collective commitment or promise by a majority of the members to make a positive or negative decision
3. A vote by a majority of the Board members when sitting as the Board upon a motion, proposal, resolution, order, or ordinance

The Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)

Actions taken by the Board in open session shall be recorded in the Board minutes. (Education Code 35145)

Action on Non-Agenda Items

After publicly identifying the item, the Board may take action on a subject not appearing on the posted meeting agenda under any of the following conditions: (Government Code 54954.2)

~~The Board may take action in a regular meeting on a subject not listed on the published agenda only when it publicly identifies the item to be acted upon in conjunction with one of the following circumstances:~~

1. ~~When a majority of the Board, by majority vote of its members, determines that the action responds to an emergency situation exists, as defined for emergency meetings pursuant to Government Code 54956.5.~~
2. ~~When two-thirds of the members present, The Board determines, either by a two-thirds majority vote of the members present at the meeting or if less than two-thirds of the members are present then by a unanimous vote of all members present, determine that the need to take immediate action came to the district's attention after the agenda was posted. posting of the agenda.~~
3. ~~When an item appeared on the agenda of, and was continued from, a meeting that occurred not more than five days earlier. The matter was properly posted for a previous meeting occurring not more than five days earlier and was continued to the meeting at which action is being taken.~~

~~The Board shall not take action by secret ballot, whether preliminary or final. Actions taken by the Board in open session shall be recorded in the Board minutes.~~

Challenging Board Actions

The district attorney's office or any interested person may file an action in court for the purpose of: (Government Code 54960, 54960.2)

1. Stopping or preventing the Board's violation or threatened violation of the Brown Act
2. Determining the applicability of the Brown Act to ongoing or future threatened Board actions
3. Determining the applicability of the Brown Act to a past action of the Board that is not specified in Government Code 54960.1, provided that:
 - a. Within nine months of the alleged violation, a cease and desist letter is submitted to the Board, clearly describing the past Board action and the nature of the alleged violation.
 - b. The time for the Board to respond has expired and the Board has not provided an unconditional commitment to cease and desist from and not repeat the past action alleged to have violated the Brown Act.
 - c. The action is brought within the time required by Government Code 54960.2.
4. Determining the validity, under state or federal law, of any Board rule or action which penalizes any of its members or otherwise discourages their expression
5. Compelling the Board to audio record its closed sessions because of a court's finding of the Board's violation of any applicable Government Code provision

The district attorney or any interested person may file an action in court to nullify a Board action which is alleged to be in violation of law regarding any of the following: (Government Code 54960.1)

1. Open meeting and teleconferencing (Government Code 54953)
2. Agenda posting (Government Code 54954.2)
3. Closed session item descriptions (Government Code 54954.5)
4. New or increased tax assessments (Government Code 54954.6)
5. Special meetings (Government Code 54956)

6. Emergency meetings (Government Code 54956.5)

Prior to bringing any action to nullify a Board action, the district attorney or other interested person shall present a demand to "cure and correct" the alleged violation. The demand shall clearly describe the challenged action and the nature of the alleged violation and shall be presented to the Board in writing within 90 days of the date when the action was taken. If the alleged violation concerns action taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code 54960.1)

Within 30 days of receiving the demand, the Board shall do one of the following: (Government Code 54960.1)

1. Cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct.
2. Determine not to cure or correct the alleged violation and inform the demanding party in writing of its decision to not cure or correct.
3. Take no action. If the Board takes no action within the 30-day period, its inaction shall be considered a decision not to cure or correct the challenged action.

~~Any demand by the district attorney's office or any interested person to correct a Board action shall be presented to the Board in writing within 90 days of the date when the action was taken. Such demand shall allege a violation of any of the following:~~

- ~~1. Government Code 54953, regarding open meeting and teleconferencing~~
- ~~2. Government Code 54954.5, regarding closed session item descriptions~~
- ~~3. Government Code 54954.6, regarding new or increased tax assessments~~
- ~~4. Government Code 54956, regarding special meetings~~
- ~~5. Government Code 54956.5, regarding emergency meetings~~

~~If the alleged violation concerns action taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place.~~

~~Any demand to "cure and correct" an alleged violation shall clearly describe the challenged action and the nature of the alleged violation.~~

~~Within 30 days of receiving the demand, the Board shall cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct. If the Board decides to not cure or correct the challenged action, the demanding party shall~~

~~be informed in writing of that decision.~~

~~If the Board takes no action within the 30-day review period, its inaction shall be considered a decision not to cure or correct the action.~~

Actions Requiring a Two-Thirds Vote of the Board

The following actions require a two-thirds vote of the Board:

- ~~1. Resolution declaring intention to sell or lease real property~~
- ~~2. Resolution declaring intent of Governing Board to convey or dedicate property to the state or any political subdivision for the purposes specified in Education Code 17556.~~
- ~~3. Resolution authorizing and directing the Board president to execute a deed of dedication or conveyance of property to the state or a political subdivision.~~
- ~~4. Lease for up to three months of school property which has a residence on it and which cannot be developed for district purposes because funds are unavailable.~~
- ~~5. Temporary borrowing before receipt of fiscal income, if implemented pursuant to Government Code 53820-53833. [Only a majority vote of the Board is required for temporary borrowing pursuant to Government Code 53850-53858]~~
- ~~6. Upon complying with Government Code 65352.2 and Public Resources Code 21151.2, ordering city or county zoning ordinances inapplicable to a proposed use of the property by the district.~~
- ~~7. Resolution to transfer excess local funds from a deferred maintenance fund when state funds are insufficient to match local funds being held in the deferred maintenance fund.~~
- ~~8. For districts desiring to operate a community day school on an existing school site to serve grades K-6 (and no higher), certification that satisfactory alternative facilities are not available for a community day school.~~
- ~~9. Resolution to issue general obligation bonds with the approval of 55 percent of the voters of the district.~~

Actions Requiring a Two-Thirds Vote of the Board Members Present at the Meeting

The following actions require a two-thirds vote of the Board Members present:

- ~~1. Determination that there is a need to take immediate action and that the need for action came to the district's attention after the posting of the agenda. If less than two-thirds of the Board members are present at the meeting, a unanimous vote of all members present is required.~~
- ~~2. Determination that a closed session is necessary during an emergency~~

~~meeting. If less than two-thirds of the Board members are present, a unanimous vote of all members present is required.~~

Actions Requiring a Four-Fifths Vote of the Board

~~The following actions require a four-fifths vote of the Board:~~

~~1. The expenditure and transfer of necessary funds and use of district property or personnel to meet a national or local emergency created by war, military, naval or air attack or sabotage, or to provide for adequate national or local defense.~~

~~2. Adoption of a resolution, between July 15 and August 30, to borrow funds of up to 25% of the estimated income and revenue to be received by the district during the fiscal year from apportionments based on ADA for the preceding year.~~

Actions Requiring a Unanimous Vote of the Board

~~The following actions require a unanimous vote of the Board:~~

~~1. Resolution authorizing and prescribing the terms of a community lease for extraction of gas.~~

~~2. Waiver of the competitive bid process when the Board determines that an emergency exists.~~

Action Requiring a Unanimous Vote of the Board Members Present at the Meeting:

~~1. Private sale of surplus property without advertisement in order to establish that such property is not worth more than \$2,500. Disposal of surplus property in the local dump or donation to a charitable organization requires the unanimous vote of the Board members present to establish that the value of such property would not defray the cost of its sale.~~

Adopted: February 28, 2007

(Replaces: BB 9610 Quorum of the Board)

(Revised: 1984)

(Adopted: 1964)

(Replaces: BB 9620 Order of Business – Parliamentary Procedure)

(Revised: 1984)

(Adopted: 1964)

MONROVIA UNIFIED SCHOOL DISTRICT

ACTIONS REQUIRING A SUPER MAJORITY VOTE**Actions Requiring a Two-Thirds Vote of the Board**

1. Resolution declaring the Governing Board's intention to sell or lease real property (Education Code 17466)
2. Resolution declaring the Board's intent to convey or dedicate property to the state or any political subdivision for the purposes specified in Education Code 17556 (Education Code 17557)
3. Resolution authorizing and directing the Board president, or any other presiding officer, secretary, or member, to execute a deed of dedication or conveyance of property to the state or a political subdivision (Education Code 17559)
4. Lease, for up to three months, of school property which has a residence on it and which cannot be developed for district purposes because funds are unavailable (Education Code 17481)
5. Request for temporary borrowing of funds needed for immediate requirements of the district to pay district obligations incurred before the receipt of district income for the fiscal year sufficient to meet the payment(s) (Government Code 53821)
6. Upon complying with Government Code 65352.2 and Public Resources Code 21151.2, action to render city or county zoning ordinances inapplicable to a proposed use of the property by the district (Government Code 53094)
7. When the district is organized to serve only grades K-8, action to establish a community day school for any of grades K-8 (Education Code 48660)
8. When the district is organized to serve only grades K-8, has an average daily attendance (ADA) of 2,500 or less, or desires to operate a community day school to serve any of grades K-6 (and no higher grades) and seeks to situate a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)
9. Resolution of intent to issue general obligation bonds with the approval of 55 percent of the voters of the district (Education Code 15266)
10. Resolution of intent to issue bonds within a school facilities improvement district with the approval of 55 percent of the voters of the school facilities improvement district (Education Code 15266)
11. Resolution to place a parcel tax on the ballot (Government Code 53724)

MONROVIA UNIFIED SCHOOL DISTRICT

12. Resolution of necessity to proceed with an eminent domain action and, if the Board subsequently desires to use the property for a different use than stated in the resolution of necessity, a subsequent resolution so authorizing the different use (Code of Civil Procedure 1245.240, 1245.245)
13. When the district has a three-member Board and has adopted the procedures set forth in the Uniform Public Construction Cost Accounting Act (UPCCAA), action to respond to an emergency facilities condition without giving notice for bids to let contracts, including the repair or replacement of district facilities, the taking of any other action that is directly related to and immediately required by that emergency, the procurement of the necessary equipment, services, and supplies for those purposes, the delegation of authority to the Superintendent or designee to take such action, and the determination during a regular Board meeting of the need to continue the action (Public Contract Code 22035, 22050)

Actions Requiring a Two-Thirds Vote of the Board Members Present at the Meeting

1. Determination that there is a need to take immediate action and that the need for action came to the district's attention after the posting of the agenda. If less than two-thirds of the Board members are present at the meeting, a unanimous vote of all members present is required. (Government Code 54954.2)
2. Determination that a closed session is necessary during an emergency meeting. If less than two-thirds of the Board members are present, a unanimous vote of all members present is required. (Government Code 54956.5)

Actions Requiring a Four-Fifths Vote of the Board

1. Resolution for district borrowing based on issuance of notes, tax anticipation warrants, or other evidences of indebtedness, in an amount up to 50 percent of the district's estimated income and revenue for the fiscal year or the portion not yet collected at the time of the borrowing (Government Code 53822, 53824)
2. Resolution for district borrowing, between July 15 and August 30 of any fiscal year, of up to 25 percent of the estimated income and revenue to be received by the district during that fiscal year from apportionments based on ADA for the preceding school year (Government Code 53823-53824)
3. Declaration of an emergency in order to authorize the district to include a particular brand name or product in a bid specification (Public Contract Code 3400)
4. When the district has a five-member or seven-member Board and has adopted the procedures set forth in UPCCAA, action to respond to an emergency facilities condition without giving notice for bids to let contracts, including the repair or replacement of district facilities, the taking of any other action that is directly related to and immediately required by that emergency, the procurement of the necessary

MONROVIA UNIFIED SCHOOL DISTRICT

equipment, services, and supplies for those purposes, the delegation of authority to the Superintendent or designee to take such action, and the determination during a regular Board meeting of the need to continue the action (Public Contract Code 22035, 22050)

5. Resolution to award a contract for a public works project at \$212,500 or less to the lowest responsible bidder, when the district is using the informal process authorized under the UPCCA for projects of \$200,000 or less, all bids received are in excess of \$200,000, and the Board determines that the district's cost estimate was reasonable (Public Contract Code 22034)

Action Requiring a Four-Fifths Vote of the Board Members Present at the Meeting

A four-fifths vote of the Board members present at the meeting shall be required to approve the expenditure and transfer of necessary funds and use of district property or personnel to meet a national or local emergency created by war, military, naval, or air attack, or sabotage, or to provide for adequate national or local defense. (Government Code 53790-53792)

Actions Requiring a Unanimous Vote of the Board

1. Resolution authorizing and prescribing the terms of a lease of district property for extraction and taking of gas not associated with oil (Education Code 17510-17511)
2. Authorization of the use of day labor or force account, or waiver of the competitive bid process pursuant to Public Contract Code 20111, when the Board determines that an emergency exists requiring the repair, alteration, work, or improvement to any facility to permit the continuance of existing classes or to avoid danger to life or property, and upon approval of the County Superintendent of Schools (Public Contract Code 20113)

Action Requiring a Unanimous Vote of the Board Members Present at the Meeting

1. Private sale of surplus property without advertisement in order to establish that such property is not worth more than \$2,500. Disposal of surplus property or donation to a charitable organization requires the unanimous vote of the Board members present to establish that the value of such property would not defray the cost of arranging its sale. (Education Code 17546)

MONROVIA UNIFIED SCHOOL DISTRICT

UNCONDITIONAL COMMITMENT LETTER

To: (Name of district attorney or any interested person)

The Governing Board of (name of school district) has received your cease and desist letter dated (date) alleging that the following past action taken by the Board violates the Ralph M. Brown Act:

(Describe alleged past action as set forth in the cease and desist letter.)

In order to avoid unnecessary litigation and without admitting any violation of the Ralph M. Brown Act, the Board hereby unconditionally commits that it will cease, desist from, and not repeat the challenged past action described above. The Board may rescind this commitment only by a majority vote of its membership taken in open session at a regular meeting and noticed on its posted agenda as "Rescission of Brown Act Commitment." You will be provided with written notice, sent by any means or media you provide in response to this message, to whatever address(es) you specify, of any intention to consider rescinding this commitment at least 30 days before any such regular meeting. In the event that this commitment is rescinded, a notice will be delivered to you by the same means as this commitment, or by mail to an address that you have designated in writing, and you will have the right to commence legal action pursuant to Government Code 54960(a).

Sincerely,

(Name)

(Title of Board President or other designee)